# C:\Users\thompsol\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\U1QG09TT\UFV_subbrand_ Continuing-Education-cmyk.jpg

# Continuing EDUCATION Instructor Procedures and Expectations

We are pleased to have you as a part of our Continuing Education team. To feel truly at home here you need to know who to call on, or where to go, whenever you need something. These procedures and expectations are intended to help you find the people and services you need, better understand what is expected of you, as well as offer you a general guide to UFV and CE procedures.

## Procedures

### Administrative Contacts

The Director, Program Manager, and Program Coordinator are your links to UFV. It is extremely important for you to establish strong lines of communication with them. They are available to assist in making your UFV teaching experience an enjoyable one. Please feel free to approach them with whatever questions or problems you might have.

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| Director | Liana Thompson | Email: [Liana.Thompson@ufv.ca](mailto:Liana.Thompson@ufv.ca)  Phone: 604- 854-4527  In Person: Clearbrook Ctr., 103a | * Oversight of all department operations and decisions |
| Manager | Jill Harrison | Email: [Jill.Harrison@ufv.ca](mailto:Jill.Harrison@ufv.ca)  Phone: 604- 864-4638  In Person: Clearbrook Ctr., 103e | * Program content and instruction |
| Coordinator | DeAnna Noftle  Mandy Watts | Email: [DeAnna.Noftle@ufv.ca](mailto:DeAnna.Noftle@ufv.ca)  Phone: 604-795-2416  In Person: Chilliwack Campus, V104a | * Program logistics for Business, Office, and Creative Arts |
| Coordinator | Heather Chapman | Email: [Heather.Chapman@ufv.ca](mailto:Heather.Chapman@ufv.ca)  Phone: 604- 864-4626  In Person: Clearbrook Ctr., 103h | * Program logistics for Health Sciences and Human Services courses and programs |
| Coordinator | Emiko Petit | Email: [Emiko.Petit@ufv.ca](mailto:Emiko.Petit@ufv.ca)  Phone: 604 854-4559  In Person: Clearbrook Ctr., 103g | * Program logistics for Arts, Legal, and Education |

### Campus Closure

In the event of severe weather conditions, you and your students are not required to travel if you believe that it is unsafe to do so. UFV will close due to severe weather conditions if: our buildings become unsafe, it becomes impossible to maintain safe parking lots, sidewalks, or roads on campus, there are road advisories or closures on the main highways between our three major campuses.

Closures will be announced on the UFV website home page at [www.ufv.ca](http://www.ufv.ca) and on the following radio stations:

* Star FM on 98.3 FM in Chilliwack/Abbotsford/Mission, 100.5 FM in Hope
* Country 107, on 107.1 FM in Abbotsford/Mission/Langley
* CBC at 690 AM in Lower Mainland/Central Valley; 91.7 FM in Chilliwack

### Contact Information

Please keep your personal contact information, email address and phone number, up to date with Continuing Education.

For students who wish to contact you outside of classroom hours, please provide us with an email and/or phone number you wish us to release. Ensure your email address is business appropriate and not a personal or other employer’s account.

### Course and Program Cancellations

Courses and programs are cancelled if there is insufficient enrolment. Discuss enrolment minimum with your Program Coordinator prior to the course start date. If you wish to monitor enrollment prior to contacting the Program Coordinator, current enrollment can be viewed <http://www.ufv.ca/admissions/semesterinfo/csizewaitlst/csc-viewall/>

### Computer Use

The University of the Fraser Valley is committed to an intellectual environment in which students, faculty, and staff feel free to create, and to collaborate with colleagues, both at the university and elsewhere, without fear that the products of their intellectual efforts will be violated, misrepresented, tampered with, destroyed, or stolen. This environment is fostered by an atmosphere of trust and confidentiality. Therefore, UFV will provide computing and network resources with the fewest possible restrictions. Please refer to Policy 14 [Appropriate Use Of Computing and Network Resources](http://www.ufv.ca/admissions/semesterinfo/csizewaitlst/csc-viewall/) for specific conditions of use.

### Computer Problems

Should you experience problems with the instructor station computer, or lab computers please contact IT Services Help Desk by emailing [HelpDesk.ITS@ufv.ca](mailto:HelpDesk.ITS@ufv.ca) Please include your Program Coordinator in these communications (cc in the email). Should you not have access to a computer or email, you can call 604.864.4610.

**Help Desk Hours are as follows:**

* 8 am to 8 pm Monday, Tuesday, Wednesday, Thursday
* 8 am to 4:30 pm Friday
* Closed Saturday and Sunday

### Course Materials

Prior to the start of the semester, the Coordinator will ask you to submit any revisions to course material. Please make your changes on a hard copy or use the “track changes function” so that changes can be easily identified. Your revisions must be returned to the Coordinator as follows:

Syllabus 4 weeks prior to the start of the program/course

Course Packs 6 weeks prior to the start of the program/course

Handouts 6 weeks prior to the start of the program/course

New material 8 weeks prior to the start of the program/course

We prefer that materials are sent in electronic format with editing writes (not PDF). When the photocopying has been completed, it will be returned to you on the day that your class begins.

Printed materials, excluding course packs which the student purchases directly from the Bookstore, can be picked up at the following locations:

* Clearbrook centre – during business hours, materials are located in the Instructor pick up box in the reception area. After hours, please request the Security person to grant you access to this area.
* Abbotsford Main campus – the Library, G building, at the circulation desk
* Chilliwack Main campus (CEP)- the Library, A building, at the circulation desk
* 5 Corners campus – please arrange location with Program Coordinator

At the end of each course, the following materials must be compiled for reporting and archiving:

* Completed attendance sheet
* Timesheet
* Final grades for each student (percentage and grade)
* Graded assessments for each student (quizzes, exams, projects)
* Course evaluations (when distributed and completed)

These completed course materials are to be returned directly to the Program Coordinator.

### Course Attendance Records

It is imperative that attendance be taken for EACH class. At the first class you will be given a class list which will show all registered students.

If there are any students in attendance whose names do not appear on this list, please ask for a registration receipt and add all their names, addresses, and phone numbers (check against ID). Return this list (with recorded attendance) to the Program Coordinator. This is the only way we can verify registration, payment of fees and wait lists. Please note the Wait List Policy below.

For First Aid instructors, please withhold distributing a certificate to any non-verified student, and leave with the Program Coordinator for further follow-up. Students who fail to produce a registration receipt should be asked to leave the class.

### Exams and Assessments

Please familiarize yourself with UFV policies on plagiarism and cheating at the Office for Academic Integrity and Appeals . Your Director and Program Manager are also available if you have any questions or concerns about these policies. Please consult with them.

CE Instructors are expected to mark and grade their own exams, quizzes, and assignments. When you are preparing your exams and quizzes, you will need to allow sufficient time for review of the materials by the Program Manager and Coordinator to send the materials to Print Services for duplication.

Due to freedom of information and protection of privacy requirements, you may not post exam marks in such a way that it is possible to identify a student from the posted list; nor should you leave assignments unattended for student pickup. Contact your Program Manager to discuss student access to exam marks and returning assignments.

UFV policy states that students must be able to look at their assessment materials for up to one year following that last class. All assessment materials (quizzes, exams, and projects) must be submitted to Program Coordinator to be archived. All instructors are expected to be able to explain to students how grades were calculated. Please provide as much information about your grading strategy with the exam results, should you be unavailable in the future to respond to student inquiries.

### Expense Claims

Any program-related expense must be approved by the Program Coordinator and listed on the instructor contract prior to signing and approval by the Director. When the approved expenses are incurred, please complete the Expense Claim form <http://www.ufv.ca/media/assets/finance/forms/fillable/ExpenseClaimForm.pdf>, attach expense receipts, and submit it to the Program Coordinator within 30 days.

### First Class Procedures

The following describes a “typical” CE first class procedure:

Introduce yourself to the class. Most Instructors are fairly informal, and students will probably address you by your first name unless you request otherwise, so your introduction provides an opportunity to let students know your preference.

Inform students about general class procedures including attendance, breaks, etc.

Distribute and review your course syllabus, noting:

• Your contact information and when/how you are available to answer questions outside of classroom time.

• The course title, description, prerequisites, and objectives

• How this course relates to others in the discipline

• Textbook(s) and other materials required

• Assignments and grading procedures

• The schedule of readings, exams, assignment deadlines

• Departmental policies relating to attendance, late assignments, etc.

• UFV policy on student conduct and plagiarism

• Disability Resource Centre services for students with special requirements (see www.ufv.ca/disabilityser- vices for more information).

Complete a class attendance check before the end of the first class. Waiting until the end ensures any lost students have had a chance to find the room. Students who are in attendance but their name does not appear on the class list, allow the student to attend, ask them for confirmation of their registration, record their first and last names and contact information, and notify the Coordinator.

### GRADE SUBMISSION DEADLINES

Grades are due within seven (7) working days following the date the exam is held, or following the last day of class if no exam is held. Please record your grades and overall percentage directly on your class list and ensure that you sign and date the record. Please forward this record along with all graded assignments and exams to the Coordinator within seven (7) working days.

### Informal Release of Grades

Students can access their final grades online via myUFV. Should the student wish to know their grade prior to it being recorded on their student record, the Instructor may communicate the “unofficial” final grades with the student in person. No grades will be given via email or over the phone.

### Instructor Contract

Your employee contract outlines the terms of your employment with Continuing Education; please review it carefully.

*Contact hours* refers to the schedules in-class time. Instructors are required to provide direct instruction for the full duration of the time indicated. *Administration* hours may include the following activities: review and revision course materials, student assessment (marking of quizzes, exams, and assignments), student feedback, coaching, and communications, preparation for upcoming classes, recording student grades, completing end-of-course responsibilities.

To indicate your acceptance of the contract and its terms, please sign and date the contract in the Instructor signature area and then return the original copy to the Coordinator.

If your address changes please notify your Program Coordinator.

### INSTRUCTOR EVALUATIONS

Your in-class instructor evaluation is a valuable part of the overall evaluation process, providing feedback to you, your department, and your dean. An evaluation is completed for each class you teach on at least a yearly basis.

Students are asked to complete a multiple choice and short comment form. Confidentiality is stressed to the students throughout the process; the forms are counted, sealed in an envelope by the administrator in the presence of the students, and returned to the Director’s office for processing. You will receive a summary of the scores on the multiple choice section and a copy of the collated student comments, after submitting your final grades.

If you would like more information on the evaluation process, or if you have questions please speak with the Program Manager.

### Instructor Illness/Absence

If an instructor is absent from class, no substitute is employed unless the illness or absence is prolonged. If you must cancel a class, please inform the Program Coordinator and the students in your class as early as possible. If you cannot inform the students, please let us know.

### PAYROLL

To receive payment for teaching services instructors must complete the Time Sheet which will be enclosed with your course package. Please fill it out completely and return it directly to the Program Coordinator according to the payroll deadline schedule below.

Pay periods are the 15 & 30/31 of each month. You also have the option of submitting one time sheet for the entire course. CE requires timesheets in advance of the Payroll Office deadlines to allow for Coordinator and Manager/Director review and off-site transfer to payroll office. For timesheet due dates, please refer the Payroll Schedule that is located at: for timesheet due dates, please refer the Payroll Schedule that is located at: <http://www.ufv.ca/media/assets/finance/forms/2013-14-PayScheduleREVISED2.pdf>

Fillable Electronic Timesheets can be located at: <http://www.ufv.ca/media/assets/finance/forms/Timesheetformrevised_Apr2013_Fillable.pdf>

### Room and Equipment Usage

No food or beverages are permitted in any UFV computer lab.

Smoking is banned from inside the premises of UFV. Smoking is restricted to a safe outdoor location that is a minimum of 3 metres from a doorway, window, or air intake of a UFV campus.

At the end of each class, return it to a neat and orderly condition. If furniture and equipment was moved during class, please return it to the original position.

If you require audiovisual or specialized equipment, please contact your Program Coordinator at least one month prior to the start of the course.

### Student Conduct and Plagiarism

As you know, you play a fundamental role in both deterring and detecting inappropriate academic behaviour, and your approach to academic integrity can significantly shape students’ understanding, attitude, and behaviour as they navigate through their educational endeavours.

With this in mind, our Office for Academic Integrity and Appeals would like to offer you some guidelines for promoting academic integrity:

• Strive to have unmistakably explicit expectations. Students may not understand exactly what you mean if you say “be careful not to plagiarize,” or “make sure there is no inappropriate collaboration on this assignment.”

• Explain the principles of citation and the role citation plays in academic writing.

• Hold regular discussions about academic integrity. Students need to understand why this is fundamental, and talking about it throughout the course will underscore the importance of the message.

• Familiarize yourself with UFV’s Student Academic Misconduct (70) policy, Student Non-academic conduct (204) policy, as well as the Academic Appeals (61) policy (www.ufv.ca/senate/policy\_manual) and be sure to refer to them in your course outline.

• If you have questions regarding student conduct matters, please speak with the Program Manager.

### Waitlist Procedures

Once a course has reached the maximum enrolment, people interested in registering are put on a wait list. If a space becomes available, those on the wait list are given the first consideration. We then contact students on the wait list in numerical order. Waitlisted students are not permitted to attend class.

## Expectations

### Instructor Qualifications

Continuing Education has been offering high-quality lifelong education options to people in the Fraser Valley since 1974, and is well known for high standards and consistent quality. To promote the best possible learning experience for our students, Continuing Education chooses to work with Instructors who:

1. Remain active in their field of expertise – either currently working in the field, active in a volunteer capacity, or engage in regular industry-specific professional development.
2. Actively develop and receive feedback on their instructional skills – completing the Provincial Instructor Diploma (PID) program, taking the Instructional Skills Workshop (ISW), taking instructional related courses, or inviting a peer or supervisor into their classroom to receive feedback about their instruction.
3. Consistently receive favourable results on their course evaluations.
4. Adhere to the expectations that are set by Continuing Education and their staff – following the conditions outlined in the instructor contract, submitting course materials and grade results in a timely manner, timely response to staff and student inquiries, and positive contributions to the work of our department.

Continuing Education Instructors are expected to provide evidence of how they have met the above criteria on a yearly basis. Evidence can be submitted to the Director at any time. The Director will review the evidence against the instructor expectation criteria prior to approving course contracts each semester.

### PERSONAL BUSINESS PROMOTION

Instructors are not permitted to promote their own company or services within a Continuing Education class, or use the course class list for marketing purposes. Any reference to instructor’s own company or business must be removed from all materials used as handouts to students.

## Glossary

**Official Course Outline:** The Undergraduate Education Committee or Graduate Education Committee approved course outline form.

**Course Syllabus:** The expanded version of the official course outline, including content, instructional activities and student evaluation practices, provided for individual courses.

**Course packs:** a compilation of course handouts that has been fashioned into a booklet format including a title page, table of contents, and section headings.

**Handouts:** a resource for students that helps to reinforce the course content. Handouts are meant to “stand on their own” and are not combined into a booklet format.