



Psychology UNIVERSITY OF TORONTO

1. SUMMER 2019 IMPORTANT DATES

May 6	F/Y term classes start
May 12	Last day to enrol in F/Y courses
May 20	Victoria Day – University Closed
June 4	Last date to drop F term courses
June 14	F/Y term classes end
June 17	Monday make-up class (from Victoria Day)
June 19-26	June exam period
July 2	S term classes begin/Y resumes
July 8	Last day to enrol in S term courses
July 29	Last date to drop S term courses
Aug 5	Civic Holiday – University Closed
Aug 12	S/Y term classes end
Aug 13	Monday make-up class (from Civic Holiday)
Aug 15-22	August exam period

2. ROOM ASSIGNMENTS & AUDIO-VISUAL EQUIPMENT

Your room assignments are included with this memo, but please note that these are subject to change between now and the beginning of term. For more information on your assigned classroom, including location, description, and picture, please see <https://ace.utoronto.ca/webapp/f?p=210:1:.....>. Note that some rooms may not be listed. If yours is not, please let me know and I will provide you with the room details. If there happens to be a change in your classroom assignment before classes start, I will let you know as soon as I am notified by A&S.

One-time only A/V requests should be sent to me by e-mail (undergrad@psych.utoronto.ca) at least **one week before the equipment is required**. Please do not send in last minute requests as they are rarely fulfilled. If you require A/V for every class, please let me know at least **two weeks prior to the beginning of term**. In your email, provide me the following info:

- Course code
- Days and times
- Location
- Equipment needed
- Frequency

****Please note that some rooms are equipped with either a Teaching Station or a Teaching Station Jr. To find out if your classroom has one, please click on the *Room Info* link (given above), enter your building and room via the drop down menu and look under *Room Description*. If your room does not have a full Teaching Station, you will need to bring a *laptop* to each lecture. If you do not have your own laptop, or do not wish to use it, you can book one through us. In this case, please contact Gabe McMullen at gabe@psych.utoronto.ca to book a laptop.**

Please take note of the link https://ace.utoronto.ca/tech_support.html, which contains information about tech support for classrooms and A/V equipment. It also provides a link to **report classroom problems** (temperature, seating, lighting, A/V equipment, etc.) should they arise during the term.

3. TEXTBOOK ORDERS/CUSTOM PUBLISHING

Textbook orders can be placed through the U of T Bookstore by contacting John Davis at jdavis@uoftbookstore.com/416-640-5825. You will be required to provide the following information:

- Name & contact information
- Course code
- Approximate enrolment (you can contact me for this)
- Any required/recommended/optional/reference books for the course

If you have a variety of reading materials you wish packaged for students, please ask John about this in your email and he can point you to the company used for these kinds of packages.

To put a copy of your textbook on reserve at Robarts Library, you can do this online here:

<http://oneseach.library.utoronto.ca/faculty-course-reserves>.

4. TERM TEST ROOM REQUESTS/ADDITIONAL PROCTORS

Requests for *a term test room* should be sent to me by e-mail as soon as possible before the term begins. Please **include the date and time of the test** in your email. If there are no test rooms available, you will need to hold the test in your own classroom. In a case such as this, you may want to consider hiring an extra proctor or two, in addition to your TA(s), or using more than one test form (Form A and Form B, etc.). To hire extra proctors, please contact Nora Sellers (sellers@psych.utoronto.ca).

5. THE "ACADEMIC HANDBOOK"

The *Academic Handbook for Instructors* is available online at <http://www.artsci.utoronto.ca/faculty-staff/teacher-info/academic-handbook-for-instructors>. This handbook will answer most of your questions regarding the academic policies and procedures of the Faculty of Arts & Science (i.e. exams, petitions, extensions, grading, etc.). **Most of your questions can be answered by consulting this handbook before asking me.**

6. MARKING SCHEME

It is mandatory to submit your course marking scheme at least **one week before** the term begins for approval. This is done through the *Course Information System* website (CIS). Please review the relevant section of the *Academic Handbook* (<http://www.artsci.utoronto.ca/faculty-staff/teacher-info/academic-handbook-for-instructors/sections-1-3#assignment-weights>) before establishing your marking scheme and due dates for assignments. Once you have done this, log into <https://cis.utoronto.ca> with your UtorID and password, then go to **My Courses > Syllabi > click on course > Marking Scheme & Important Dates** to record/submit your marking scheme. **Please note that CIS may not yet be available for the summer session.

7. COURSE SYLLABUS

All course syllabi **must** be built using the CIS website (go to **My Courses > Syllabi > Statements & Basic Course Information** > go to drop down menu at bottom of page). This section provides instructors with the information and resources on how to build your course syllabus, giving you the ability to cut and paste policies and procedures, both required and recommended, from the website onto a Word document.

I have included with this memo a syllabus template to get you started. With this you can cut from CIS and paste onto it, and modify it as you see fit.

Please email me a **PDF copy of your syllabus **no later than one week** before the start of classes.

8. FINAL EXAMS

Once you have completed your marking scheme and syllabus, please indicate on CIS whether or not you will be having a formal Faculty final exam. This would not be an in-class term test, but rather a final exam held during the exam periods as indicated above (in bold) under important dates. Finals are scheduled and administered by the Faculty of Arts & Science. In CIS go to **My Courses > Exam Details**. Answer yes/no to having a final exam first and then, if you are having a final, answer the questions provided. Please be 100% sure of your answers as you cannot change your mind later (regarding your exam format, the length, etc.). Later on in the semester, once your exam has been scheduled, you will be required to submit your exam question paper, also through CIS (more on that later in the semester). ***Please submit this at the same time that you submit your marking scheme.***

9. MISSED TERM TESTS/FINAL EXAMS

If any of your students miss a term test, please ***do not*** send them to my office or to the main Psychology office. Instead, they must obtain official medical, or other, documentation and submit it to you/your TA within ***one week*** of missing the test. It is up to you, the instructor, to develop a course-based policy on missed tests and assignments that pertains to the whole class (whether it's a make-up test or reweighting the final grade), and deal with each student on an individual basis. Please ensure that your TAs and students are clear on this policy to avoid any confusion. Official medical documentation is the ***Verification of Student Illness or Injury*** form (included for reference).

If the student has missed, or is going to miss, an official Faculty ***final*** exam, please refer them to their ***College Registrar's Office*** for advice on the formal petitions process.

10. COURSE PREREQUISITE WAIVERS

It is the policy of Undergraduate Psychology to ***consistently enforce prerequisites*** for all courses. If a student requests to take your course without the prerequisites, please DO NOT approve this. Students should be referred to me in this kind of situation.

11. SUBMISSION OF TERM ASSIGNMENTS/TESTS AND MEDICAL NOTES

All assignments should be handed in and returned during your ***scheduled class time or during your office hours (or your TA's office hours)***. However, if for some reason students need to hand their assignments in outside of class time and office hours, please direct them to the main office (room 4020) on the 4th floor of Sidney Smith Hall with these instructions:

- Students can leave assignments in the assignment tray (which is on the middle desk, clearly labelled)
- Assignments must have the course code and the instructor's name on them
- There is **NO** timestamp – at the end of every business day, assignments will be placed in an envelope in your mailbox, noting the day they were submitted
- Medical notes can also be left in the tray, but must be placed in an envelope and have the name of the instructor and the course code clearly written on the front

For security and privacy reasons, please do not encourage students to put assignments directly into your mailboxes.

12. PHOTOCOPYING TERM TESTS

Term tests can be copied using our photocopiers on the 4th floor of Sidney Smith Hall. However, it is advisable that you only use them if you have a small course. Otherwise, please use the Brown Book Company on the "G" floor of Sidney Smith Hall. You can order your copies using the following link - <http://brownbook.ca/order.php>. Our account number is **701950-0**. If you are using our own photocopiers, you can obtain the photocopy code from the staff in the main office.

13. SCANNING COMPUTER CARDS/LINED BOOKLETS

For your reference, I have included our *scanning policy and procedures* about using computer cards for multiple choice testing, as well as a sample copy of the computer card used (“A&S-2”). They can be found at the main department office (Sid Smith, room 4020). If you also wish to use lined test booklets for students to write long/short answer sections in, they are normally located in boxes in the photocopy rooms on the 4th floor.

14. LIBRARY

University of Toronto librarians offer customized support to meet student learning goals in individual courses: <http://onesearch.library.utoronto.ca/faculty-supporting-teaching>. They also provide instructors with do-it-yourself tools to support students' development of critical information literacy skills. Your faculty liaison librarian, **Benjamin Walsh**, is your first contact for assistance and advice on how the Libraries can support your course and your research. Please contact him at benjamin.walsh@utoronto.ca or 416-946-7788.

15. ACCESSIBILITY SERVICES

Accessibility Services provides support to students who require academic or physical accommodations throughout the semester. Students must register with AS first to access their services, but are not required to inform their instructors that they are registered. One such service is providing test and exam accommodation. Please be prepared to receive an email from Test & Exam Services a week or two before any of your term tests asking for a copy of your test and the details about it. Please provide them with the info they request in a timely manner. We are mandated by the Province of Ontario to comply with accessibility laws. Some students may also need other types of accommodation, such as note takers. Please be prepared to be contacted by AS or the student on any number of accommodation requirements. You can learn more about Accessibility Services here: <http://www.accessibility.utoronto.ca/>.

16. TEACHING AND LEARNING SUPPORT

<http://www.artsci.utoronto.ca/faculty-staff/teacher-info>
<http://teaching.utoronto.ca/teaching-support/>

QUESTIONS?

Please do not hesitate to contact me via email or phone, or stop by in person, if you have questions about anything regarding your courses, your students, policies, procedures, or teaching (416-978-3407 / undergrad@psych.utoronto.ca / Sid Smith, room 4014). TA questions and details on your teaching appointment should be directed to Nora Sellers (416-978-7304 / sellers@psych.utoronto.ca / Sid Smith, room 4026).