



UNIVERSITY OF ALBERTA
DEPARTMENT OF
EDUCATIONAL PSYCHOLOGY

Instructor Handbook 2016–2017

This handbook is intended to provide useful information on University, Faculty, and Department policies governing instruction. The compilation of information is selective and provides only general guidelines and policies. For more detailed and specific regulations, please refer to the 2015–2016 University of Alberta Calendar or visit <http://www.registrarsoffice.ualberta.ca/>.

6-102 Education North • University of Alberta • Edmonton • Canada • T6G 2G5
Telephone: (780) 492-5245 • Fax: (780) 492-1318
Email: edpyrec@ualberta.ca

TABLE OF CONTENTS

| | |
|--|----|
| Administrative Staff | 3 |
| Academic Schedule | 4 |
| Plagiarism and Cheating | 5 |
| Course Outlines | 5 |
| Evaluation and Grading Guidelines | 7 |
| Course Evaluation Procedures (USRIs) | 7 |
| Proctoring of Exams/Classroom Changes/Final Examinations | 8 |
| Student Accessibility Services (SAS)..... | 8 |
| Freedom of Information and Protection of Privacy Act (FOIPP) | 9 |
| eClass Powered by Moodle | 9 |
| Online Homework Systems..... | 10 |
| Third-Party Student Response/Engagement Systems | 10 |
| Undergraduate Student Advising | 10 |
| Office Services | 11 |
| Administrative Services | 11 |
| Photocopying and Printing..... | 11 |
| Copyright | 11 |
| Lecture Handouts | 11 |
| Office Assignments..... | 11 |
| Mailboxes..... | 11 |
| Textbook Orders | 11 |
| Audiovisual Services..... | 11 |
| ONEcard | 12 |
| Library Liaison | 12 |
| Technology Services | 12 |
| Booking Meeting Rooms | 12 |
| Course Assignments..... | 12 |
| Guest Speaker Parking | 12 |
| Requests for Clinic Materials..... | 12 |
| Other Information..... | 12 |
| Academic Integrity | 12 |
| Sexual Harassment | 13 |
| Electronic Banking | 13 |
| Course Information and Payroll | 13 |
| Pay Dates | 13 |
| Employee Self-Service | 13 |
| Parking..... | 13 |
| Department Lounge | 13 |
| Appendix A (Course Outline Statements) | 14 |
| Appendix B (Grading Policies) | 16 |
| Who to Ask/Where to Look..... | 18 |

DEPARTMENT OF EDUCATIONAL PSYCHOLOGY ADMINISTRATION

SENIOR ADMINISTRATIVE STAFF

| | | | |
|---|----------------|--|--------------|
| Chair | George Buck | george.buck@ualberta.ca | 780-492-9275 |
| Associate Chair & Graduate Coordinator | Veronica Smith | veronica.smith@ualberta.ca | 780-492-2389 |
| Associate Chair & Undergraduate Coordinator | Lia Daniels | lia.daniels@ualberta.ca | 780-492-4761 |
| Assistant Chair (Administration) | Liz Grieve | grieve@ualberta.ca | 780-492-2606 |

PROGRAM COORDINATORS

| | | | |
|---------------------------------------|-------------------|--|--------------|
| Counselling Psychology | William Hanson | whanson@ualberta.ca | 780-492-9007 |
| Health Sciences Education | Sharla King | sharla.king@ualberta.ca | 780-492-2333 |
| Measurement, Evaluation & Cognition | Ying Cui | yc@ualberta.ca | 780-492-3848 |
| Psychological Studies in Education | Christina Rinaldi | christina.rinaldi@ualberta.ca | 780-492-7471 |
| School & Clinical Child Psychology | Christina Rinaldi | christina.rinaldi@ualberta.ca | 780-492-7471 |
| Special Education | Denyse Hayward | dhayward@ualberta.ca | 780-248-2019 |
| Teaching English as a Second Language | Marilyn Abbott | mabbott@ualberta.ca | 780-492-9090 |
| Technology in Education | Mike Carbonaro | mike.carbonaro@ualberta.ca | 780-492-2646 |

Professors' phone numbers and email addresses are listed in the university directory (found online at <http://webapps.srv.ualberta.ca/search/>). However, you may contact any professor or leave a message between 8:30 a.m. and 4:30 p.m. by phoning the General Office at 780-492-5245.

OFFICE STAFF

| | | | |
|---|------------------|--|--------------|
| Administrative Assistant/Operations | Carley Okamura | edpyrec@ualberta.ca | 780-492-5245 |
| Executive Assistant to the Chair | Marlene Welton | edpyea@ualberta.ca | 780-492-1152 |
| Graduate Student Services Administrator | Magda Grzeszczuk | magda.grzeszczuk@ualberta.ca | 780-492-1149 |
| Administrative Assistant/Course Support | Brenda Burgess | bburgess@ualberta.ca | 780-492-9735 |
| Administrative Assistant/HR | Barbara Gutziet | barbara.gutziet@ualberta.ca | 780-492-3762 |
| Administrative Assistant/Financials | Joyce Maycher | joyce.maycher@ualberta.ca | 780-492-2584 |
| Clinic Administrator | Sally Hunt | shunt1@ualberta.ca | 780-492-3748 |
| Clinic Administrative Assistant | Becky Olson | rolson@ualberta.ca | 780-492-3746 |
| Registration Inquiries: Undergraduate Graduate | | edpyugrg@ualberta.ca edpygrrg@ualberta.ca | |

ACADEMIC SCHEDULE – FALL/WINTER 2016–2017

The academic schedule for the 2016–2017 Fall and Winter Terms can be found in the 2016–2017 University of Alberta Calendar* at www.registrar.ualberta.ca/calendar. Your attention is drawn to the following important dates:

| | | |
|-------------------------|-------------------------|--|
| Fall Term 2016 | September 1 | Fall Term classes begin |
| | September 5 | Labour Day; University buildings closed |
| | September 15 | Last day to add/drop courses: Fall Term and Fall/Winter Term |
| | October 10 | Thanksgiving Day; University buildings closed |
| | November 7–10 | Fall Term Reading Week |
| | November 11 | Remembrance Day; University buildings closed |
| | November 30 | Last day to withdraw from Fall Term courses |
| | December 7 | Last day of Fall Term classes |
| | December 9–21 | Fall Term final exams |
| | December 25–31 | Winter Closure; University buildings closed |
| Winter Term 2017 | January 1 | New Year's Day; University buildings closed |
| | January 2 | New Year's Holiday; University buildings closed |
| | January 9 | Winter Term classes begin |
| | January 20 | Last day to add/drop courses: Winter Term |
| | February 20 | Family Day; University buildings closed |
| | February 21–24 | Winter Term Reading Week; no classes |
| | April 5 | Last day to withdraw from Winter Term courses |
| | April 12 | Last day of Winter Term classes |
| | April 14 | Good Friday; University buildings closed |
| | April 17 | Easter Monday; University buildings closed |
| April 18–29 | Winter Term final exams | |

To access the electronic version of the calendar, visit www.registrar.ualberta.ca/calendar.

Class record books and the University of Alberta assessment and grading policy can be found at <http://www.registraroffice.ualberta.ca/~media/registrar/Faculty-Staff-Resources/Class-Record-Book-2015-2016.pdf>.

Instructors are responsible for printing class lists from Bear Tracks. For more information, please see the Instructor User Guide at http://www.registraroffice.ualberta.ca/~media/registrar/Bear-Tracks/Bear_Tracks_Instructor_User_Guide.pdf.

Introductory Professional Term (IPT)**Fall Term 2016**

| | |
|---------------------------|--|
| September 1 – October 26 | On-campus classes (Secondary IPT) |
| October 31 – November 4 | Exam Week (Secondary IPT) |
| November 14 – December 16 | Field experience dates (Secondary IPT) |

Winter Term 2017

| | |
|---------------------|-----------------------------------|
| January 9 – March 9 | On-campus classes (Secondary IPT) |
| March 10 – March 17 | Exam Week (Elementary IPT) |
| March 13 – March 17 | Exam Week (Secondary IPT) |
| March 20 – April 28 | Field experience dates |

Advanced Professional Term (APT)**Fall Term 2016**

| | |
|----------------------------|------------------------------------|
| September 1 – September 29 | On-campus classes (Elementary APT) |
| September 6 – October 6 | On-campus classes (Secondary APT) |

September 30 – October 7
October 6
October 11 – December 16

Exam Week (Elementary APT)
Final exam (Secondary APT)
Field experience dates

Winter Term 2017

January 9 – February 9
February 9
February 15 – April 28

On-campus classes (Secondary APT)
Final exam (Secondary APT)
Field experience dates (Secondary APT)

Details regarding withdrawal deadlines for the IPT and APT can be found at <http://www.uss.ualberta.ca/en/Non-StandardWithdrawalDeadlines.aspx>.

PLAGIARISM, CHEATING, MISREPRESENTATION OF FACTS, AND PARTICIPATION IN AN OFFENCE

Plagiarism, cheating, misrepresentation of facts and participation in an offence are viewed as serious academic offences by the University and by the GFC CLRC. Sanctions for such offences range from a reprimand to suspension or expulsion from the University.

GFC CLRC believes that students should be told, at the beginning of each term, how the University defines plagiarism and cheating, what constitutes misrepresentation of facts and participation in an offence—and what the sanctions are. In particular, awareness of the latter offence may help students resist pressure from other students to assist them in acts of academic dishonesty. We would also like to ensure that all instructors know what they must do when they encounter instances where they believe plagiarism, cheating, misrepresentation of facts or participation in an offence might have occurred.

The "Don't Cheatsheet" is available on the University Governance website at <http://www.governance.ualberta.ca/>. From the dropdown menu click on *Student Appeals* and navigate to the Don't Cheatsheet.

To assist students we ask that you let them know writing help is available through the **Student Success Centre**: <http://www.studentsuccess.ualberta.ca/> and the **Centre for Writers**: <http://c4w.ualberta.ca/>.

COURSE OUTLINES

At the beginning of each course, instructors are required to provide a course outline to every student enrolled in the course. **Note: It is important for instructors to include the information required by GFC listed in Academic Regulations, Evaluation Procedures and Grading System 2.a.i–xii of the University of Alberta Calendar in their course outlines. Please see <http://www.registrar.ualberta.ca/calendar/Regulations-and-Information/Academic-Regulation/23.4.html#23.4>.**

If you are new to the department, you should consult with academic staff in your area or view the course outlines in the department's General Office before creating a course outline.

A course outline template can be found on the department's website at <http://www.edpsychology.ualberta.ca/FacultyandStaffResources.aspx>. Please note that while the formatting of this document is provided as an example only, outlines must include all the specified information.

All course outlines must be submitted to **Brenda Burgess** in the General Office by **July 1** for Fall Term and **October 15** for Winter Term courses. In an effort to maintain consistency of format, the Associate Chair (Graduate or Undergraduate) approves course outlines. Once approved by the relevant Associate Chair and after revisions are made, if required, instructors should have photocopies prepared. Copies of all course outlines are placed on file in the General Office for information and review. **While photocopies of course outlines are provided by the instructor and made available to students on the first day of class**, instructors are encouraged to 'think green' and send course outlines to students through Bear Tracks prior to the first day of class. Where a teaching staff appointment is made after the timeline given above, instructors should submit course outlines as soon as possible thereafter.

In general, course outlines should include the following information:

1. Title of course.
2. Instructor's name.
3. Office hours.
4. Phone number.
5. Course rationale or general description. A statement of the objectives and content to be covered in the course.
6. Textbook requirement(s).
7. Due dates and evaluation procedures for the students' performance.
 - e.g. Exam #1: Date, type of exam, percentage of weighting of the total grade, length of exam.
 - Term Paper #1: Date due, weighting, minimum requirements and length, date by which students can expect papers to be returned.

It is recommended that each course have at least three parts to the evaluation, with the first evaluation scheduled early in the course, preferably before the final withdrawal date. All courses must have a written final examination, except where a departure from this arrangement has been authorized by the Department Chair.

8. University course outline statements (see Appendix A) **must** be attached to or included in each syllabus.
9. **Final Grades:** All final grades are to be reported using the LETTER GRADE system (unless the course is credit/non-credit). In general, it is recommended that as each assignment is graded, a raw score be reported to the students along with the raw score class average for the assignment. Final grades are determined after combining term scores and the final examination scores.

In classes with more than 25 students, course marks other than final grades may be posted by instructors. However, these marks should be reported using student ID numbers, ordered numerically or randomly. In classes with fewer than 25 students, all marks should be handed back to students individually and not posted. Anonymity of students' marks is essential.

| Grading – Undergraduate Courses | | |
|---------------------------------|--------------|-------------|
| Descriptor | Letter Grade | Point Value |
| Excellent | A+ | 4.0 |
| | A | 4.0 |
| | A- | 3.7 |
| Good | B+ | 3.3 |
| | B | 3.0 |
| | B- | 2.7 |
| Satisfactory | C+ | 2.3 |
| | C | 2.0 |
| | C- | 1.7 |
| Poor | D+ | 1.3 |
| Minimal | D | 1.0 |
| Pass | | |
| Failure | F | 0 |

| Grading – Graduate Courses | | |
|----------------------------|--------------|-------------|
| Descriptor | Letter Grade | Point Value |
| Excellent | A+ | 4.0 |
| | A | 4.0 |
| | A- | 3.7 |
| Good | B+ | 3.3 |
| | B | 3.0 |
| Satisfactory | B- | 2.7 |
| | C+ | 2.3 |
| Failure | C | 2.0 |
| | C- | 1.7 |
| | D+ | 1.3 |
| | D | 1.0 |

NOTE: **Do not post unofficial final grades.** You have **five** working days following the final examination to electronically submit your Grade Roster and Grade Summary/Distribution Report for the class, accessible through Instructor Self-Service in Bear Tracks. **Grades for a deferred exam should not be submitted on the Grade Report Form.** For courses with no final exams, submit your final grades within **five** working days of the due date for the final assignment. Students can access their final grades via the Web using Bear Tracks. Grades should be available to students within one day after the department approves the grades. **Please note: Grades for EDPY 499/599/699 classes, grade changes, and final grades for students with deferred final exams, cannot be submitted online; please contact Brenda Burgess regarding these grades.**

10. **Equality, Equity and Respect Statement.** The Faculty of Education Equality, Equity and Respect Statement must be included. (See Appendix A.)

EVALUATION AND GRADING GUIDELINES

1. Where there is more than one section of a course, the instructor(s) should initially meet with the course coordinator to determine relative weighting of assignments and exams, as well as required textbooks, with a view to having comparable assignments and weighting across sections.
2. During the first class, the instructor should inform students in the class by means of the course outline, and through discussion with students at the time each assignment is given, distribution of the weight and the importance attached to each assignment. [Academic Regulations 23.4(2) University of Alberta Calendar]
3. The instructor should give students a reasonable length of time in which to complete an assignment, having regard for the weight and importance of the assignment.
4. Instructors should mark and return to students all term examinations, course projects, papers, essays, etc.
5. All projects, papers, essays, etc. shall be returned on or by the last day of classes in the course, with the exception of a final major project or paper, which should be returned by the date of the scheduled final examination or, in non-examination courses, by the last day of the examination period.
6. **General Faculties Council urges all instructors of undergraduate courses to ensure that suitable portions of course testing or other coursework be in the form of written essay responses.** In addition, it should be emphasized to students that quality written work is integral to competence in a subject and will, therefore, constitute part of the basis on which the student's course grade is determined.
7. In general, student attendance is not compulsory. However, if attendance is part of a class participation grade, students should be so informed on the course outline and a record should be kept of their attendance.
8. Once course outlines have been distributed to students on the first day of classes, they should not be altered in any way.
9. If you are teaching a combined undergraduate/graduate course (e.g., EDPY 497/597 or EDPY 597/697), it is required that the higher-level course include additional coursework for completion. While course content and delivery may be the same, additional assignments are required.

COURSE EVALUATION PROCEDURES – UNIVERSAL STUDENT RATINGS OF INSTRUCTION (USRIs)

General Faculties Council requires all instructors to obtain evaluations from students in each course section they teach. **Marlene Welton** (6-107B Education North) coordinates the ordering of USRIs, which are designed to allow students the opportunity to provide evaluative comments on course instruction. The questionnaires have several mandatory questions. **Marlene Welton** distributes a list of the mandatory questions at the beginning of each term and can also provide you with the list upon request. However, additional questions may be selected from the GFC catalog, which can be obtained by contacting **Marlene Welton**. If you would like questions added to your USRIs, please inform **Marlene Welton** before the add/drop deadline for the term. Questionnaires are distributed to and completed by students online; they are available to students for approximately seven days during the last two to three weeks of classes. As USRIs must be completed by students before the final exam, please notify **Marlene Welton** before the add/drop deadline for the term if you are planning to hold your final exam before the end of classes. Results of evaluations are

distributed by email, typically during the first month of the following term. Instructors are encouraged to visit the USRI website at ist.ualberta.ca/at/tsqs/idg for further information.

PROCTORING OF EXAMS / CLASSROOM CHANGES / FINAL EXAMINATIONS

1. A supervised, written final examination must be held in each course except where departure from this arrangement has been authorized by the Department Chair.
2. Final examinations must be given as scheduled in the university final examination timetable. Exceptions to this rule require written permission from the Department Chair and the Dean of Education and must be initiated at least **six weeks** before the end of classes for the term. Every student in the class must agree in writing to the change. A single objection will disallow a change.
3. In each course in which a final examination is held, a weight of not less than 30 percent and not more than 70 percent is to be assigned to the final examination, except where a departure from this arrangement has been authorized by Education Faculty Council. [Academic Regulations 23.4(1) University of Alberta Calendar]
4. Final grades are required to be submitted within five working days of the final exam or within five working days of the final assignment deadline for the class. Final grades are submitted on the Grade Roster, accessible through Instructor Self-Service in Bear Tracks. The icon to open the Grade Roster for a class is accessed from the Course Instructor 'My Schedule' page. Once the instructor enters the final grades for a class, he/she will be able to generate the Grade Summary/Distribution Report for the class on the Grade Roster page before submitting. Final grades are approved by the Associate Chair (Graduate or Undergraduate) before they become official.

If the Grade Roster icon is not visible beside the class on the 'My Schedule' page, it could mean that the Grade Roster for the class has not been generated yet or that you have not yet been granted 'grade' access to the class. (If it is past the first month of the term and the Grade Roster icon is not appearing, please contact **Brenda Burgess** for assistance.) If you are having technical difficulties with the eGrades process, please log a ticket with the IST Helpdesk (ist.ualberta.ca), indicating the problem to be "PeopleSoft" and "Grades" related.

5. Invigilation – Instructors are expected to invigilate their own examinations. **Please neither ask support staff to proctor your exams nor appoint your own proctors.** To make arrangements for a proctor, please contact **Barbara Gutziet** for assistance.
6. Deferred final examinations may be granted to a student who is prevented by illness (attested by a physician), domestic affliction, or other extreme circumstances (including religious convictions) from writing a final exam. Procedures to be followed are described in Academic Regulations 23.5.6 of the University of Alberta Calendar; see the Department Chair or the Associate Chair (Graduate or Undergraduate) for specific details regarding what instructors are required to do if a student misses a final exam.

Note: Instructors should never include grades for a deferred exam on the Grade Report Form. These grades can ONLY be submitted on a Results of Deferred Examination form.

7. At the conclusion of each course all sessional instructors are required to submit to **Brenda Burgess** in the General Office the following for each course or section:
 - a. a copy of the course outline
 - b. a copy of the final examination set in each course/section
 - c. a copy of the instructor's answer key to the questions set in the exam
 - d. students' copies of the written final exam
 - e. grading summary sheet of all assignments and exams

STUDENT ACCESSIBILITY SERVICES (SAS)

1-80 SUB; phone 780-492-3381 (voice), 780-492-7269 (TTY)
www.ssds.ualberta.ca

SAS provides assistance for students, faculty and staff with conditions affecting mobility, vision, hearing, learning and physical or mental health.

Support services include exam accommodations, provision of course materials in alternate formats, note-taking assistance and training in adaptive technology.

Exam accommodations are used by students whose disabilities affect processing and comprehending printed material, learning or concentration, as well as by students with other disabilities or medical conditions.

SAS has developed clear and detailed internal exam policies and procedures, which are available on their website (see <http://www.ssds.ualberta.ca/FacultyStaff/ExamAccommodation.aspx>).

The role of the instructor is primary for the smooth administration of exams. Please be aware of the following:

- Ensure exam dates are indicated on course syllabi so students can register exams requiring accommodations into the SAS ClockWork database before the deadlines.
- Determine and inform students how exams will be delivered to SAS and how they should be returned.
- Upload a copy of exams to the ClockWork database a minimum of two full business days before the exam is to be written. If the exam requires conversion into alternate format by SAS, an electronic copy of the exam must be uploaded a minimum of three full business days before the exam is to be written to allow sufficient time for conversion.
- Complete exam details for each exam to be written at SAS via the instructor interface of the ClockWork database system. In unusual cases, SAS can accept this information electronically by email accompanied by the [Exam Instruction and Authorization form](#), or as a last resort, in hard copy directly to CAB 215.
- Include instructions regarding proper administration of the exam (use of calculator, open book, etc.). This information is required for the exam to be written at SAS.
- If you have questions or need clarification regarding SAS exam administration policies and procedures, please contact the SAS Exam Accommodations Office at 780-492-9816 or ssdsexam@ualberta.ca.
- After a student has written an exam at SAS, the student will return the exam in a sealed envelope to **Brenda Burgess** in the General Office. The instructor picks up the exam from **Brenda Burgess**.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIPP)

Reference: 2016–2017 University of Alberta Calendar, General University Policies.

Instructors should take note of the following:

- Personal information such as name, address, telephone numbers and personal identification can be shared only with the student's consent.
- Term work should be returned directly to the student. Work not returned directly to the student should be placed inside an envelope and sealed.
- Departments may, but are not required to, post unofficial results in alternate formats, provided the confidentiality of the students' records is preserved in accordance with the *Freedom of Information and Protection of Privacy Act*. This precludes incorporating names, or potentially information such as Faculty, degree, or year of program if the identity of the student can be deduced from this information. Because it is very difficult to protect student confidentiality in small classes (fewer than 25 students), departments should refrain from posting grades for these courses.
- Students may access their final grades via the Web using Bear Tracks.

eCLASS POWERED BY MOODLE

The University of Alberta's brand name for its learning management system is eClass. All courses in the Faculty of Education are on eClass. For information about eClass, see

<https://support.ctl.ualberta.ca/index.php?/IST/Knowledgebase/List/Index/22/eclass>.

If you would like to integrate eClass into your course, you need to request that an eClass course be created, as they are not automatically available.

The automated Request a Course system will allow you to easily and efficiently create eClass sections with very quick response times. Once you are able to view your course under the Instructor tab in Bear Tracks, you are able to request eClass for the course. To request a course, go to <https://cc.elearning.ualberta.ca/CourseRequestLogin.aspx>. Please

note that if you teach the same course in another term, you have to request a course for the new term, but you may ask to have the content from the earlier course copied into the new one.

If you run into difficulties, please contact the Centre for Teaching and Learning (CTL) at ctl@ualberta.ca or 780-492-2896. You will find eClass Powered by Moodle resources at: <https://support.ctl.ualberta.ca/index.php?/IST/Knowledgebase/List/Index/22/eclass>.

ONLINE HOMEWORK SYSTEMS

Instructors who wish to use online homework systems (such as those operated by textbook publishers) should be aware that several new policies related to such use were implemented at the University of Alberta in late 2014.

1. All instructors using marks from online homework systems as a component of course grades must also offer a reasonably equivalent (academically), no cost alternative way for students to complete all graded work required for the course.
2. Where instructors recommend these systems to students as an option, instructors must work with the Office of the Vice-Provost (Information Technology) and the University's Information and Privacy Office on their implementation. Students expressing concern about affordability may be referred to [Student Connect](#) for information about assessment for financial need and applying for bursary support.
3. Instructors deciding to continue the use of online homework systems are advised to consider carefully copyright issues as they work to create academically equivalent, no cost alternatives. Creating an assignment by copying and pasting questions from the online system for reproduction on paper or in the form of electronic documents without the explicit permission of the publisher may violate copyright. Instructors are advised to discuss these issues with their Department Chair or Associate Chairs and to consult <http://www.copyright.ualberta.ca/> for more information. In addition, instructors might wish to contact the publisher of their required textbook to explore the possibility for no cost options or for permissions to use copyrighted materials.

For further information regarding the policies surrounding the use of online homework systems, please proceed to the following link: <https://support.ctl.ualberta.ca/index.php?/Knowledgebase/Article/View/223/0/using-third-party-homework-tools-within-eclass>.

THIRD PARTY STUDENT RESPONSE/ENGAGEMENT SYSTEMS

Instructors who wish to use third party student response/engagement systems (such as Top Hat) should be aware that several new policies related to such use were implemented at the University of Alberta in late 2014.

1. Instructors using a third party student response/engagement system where students must pay a subscription fee to a third party provider for mandated use of such system within a course MUST provide a no cost option if the use of such a third party system determines part of a student's grade. As with online homework systems, instructors are encouraged to talk with the third party provider(s) to determine if no cost solutions can be made available to those students making such a request. If the company cannot provide a solution, the instructor must provide a no cost solution for the student to fulfill that component of the course grade.
2. Instructors recommending or mandating the use of a third party student response/engagement system MUST caution students about privacy and security issues related to their personal information and inform students NOT to use their U of A Gmail address or CCID to access the third party system. Students should instead use a non-identifying email address or account.

For further information regarding the policies surrounding the use of third party student response/engagement systems, please proceed to the following link: <https://support.ctl.ualberta.ca/index.php?/Knowledgebase/Article/View/223/0/using-third-party-homework-tools-within-eclass>.

UNDERGRADUATE STUDENT ADVISING

Please refer undergraduate students requiring advice about undergraduate programs to Undergraduate Student Services. Their website can be found at <http://www.uss.ualberta.ca/>.

OFFICE SERVICES

Administrative Services

Administrative support is available to all faculty and sessional instructors for services related to their teaching activities. We are confident that you will find the administrative staff most cooperative.

Photocopying and Printing

A photocopier is available for your use in the photocopy room nearest your office. In order to use the photocopier, you will require a photocopy code. Please contact **Carley Okamura** to set up photocopy codes. Double-sided printing of all material is encouraged.

Please take anything requiring 100+ copies to McCallum Printing, B-31 Cameron Library, to be printed. Allow a minimum of three days for completion of the task. Please see **Carley Okamura** for assistance in completing the print request form for McCallum Printing.

If students wish to have materials duplicated, arrangements can be made with McCallum. There is a charge to duplicate on 8 1/2" x 11" white bond paper.

Copyright

Copyright-related information is available at www.copyright.ualberta.ca. Please refer to this website or contact the Copyright Help Desk at 780-492-8327 or copyright@ualberta.ca for best practices and procedures.

Lecture Handouts

Students are not charged for course outlines, exams, and other material specifically related to coursework. Class notes may be placed on eClass. Please see the University of Alberta Libraries reserve room page for instructor guidelines for reserve services: <https://www.library.ualberta.ca/reserves>. Course instructors may not photocopy journal articles or book chapters for class distribution.

Office Assignments

Office space is available, if required, on a shared basis for the duration of your course. Please consult with **Carley Okamura** (780-492-5245 or edpyrec@ualberta.ca) in the department's General Office for your office assignment and key. Clinic instructors, please see **Sally Hunt** (780-492-3748 or shunt1@ualberta.ca) for your office assignment and key.

Mailboxes

Mailboxes for faculty members and sessional instructors are located in 6-105 Education North.

Textbook Orders

You can place an electronic order for textbooks on the University of Alberta bookstore website at <http://ualberta.booksoncourse.com/>. When you submit your orders online, you will receive a confirmation of your order within three business days. If you do not receive a confirmation, please contact the bookstore.

The bookstore must receive textbook orders by **June 15** for the Fall Term and by **October 15** for the Winter Term in order to guarantee stock.

Audiovisual Services

Arrangements to book a media cart for classroom use can be made through **Carley Okamura**.

Other instructional equipment can be borrowed by contacting IST at 780-492-9400 or ist@ualberta.ca.

Additional equipment for professional development or research purposes is available through Technologies in Education: Support and Solutions. For more information, please contact Technologies in Education at techined@ualberta.ca or 780-492-3563 or see their website at <http://techined.ualberta.ca/equipmentloans>.

ONEcard

The University of Alberta ONEcard is the official personal identification card of the University of Alberta and is used to identify individuals, manage access to university services and facilities, and make purchases on campus. Official personal identification is required by the university for students and employees for a variety of reasons including (but not limited to) writing exams, accessing library materials, obtaining personal documents, and gaining access to university services and facilities. ONEcards can be obtained at the ONEcard office, 9104 HUB Mall, telephone 780-492-7924, email onecard@ualberta.ca. Credit card deposits can be made via the ONEcard website at <https://hms-epg-app-01.bitsinglass.com/hms-cbord-web/oneCardPay>.

Part-time and sessional instructors who do not wish to obtain a University of Alberta ONEcard may apply for an external library borrowers' card. Information can be found at <http://onecard.ualberta.ca/>.

Library Liaison

Contact our library liaison, Allison Sivak (780-492-1469; email allison.sivak@ualberta.ca) for questions concerning eReading lists and library purchases.

Technology Services

Visit the Technologies in Education: Support and Solutions website at <http://techined.ualberta.ca/> for information about their many services.

Booking Meeting Rooms

Please contact **Carley Okamura** in person or by email (edpyrec@ualberta.ca) if you wish to book a department-controlled meeting room. Ideally, faculty members and instructors should make arrangements themselves for rooms needed for research or experiments involving students, indicating that students are allowed to sign out keys.

Course Assignments

Students are sometimes told to submit course assignments to the General Office. To avoid potential loss of assignments, please make arrangements to have office hours when assignments may be turned in. Please advise the office staff ahead of time to expect these assignments.

Guest Speaker Parking

Guest speaker parking can be arranged through **Carley Okamura**. Parking pass requests must be made by email at least **two** business days prior to the day of use. Please include the date, name of speaker, estimated time of arrival, course number, and preferred car park.

Requests for Clinic Materials

Instructors requesting materials from the clinic should submit such requests at least **two** business days in advance. Materials are subject to availability, however, as priority is given to students working with clients in the clinic.

The clinic does not provide protocols for research; faculty members must order these through their research funding.

OTHER INFORMATION

Academic Integrity

All faculty/sessional/instructors/TAs are urged to read the Code of Student Behaviour at <http://www.governance.ualberta.ca/CodesofConductandResidenceCommunityStandards/CodeofStudentBehaviour.aspx>

The Academic Integrity Handbook provides basic resources for instructors and teaching assistants (TAs) to promote academic integrity in the classroom or lab and to address any incidents of inappropriate academic behaviour. The handbook can be found at <http://www.osja.ualberta.ca/en/~media/osja/Documents/InstructorHandbooks/InstructorHandbookCurrentEN.pdf>.

In addition, student versions of the handbook can be found at <http://www.osja.ualberta.ca/en/Students/UndergraduateHandbook.aspx> (Undergraduate) and <http://www.osja.ualberta.ca/Students/GraduateHandbook.aspx> (Graduate).

Several short videos regarding academic integrity are available at <http://uofa.ualberta.ca/centre-for-teaching-and-learning/tlef/tlef-deliverables/academic-integrity>.

Sexual Harassment

The University of Alberta is committed to providing an atmosphere of work and study in which all individuals are treated with respect and dignity. The university has an advisor on campus in the Office of Safe Disclosure and Human Rights to provide confidential advice and information. The advisor can be reached at 780-492-7325.

Electronic Banking

The university has adopted the use of electronic banking as the only payment option for employees, postdoctoral fellows and students. Direct deposit must be set up through Bear Tracks at <https://www.beartracks.ualberta.ca/>.

Course Information and Payroll

You can access your course information and your payroll information through Bear Tracks by logging in with your U of A CCID and password at <https://www.beartracks.ualberta.ca/>.

Pay Dates

Pay dates are the second-last banking day of the month. Your salary is deposited directly into the account you designated on Bear Tracks.

Employee Self-Service

Employee self-service on Bear Tracks provides employees with the ability to:

- access paycheque information
- access personal information/personal data
- change home address and telephone numbers
- designate an emergency contact

To access Bear Tracks, go to <https://www.beartracks.ualberta.ca/>.

Parking

Each individual has to apply in person for parking allocation. Complete an application for parking at the Parking Services Office, which is located at 1-051 Lister Hall (phone 780-492-7275). Staff will require your vehicle registration and driver's license, as well as confirmation of your employment. Fees vary according to the location and services provided. Parking allocation is expedited if you present your vehicle registration and driver's license at the time of application. Visit the website for more information at <http://www.asinfo.ualberta.ca/ParkingServices>.

Department Lounge

A staff lounge, open to all faculty, staff, and sessionals, is located at Education North 6-106. There is also a lounge and cafeteria on the main floor of Education North, and a lounge on the fourth floor of Education North.

See the last page for “Who to Ask/Where to Look”

APPENDIX A

COURSE OUTLINE STATEMENTS

FINAL GRADES

Final grades are reported using letter grades (unless the course is credit/non-credit). Final grades are determined after combining term scores and the final examination and/or final paper scores, and then a grade is assigned in accordance with the University of Alberta Assessment and Grading Policy (see Appendix B).

The relevant grading table (see below) must be included on every course outline.

| Grading – Undergraduate Courses | | |
|---------------------------------|--------------|-------------|
| Descriptor | Letter Grade | Point Value |
| Excellent | A+ | 4.0 |
| | A | 4.0 |
| | A- | 3.7 |
| Good | B+ | 3.3 |
| | B | 3.0 |
| | B- | 2.7 |
| Satisfactory | C+ | 2.3 |
| | C | 2.0 |
| | C- | 1.7 |
| Poor | D+ | 1.3 |
| Minimal | D | 1.0 |
| Pass | | |
| Failure | F | 0 |

| Grading – Graduate Courses | | |
|----------------------------|--------------|-------------|
| Descriptor | Letter Grade | Point Value |
| Excellent | A+ | 4.0 |
| | A | 4.0 |
| | A- | 3.7 |
| Good | B+ | 3.3 |
| | B | 3.0 |
| Satisfactory | B- | 2.7 |
| | C+ | 2.3 |
| Failure | C | 2.0 |
| | C- | 1.7 |
| | D+ | 1.3 |
| | D | 1.0 |
| | F | 0 |

The following statements must be included on every course outline.

EQUALITY, EQUITY AND RESPECT

The Faculty of Education is committed to providing an environment of equality and respect for all people within the university community, and to educating faculty, staff and students in developing teaching and learning contexts that are welcoming to all. The Faculty recommends that students and staff use inclusive language to create a classroom atmosphere in which students' experiences and views are treated with equal respect and value in relation to their gender, racial background, sexual orientation, and ethnic backgrounds. We are encouraged to use gender-neutral or gender-inclusive language when appropriate and to become more sensitive to the impact of devaluing language in order to create a thoughtful and respectful community.

PLAGIARISM, CHEATING AND INTELLECTUAL PROPERTY

The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at www.governance.ualberta.ca) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.

STUDENT ACCESSIBILITY SERVICES

Students who require accommodations in this course due to a disability affecting mobility, vision, hearing, learning, or mental or physical health are advised to discuss their needs with Student Accessibility Services.

RECORDING OF LECTURES

Audio or video recording, digital or otherwise, of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Student or instructor content, digital or otherwise, created and/or used within the context of the course is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the content author(s).

CELL PHONES

Cell phones are to be turned off when in class. Cell phones are not to be brought into exams.

COURSE OUTLINE POLICY

Policy about course outlines can be found in [Academic Regulations, Evaluation Procedures and Grading System \(2.\)](#) of the University Calendar.

APPENDIX B

DEPARTMENT OF EDUCATIONAL PSYCHOLOGY GUIDELINES FOR DISTRIBUTION OF GRADES

December 18, 2012

In line with University of Alberta Parent Policy on Assessment and Grading (UAPPOL, May 28, 2012), the Faculty of Education offers interim guidelines for instructors to set out reasonable distributions of grades. The interim guidelines are as follows:

1. **Principles for Fair Student Assessment Practices in Canada.** According to the Principles, instructors are encouraged to consider using multiple types of assessments in the evaluation of student achievement in line with the learning experiences and stated objectives/outcomes of a course.
2. **Inclusion of assessments.** In the pursuit of point #1, instructors are asked to include criterion-referenced and/or norm-referenced assessments in their evaluation of student achievement and assignment of final grades. Criterion-referenced assessment is intended to compare a student's performance or product to *specific criteria* that are aligned with learning experiences and stated course objectives and not the overall class of students. Criteria are expected to be written in clear prose so that all students understand expectations and to facilitate the distinction between different levels of student learning and practice. Norm-referenced assessment is intended to compare a student's performance or product to other students' performance or product for the purpose of ordering for quality given the learning experiences and course objectives.
3. **Variability of performance.** Both criterion-referenced assessment and norm-referenced assessment are expected to measure differences in student learning and practice, and lead to variability in observed student performance. Variability in student performance is expected to lead to a distribution of scores on term exams and assignments, and also final grades. Distributions of grades and means are anticipated to fall within expected ranges leading to expected mean grades especially for medium to large classes (see Grading Procedures [Appendix A] Historical Distribution of Grades; UAPPOL, May 28, 2012). Although distributions of grades and means may depart, on occasion, from expected ranges, especially for small classes, such fluctuations are anticipated to be rare given differences in student learning and practice. **If there is reason to anticipate that scores and final grades will not fall within expected ranges, this should be discussed with and approved by Department Chairs.**
4. **Communication of expectations and evaluation.** Instructors are required to indicate clearly on their course outline/syllabi the types of assessments administered in the course (see Grading Procedure; UAPPOL, May 28, 2012). When criterion-referenced assessment is used, instructors need to identify the criteria for student-to-criteria comparisons, the rigor of the criteria and how it aligns with learning experiences and stated course objectives, and expectations for distribution of scores and final grades. When norm-referenced assessment is used, instructors need to identify the purpose of the assessment and how it aligns with the learning experiences and course objectives and the expectation for distribution of scores and final grades. Letter grades are assigned at the end of a course when all requisite assignments and assessments have been considered and weighted. How assignments and assessments will be weighted to calculate the final grade must be clearly identified on the course outline/syllabus. Instructors must be able to explain the calculation of a student's final grade upon request.
5. **Final grades assigned after consideration of all evaluation evidence.** Given that letter grades are assigned at the end of a course after all requisite assignments and criterion- and norm-referenced assessments have been considered and weighted, instructors are asked to not promise final grades using "bands of percentages" (e.g., 90-100%) to letter grades (e.g., A+) in their course outlines/syllabi. This practice must be avoided as it (a) sets up expectations for student final letter grades without giving the instructor an opportunity to fully consider all requisite assignments and assessments and (b) is vague and possibly misleading as to whether it reflects norm- and/or criterion-referenced assessment for students.

Course Outline Statement: The assessment and grading in Educational Psychology courses are informed by interim Faculty of Education guidelines (December 13, 2012) and aligned with the UA Parent Policy on Assessment and Grading (UAPPOL, May 28, 2012), which can be found at <https://policiesonline.ualberta.ca/PoliciesProcedures/Policies/Assessment-and-Grading-Policy.pdf>. Concerns with this policy should be directed to the Chair or Associate Chairs of the Department.

U of A Assessment and Grading Parent Policy

(U of A Policies and Procedures On-Line)

Approval Date: May 28, 2012

ASSESSMENT

Assessment is an integral part of the University's core mission of teaching and learning. It is undertaken in a formative manner to provide feedback to students and in summative form to measure the level of student achievement. Through the assignment of grades by instructors, in the exercise of their judgment, assessment serves as the means whereby the level of student knowledge and achievement is communicated to a variety of stakeholders in the broader world including prospective employers, other academic institutions and accrediting bodies. Given the variety of purposes served by assessment of student performance and achievement, it should be reliable, valid, fair, transparent and consistent with course or program goals and objectives. It must be capable of clear and timely communication to both students and other stakeholders.

Assessment at the University of Alberta is guided by the following principles:

1. Assessment should be integrated into and aligned with the learning experiences and stated objectives/outcomes of a course and program;
2. While this policy sets out the minimum expectations concerning the design and delivery of assessments, it does not limit the development of other, additional, innovative forms of effective assessment provided they are compatible with the principles stated in this policy;
3. General assessment methods and grading standards must be communicated clearly to students at the beginning of the course or program of study;
4. Clear and transparent assessment criteria should be provided to students throughout the course;
5. In assessment, the University is committed to providing reliable and valid information in which students, prospective employers and accrediting bodies can have confidence;
6. Where possible, assessment should be multifaceted (varied) and timely. Student achievement and performance should be assessed in a formative manner during a course and in a summative manner both during and at the end of a course and program;
7. In the design, delivery and reporting of summative assessments, the University is committed to open, accountable and equitable processes.

GRADING

Grades in any course, examination or other academic assessment shall not be mandated on the basis of a curve or historic distribution of student grades. The distribution of grades shall not be predetermined by any system of quotas that requires a certain number or percentage of grades at a particular level. **However, a Faculty, department or unit may develop and provide guidelines to instructors setting out a reasonable distribution of grades in the Faculty or department.** Such (i.e., Faculty or department-specific) guidelines must be brought to the Academic Standards Committee for information and communicated to students through the University Calendar.

WHO TO ASK/WHERE TO LOOK

Support Services Available to Educational Psychology Instructors

Fire/Police/Ambulance 911
Protective Services (24 Hours).....780-492-5050
Building Emergency (Flood, Outage, etc.) ..780-492-5555
Edmonton Police Service.....780-423-4567

GENERAL OFFICE STAFF will assist you with

- Access to Locked Rooms
- Office Supply Requests
- Copier/Fax/Equipment Troubleshooting
- Courier Service
- Course Handouts
- Faxes
- Mailing Labels
- Photocopying Orders

CLASS/COURSE SUPPORT

- Course Outlines – Brenda
- Course Evaluations (USRIs) – Marlene
- Exam Scheduling – Brenda
- Final Grades – Brenda

FINANCIAL

- Pay Inquiries – Barbara

FORMS

- Found on the department website under 'Faculty and Staff Resources'

SPACE AND FACILITIES

- Building Maintenance – Carley
- Bulletin Boards – Carley
- Classroom Bookings – Carley
- Clinic Access – Sally
- Clinic Mail Distribution – Sally
- Clinic Office/Carrel Assignments – Sally
- Clinic Room Bookings – Sally
- Department-Controlled Room Bookings – Carley
- Keys/Building Access – Carley
- Mailboxes and Mail Distribution – Carley
- Office/Carrel Assignments – Carley

TELECOMMUNICATIONS

- Audiovisual Equipment – Carley
- Email – Barbara
- Telephone Problems – Carley
- Voicemail Assistance – Carley

OTHER

- Appointment with Chair and/or Associate Chair – Marlene
- FGSR Policies and Procedures – Magda
- Guest Speaker Parking – Carley
- Photocopy Accounts and Codes – Carley
- Website Updates – Carley

UNDERGRADUATE STUDENT SERVICES

1-107 Education North
780-492-3659

<http://www.uss.ualberta.ca/>