



Fall 2022 Syllabus Guidelines

August 12, 2022 (F Term)

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(1) Sessional Dates

Classes at UTM are scheduled from September 8th to December 7th for the term. Student deadlines, regarding enrollment, can be found at [UTM Important Dates](#). Important term dates include:

- Closures: October 10th (Thanksgiving Holiday)
- Reading Week: October 11th-14th
- Academic Drop Date for F Courses: November 16th
- Last Day of Classes (All Term Work Due): December 7th
- Final Exam Period: December 9th-20th
- Deferred Exams: February 21th-24th

(2) Academic Handbook and Teaching Manuals

The UTM Instructional Technology Team has developed a [UTM Teach Anywhere Quercus](#) site with online resources for instructors. Please also familiarize yourself with the [UTM Academic Handbook](#) and other teaching resources available at <https://teaching.utoronto.ca/> when finalizing your syllabus. Instructors are expected to be in compliance with the regulations specified in the *Handbook*.

(3) Classroom Instructional Support

[Instructional and IT support](#) is provided by UTM I&ITS.

Instructors may virtually view their classrooms at [Room Information](#), including room location, seating, podium/screens/whiteboard set-up, and the views which room cameras will show if instructors wish to use lecture capture or streaming. (*UTORid access required.*)

Instructors can schedule an AV [consultation session](#) and demo with a member of the AV I&ITS team.

Once you have ‘seen’ your classroom (link above), you can read more about the specific podium equipment, before and after booking an in-person consultation, via KB (Knowledge Base) articles:

[How to operate Junior Teaching Station](#)

[Using Zoom in IB JR Podiums](#)

[How to operate Senior Teaching Station](#)

[How to operate Large & Compact Teaching Station](#)

[How to troubleshoot & safely power down Large & Compact Teaching Stations](#)

(4) Submitting your Syllabus through the Course Information Submission System (CISS)

UTM policy requires that all syllabi be submitted to the [Course Information Submission System \(CISS\)](#) for review and approval by the Department before they can be released to the students, either electronically (including Quercus) or in hard copy. Please note that you are not permitted to distribute your syllabus to students before it is approved by the Department. You can access the instructions for submitting your syllabus and all regulations on the CISS site.

The [CISS](#) is now open for the submission of your syllabi.¹ Since there are numerous courses to be processed in our Department, please make every effort to submit your syllabi by **Wednesday, August 31st, 2022**, in order to prevent delays caused by too high a volume of syllabi to be processed at the same time. When your syllabus is approved in the system, it will automatically become available to students via a link from the [UTM Timetable](#).

The review process aims at ensuring that the syllabi are in conformity with the University's:

- Marking scheme regulations
- Term work and term test regulations
- Final examination regulations

This review process is also required in order that you can submit the final grades for your class through the [Electronic Marks Submission System](#) (eMarks) at the end of the semester. If your syllabus has not been reviewed and approved, the grades for your courses will be refused by eMarks. Please see University [Assessment and Grading Practices Policy](#) for explanation of grading practices. Please keep this in mind when grading and try to stay within the guidelines.

(5) Things to Consider

(5.1) Tips on Making Syllabi Accessible and Inclusive

Your syllabus will be one of the first contact points that students have with your class. Providing the document in an accessible format—one that can be read easily and used by an assistive technology such as a screen reader— will demonstrate that your course is inclusive. Note that PDFs are often not accessible to students using a screen reader; when possible, choose Word documents or tagged PDFs, which may be read by assistive technology. Several documents to support faculty in delivering accessible learning experiences, including how to create and save an accessible PDF in Word, may be found via [Accessibility Services](#). Please review this resource that outlines [how to create and save an accessible PDF in Word](#).

Inclusive Course Design: Please consider inclusive course design and delivery for your assessments and your course content. Having inclusive assessments and course content supports all students and not only those registered with Accessibility. Take into account timing and technology requirements and build in choice for assessments where possible. See this [link](#) for a sample course accessibility statement. If you wish to discuss accessible and inclusive course design, please contact Ann Gagné, Educational Developer, Robert Gillespie Academic Skills Centre, ann.gagne@utoronto.ca.

(5.2) Tips for Promoting Academic Integrity

- Talk to your students about Academic Integrity.
- Distribute Margaret Proctor's "[How Not To Plagiarize](#)" document.
- Don't assume your students know what plagiarism is.
- Ensure that rules for the final exams are enforced in all term tests, too.
- Use *Ouriginal* for its plagiarism detection platform. More information is available [here](#).
- Include information in your course package or syllabus.
- Consider using more than one version of multiple-choice tests/exams.
- Scramble questions and use different coloured paper.
- Group Work – make expectations clear.
- Encourage students to discuss assignments orally.

¹ Instructors who have not taught at the University previously or during the last year (at any campus) may not be able to access the CISS system until their contract is put on-line through Human Resources. If you are currently unable to access the site, you will have access after the first day of your contract, September 1st. If you are still experiencing difficulties, after this date, please contact [Sharon Marjadsingh](#).

(5.3) Return Some Student Work Before the Academic Drop Date(s)

Please pay special attention to the regulation that instructors return student work worth at least 15% for H courses before the academic drop date, November 16th (February 20th for Y courses). The deadline for returning such marked work and communicating grades to students (i.e. using Quercus) shall be the last regular class meeting prior to the academic drop date, i.e. November 9th-15th.

(5.4) TA Support (Only If You Have Regular Teaching Assistants)

TA support is calculated on the assumption that instructors will be responsible for grading the work of 45 students in the class. Please keep this in mind as you allocate TA hours. In order to maintain grading consistency for all students, a recommended practice is to assign all the grading of some assignments to your TA(s), while reserving all the grading for other assignments for yourself. Thus, it may be the case that a TA grades all of the essays and short answers on the final exam and the instructor grades all of the midterm tests and essay questions on the final exam. The Department will notify the instructor about the number of TA hours your course has received and provide you with the contact information for your TA(s).

Before the term begins, you are responsible for filling out a “Description of Duties and Allocation of Hours” detailing your TAs duties for the term’. Please see [Sharon Marjadsingh](#) on how this is done in the Department. As you assign duties, be sure your TAs have received adequate training. Please note that TAs who are hired in their roles for the first time at the University need to complete a three-hour orientation session, which is part of their first contract. This training is mandatory. Returning TAs are provided with one hour of training. It is your responsibility as the supervisor of the course to discuss duties and allocation of time with your TA(s). This meeting should occur at the beginning of the term. Some of the things you might want to discuss, in addition to the specific responsibilities in the course, include:

- your expectations for their contribution to the course;
- e-mail policy or communication policy with students;
- conflict of interest issues (e.g., if a relative or close friend is in the course);
- any health and safety concerns;
- how to handle a student emergency;
- handling of medical notes/student “Verification of Illness or Injury” forms; and
- acquisition of desk copies of course packets or books (see *Handbook* section 2.1 Bookstore about acquiring copies of text from the U of T Book Store).

You will also need to conduct a mid-term meeting with your Teaching Assistant(s) to ensure that you and your TA(s) agree on whether the duties allocated at the beginning of the term are a fair representation of the actual allocation of duties and hours experienced by the TA. In addition to these required meetings, you should speak with all of your TAs regularly throughout the term, especially so that you can hear from them how their tutorials are going, or how students coped with an assignment that they have graded, etc.

(5.5) Course Work, Assessments, and Final Exams

Final exams are mandatory for all 100-and 200-level courses, and must constitute between one-third and two-thirds of the final grade. This requirement cannot be waived. Final exams are optional at the 300- and 400-levels, but when given must count for between one-third and two-thirds of the final grade. If a final exam is not given, it is strongly advised that a major assignment, such as a substantial piece of writing or other form of assessment, be incorporated into the class.

If you are planning on holding a final exam during the exam session (rather than a final paper or assignment), you are required to enter the exam information into CISS. All classes with exams must include the Registrar’s policy on missed exams in the syllabus. The policy is automatically available on the CISS website when you check “Final Exam”. The Registrar’s Office will be scheduling all regular and deferred exams. Exams will be scheduled during the exam period December 9th-20th.

Do not schedule tests worth more than 25% in the last two weeks of class. This includes “take home” tests and assignments where topics or questions are both assigned and due within the last two weeks of class. This 25% value does not include final exams that are written during the final exam period.

Scheduling tests: Term tests should be scheduled during your normally-scheduled class hours to prevent conflicts with students’ other obligations and other colleagues’ courses. If necessity requires you to schedule your test outside of normally-scheduled class hours, you must consult with your Department Academic Administrator and with the Office of the Dean prior to approval of your syllabus. UTM has a number of rules for scheduling term tests outside your normally-scheduled class hours and the following caveats apply:

- Saturdays are the primary option for scheduling such tests that are outside of class time.
- The original syllabus must include dates of tests scheduled outside the normal class time in the Timetable.
- Any conflicts of such tests with other courses operating in their normally-scheduled time result in the other course taking priority (the regularly-scheduled, in-class academic obligation has precedence). Students in these situations must be offered a make-up test; rolling the missed test mark into another form of assessment (like the final exam) is not normally an option for these cases.

Class participation can only be one mark-component of your course. It should never exceed 20% and should involve participation rather than mere attendance.

No extra help sessions are permitted to be held during the final exam period, as it may disadvantage students who are unable to attend due to a scheduling conflict with another of their exams.

Term work must be assigned with information stating:

- 1) the final deadline for acceptance;
- 2) the method by which assignments will be submitted; and
- 3) the penalty for lateness.

The last assignment must be due on or before the last day of class, December 7th. Term work/tests cannot be completed/due during the Study Break.

Students, who for reasons beyond their control, wish to seek an extension of an assignment deadline must obtain approval from their instructor or the Department. The extension granted by the instructor may be for no longer than the end of the regular final examination period (December 20th). If their outstanding term work cannot be completed by the end of the examination period and they need an extension of time for term work beyond December 20th, students must petition and provide supporting documentation to the Office of the Registrar (within one week). The Registrar’s Office will work with the course instructor and Department when reviewing these petition requests.

(5.6) Contact Hours and Schedules

Contact Hours

Office hour times and contact information must be listed for the professor and TAs. Note, professors and TAs must use only their *@utoronto.ca* email addresses.

- Consider including a policy for communication via email (e.g., “include the course code in the subject line”; “expect a response within 48 hours”; “only @mail.utoronto.ca addresses”; etc.).

Schedules

Make sure the due dates for tests and assignments in the “Course Schedule” section match the dates listed in the “Evaluation” section and dates listed online. Please check for conflicts with vacations/Holy Days/university closed

dates/[religious observances](#) to avoid scheduling tests and assignments at those times. Also check the [Important Dates](#) page from the Office of the Registrar.

Scheduled LECTURES and TUTORIALS/PRACTICALS must meet for the designated number of hours. Be clear as to when tutorials/practicals start. (For example, do tutorials meet in the first week, and if not, determine the impact on total contact hours.)

Except for the few UTM courses approved through Curriculum as officially asynchronous, contact hours should involve in-person contact time between faculty and students within a course.

Please keep to the assigned UTM schedule and 10-past start time for all classes, as students need time to move from other classes and break between them. Timed tests must be restricted to the scheduled course times.

If your course has tutorials, please remember that 12 tutorial sections must be scheduled throughout the term.

(5.7) No Late Enrollment Period

Course waitlists will close on September 21st and there will no late enrollment period for classes. In order for the process to be fair to the students on the waitlists that were dropped, please do not tell students that you will increase the cap to enroll them. A student can enroll only if another student drops the course and space becomes available until the same date of September 21st. Please direct students to [Sharon Marjadsingh](#), Academic Advisor, if they have any questions.

! Reminders

- Some amount of term work for H and Y courses must be returned before the respective drop date.
- Final exams are mandatory for all 100- and 200- level courses and must constitute between one-third and two-third of the final grade, but you may receive an exemption from your Program Director.
- No term work may be due after the last day of classes, December 7th.
- Courses with tutorials must have 12 tutorials scheduled.

(6) Things to Include in your Syllabus

(6.1) Course Learning Outcomes in Syllabi

- Your syllabus should include student learning outcomes. These outcomes may reference the disciplinary content and skills that students will learn through the course but might also address broader skills or topics (e.g., research methodology) that may contribute to, or draw on, other courses or fields of study.

(6.2) Policy on Missed Tests/Quizzes or Late Assignments

Student Absences, Accommodations, Support

The Department has implemented a policy regarding missed tests, quizzes, in-class assignments, and the submission of late assignments: all students must be given the opportunity to have their requests for academic consideration reviewed by the Department. While this policy applies to ALL courses, instructors may choose to allow students to appeal directly to the instructor as an alternative. In your syllabus please include one of the following two statements.

Option 1: *If you have missed a term test/quiz/in-class assignment or will be submitting an assignment after the due date, due to extenuating circumstances, please review the policy on our web site and follow the instructions to submit a request directly to the Department: [Special Consideration](#).*

Option 2: *If you have missed a term test/quiz/in-class assignment or will be submitting an assignment after the due date, due to extenuating circumstances, please review the policy on our web site and follow the instructions to submit a request directly to the Department: [Special Consideration](#). Alternatively, you may wish to submit a request to your professor directly. Please note, your request must be submitted to EITHER the professor OR the Department, not both.*

Note: a more detailed version is provided in the Appendix at the end of this document, which you may also include in your syllabus.

Please remember that the syllabus for all classes with tests must include an explanation of:

- 1) how missed tests will be made up;
- 2) the documentation required to allow a make-up;
- 3) how, when, and to whom that documentation must be submitted.

(6.3) Equity and Academic Rights Statement

The Dean's Office encourages instructors to add an equity statement to their syllabi and familiarize themselves with student's academic rights. Equity and Diversity Statement:

Updated: Statement on commitment to equity, human rights, and respect for diversity:

"The University of Toronto is committed to equity, human rights and respect for diversity. All members of the learning environment in this course should strive to create an atmosphere of mutual respect where all members of our community can express themselves, engage with each other, and respect one another's differences. U of T does not condone discrimination or harassment against any persons or communities."

(6.4) Accessibility, Inclusion, and the Academic Skills Centre

Please also include in your syllabus information about the academic and personal resources available for students at the Accessibility Resource Centre; Equity & Diversity Office; Health & Counselling Centre; Indigenous Centre; UTM Library; Office of the Registrar; and the Robert Gillespie Academic Skills Centre, e.g., by using the texts available at <http://www.utm.utoronto.ca/accessability/facultystaff-resources/syllabus-statement> and <http://www.utm.utoronto.ca/asc/Students/>.

With regard to Accessibility, you may want to include in your syllabus the following statement:

"Students with diverse learning styles and needs are welcome in this course. In particular, if you have a disability/health consideration that may require accommodations, please feel free to approach me and/or Accessibility Services as soon as possible. Accessibility staff (located in Room 2037, Davis Building) are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations. Please call 905-569-4699 or email access.utm@utoronto.ca. The sooner you let us know your needs the quicker we can assist you in achieving your learning goals in this course."

Many services have boilerplate statements they have crafted for course syllabi:

RGASC syllabus statement:

The Robert Gillespie Academic Skills Centre (RGASC) is located in Room 3251 on the third floor of the Maanjiwe nendamowinan Building. The RGASC offers individual consultations, workshops (many CCR-accredited), and a wide range of programs to help students identify and develop the academic skills they need for success in their studies. Visit the [RGASC website](#) to explore their online resources, book an in-person or online appointment, or learn about other programming such as Writing Retreats, the Program for Accessing Research Training (PART), Mathematics and Numeracy Support, and dedicated resources for English Language Learners.

UTM Library's syllabus statement:

UTM Library – The University of Toronto Library provides access to a vast collection of online and print resources to faculty, staff, and students and is the largest academic library in Canada. The UTM Library offers [Reference and Research Help](#) in-person and also virtually, through chat, Zoom, and individual research consultations, to help students navigate library databases, find relevant articles for their research, and cite correctly. The [Library Workshops and Events](#) help students learn about the search techniques and specialized software, needed to be successful in their academic journey. For more information, visit <http://library.utm.utoronto.ca>.

(6.5) Accommodations for Religious Observances

The following is an excerpt of the University's "[Policy on Accommodation on Scheduling of Classes and Examinations and other Accommodations for Religious Observances](#)":

Students have a responsibility to alert members of the teaching staff in a timely fashion to upcoming religious observances and anticipated absences. Instructors will make every reasonable effort to avoid scheduling tests, examinations or other compulsory activities at these times. If compulsory activities are unavoidable, every reasonable opportunity should be given to these students to make up work that they miss. When the scheduling of tests or examinations cannot be avoided, students should be informed of the procedure to be followed to arrange to write at an alternate time.

It is most important that no student be seriously disadvantaged because of her or his religious observances. However, in the scheduling of academic and other activities, it is also important to ensure that the accommodation of one group does not seriously disadvantage other groups within the University community. On an annual basis, the Office of the Vice-President and Provost shall publish information concerning the anticipated dates of a number of holy days over the subsequent two academic years. While every reasonable effort should be made to provide accommodation, the publishing of these dates should not necessarily be interpreted to mean that no important academic activities can be scheduled on these dates.

The following statement could be included in your syllabus:

"It is the policy of the University of Toronto to arrange reasonable accommodation of the needs of students who observe religious holy days other than those already accommodated by ordinary scheduling and statutory holidays.

As a student at the University of Toronto, you are part of a diverse community that welcomes and includes students, staff, and faculty from a wide range of backgrounds, cultural traditions, and spiritual beliefs. For my part, I will make every reasonable effort to avoid scheduling tests, examinations, or other compulsory activities on religious holy days not captured by statutory holidays. Further to University Policy, if you anticipate being absent from class or missing a major course activity (like a test, or in-class assignment) due to a religious observance, please let me know as early in the course as possible, and with sufficient notice (a minimum of three weeks is recommended), so that we can work together to make alternate arrangements."

(6.6) Fostering of Academic Integrity

Instructors must keep tabs on academic integrity, and many have found that using the University's detection tool is an excellent method of fostering academic integrity among students.

The University is now partnering with *Ouriginal* for its plagiarism detection platform. More information is available [here](#). If you are using this Plagiarism Detection Platform in your course, please include the **NEW syllabus statement**:

"Normally, students will be required to submit their course essays to the University's plagiarism detection tool for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their essays to be included as source documents in the tool's reference database, where they will be used solely for the purpose of

detecting plagiarism. The terms that apply to the University's use of this tool are described on the Centre for Teaching Support & Innovation web site (<https://uoft.me/pdt-faq>)."

If you choose to use the Plagiarism Detection Platform, you also must include an opt out option.

If you choose not to use the Plagiarism Detection Platform, please include in your syllabus a statement of your alternative method of ensuring students' adherence to the rules of academic integrity. The opt out statement must include the following: 1) how the student notifies the instructor regarding decision to opt out; 2) the deadline for the student to notify the instructor of their decision to opt out; and 3) a submission alternative that is available for students who opt out.

The UTM Academic Integrity Unit has provided the following language; we strongly recommend its use. You may cut and paste all or part of [this statement](#) into your syllabus regarding academic integrity in an online context:

Updated: UTM statement on academic integrity

Academic integrity is essential to the pursuit of learning and scholarship in a university, and to ensuring that a degree from the University of Toronto Mississauga is a strong signal of each student's individual academic achievement. As a result, UTM treats cases of cheating and plagiarism very seriously.

[The University of Toronto's Code of Behaviour on Academic Matters](#) outlines behaviours that constitute academic dishonesty and the process for addressing academic offences. Potential offences include, but are not limited to::

- Accessing unauthorized resources (search engines, chat rooms, Reddit, etc.) for assessments.
- Using technological aids (e.g. software) beyond what is listed as permitted in an assessment.
- Posting test, essay, or exam questions to message boards or social media.
- Creating, accessing, and sharing assessment questions and answers in virtual "course groups."
- Working collaboratively, in-person or online, with others on assessments that are expected to be completed individually.

All suspected cases of academic dishonesty will be investigated following procedures outlined in the [Code of Behaviour on Academic Matters](#). If you have questions or concerns about what constitutes appropriate academic behaviour or appropriate research and citation methods, you are expected to seek out additional information on academic integrity from your instructor or from other [institutional resources](#).

Further Useful Links:

The [Code of Behaviour on Academic Matters](#)
Margaret Proctor's "[How Not To Plagiarize](#)"
[Student's Rights & Responsibilities](#)

(7) Other Resources

(7.1) Copying of Syllabi

The Department strongly encourages all instructors to use digital copies whenever possible and to consider the environment when paper copies are a necessity. Class-related materials may be printed at the Department. If you prefer to use The Print Shop (located in the W.G. Davis Building, room 1132), please visit [UofT.me/ThePrintShop](https://uoft.me/ThePrintShop) and use the [ServiceNow](#) portal to submit your print requests. Contact [Sharon Marijadsingh](#) for the Historical Studies account number.

(7.2) Course Reserves and Syllabus Service

The library provides a unique opportunity to inquire, innovate, and improve how we support our students. Please reach out to [Yayo Umetsubo](#), your liaison librarian, early during syllabus development to ensure that your syllabus is ready for

your students before your course begins. Liaison librarians can also help during syllabus development and introduce you to exciting electronic resources you may not have considered before.

The University of Toronto Libraries provides access to millions of electronic resources including e-books, e-journals, and streaming video. Our Syllabus Service provides easy access to these resources for your students, respecting the University of Toronto's license agreements with publishers and vendors, Canadian copyright laws, and the [University's Fair Dealing Guidelines](#).

It is your responsibility as the instructor to ensure there is no excess use of assigned material beyond copyright (e.g., no posting of multiple chapters from books). Your Chair/Designate may spot check for obvious problems only, but you must consult the UTM Library—preferably [Yayo Umetsubo](#), your liaison librarian—in case of any copyright-related questions or for assistance (*Handbook* section 1.4 and [Course Reserves & Syllabus Service](#)). Syllabus Service staff will use our new [Library Reading List application](#) to organize library resources within an easy-to-use course reading list that is integrated with Quercus, so that students can access all their course materials in one place.

Faculty have requested guidance on a statement to put on their syllabus that outlines how their course postings are their own intellectual property. This is an example of statement that you could include, which overlaps with some language in the FIPPA statement outlined above:

“Please be advised that the intellectual property rights in the material referred to on this syllabus [and posted on the course site] may belong to the course instructor or other persons. You are not authorized to reproduce or distribute such material, in any form or medium, without the prior consent of the intellectual property owner. Violation of intellectual property rights may be a violation of the law and University of Toronto policies and may entail significant repercussions for the person found to have engaged in such act. If you have any questions regarding your right to use the material in a manner other than as set forth in the syllabus, please speak to your instructor.”

(7.3) Chalk, Erasers, & Lapel Microphone Safety Covers (“windscreens/windsocks”)

Instructors need to supply their own chalk, whiteboard markers, and erasers; your department may have back-ups for your use.

If you plan to use the fixed microphones at the podiums, cleaning instructions are posted on the podium, and a microphone cover is not needed.

UTM I&ITS will be providing all instructors and TAs with their own single-use windscreens (covers) for the wireless microphones in the UTM classrooms. Your windscreen package can be picked up at the UTM Service Desk on the ground floor of the CCT Building starting today for those teaching or using our classrooms in the winter term.

Each instructor teaching will be receiving one package of 20 windscreens to start. Once you are close to running out, please submit a [Service-Now ticket](#) with the date, time and location of your next class, and we will drop off another package to your class.

A knowledge base article is attached and available through the link below on how to install the windscreen on a wireless microphone. Please be sure to remove your windscreen after use to leave the microphone clear for the next instructor.

[How to install a microphone windscreen](#)

If you have any questions, [please submit a ticket](#) or contact the UTM Service Desk at helpdesk.utm@utoronto.ca.

(7.4) UTM Service Directory

The [UTM Service Directory](#) is a most convenient gateway to a variety of campus services, such as Library Services, Computing Support, UTM Bookstore, Quercus Help, and Accessibility Services, to name a few.

(7.5) Resources Available to Instructors at the Academic Skills Centre and CTSI

Our Department encourages you to make use of the resources and training available for instructors at the [Academic Skills Centre](#) and [CTSI](#). Their fine teams can assist you in pedagogical issues, including matters pertaining to course design, methods of assessing student work, reviewing and improving syllabi, and feedback on your teaching. The Academic Skills Centre [Team Members](#) can be contacted at tel. 905-828-3858.

We strongly encourage you to take advantage of these services before submitting syllabi for departmental review. Faculty can mention in their PTR reports the training they have received as evidence of professional development, and Sessional Instructors can request a letter from these centres to be included in their departmental Sessional Instructor files.

(7.6) UTM Instructors Portal

As new faculty at UTM, you may find the [UTM Instructors Portal](#) a useful resource as you prepare your syllabi and manage your class throughout the term. The portal has helpful information about sessional dates, academic integrity, grading practices, exams, accessing class lists, and supports for teaching.

(7.7) New Faculty Toolkit

[The Instructor Toolkit](#) is designed to help new instructors as they begin their work at the University of Toronto, but is also an excellent resource for returning instructors, staff and students. As a world leader in higher education, U of T offers support for teaching, learning and research at the institutional, departmental, and personal level.

Additional Resources

- [UTM Quercus Teach Anywhere Course](#) (Request access: simone.laughton@utoronto.ca or ann.gagne@utoronto.ca)
- [UTM Teach Anywhere Website](#)
- [UTM Teaching and Learning Collaboration Webinars & Help Sessions](#)
- [UTM Library Instructor Support](#)
- [UTM Library & Instructional Technologies Website](#)
- [UTM Library Course Reserves & Requests](#)
- [UTM Academic Handbook](#)
- [Ed-Tech at U of T](#)
- [Zoom Knowledge Base Articles](#)

Appendix (more detailed language on missed tests etc. that you may use in your syllabus)

Missed Tests/Quizzes or Late Assignments

Students Registered with Accessibility

If you are registered with Accessibility Services and would like to request an extension of time for an assignment in advance of the due date (based on an accommodation letter already provided to your instructor), please email **both** your instructor **and** your Accessibility Advisor directly in order to obtain approval.

Special Consideration Policy

Students who miss a term test/quiz/in-class assignment or who submit an assignment after the due date will be assigned a mark of zero or lose a percentage of the assignment mark for each late day, as stated in the syllabus. Please review your syllabus carefully to familiarize yourself with the course policies.

Students may request special consideration due to reasons beyond the student's control, including:

- Illness or injury
- Religious observances (e.g., holy days)
- Other acceptable unplanned and/or unforeseeable circumstances entirely beyond the student's control (e.g., a court subpoena, a funeral, an accident, etc.).

Reasons such as vacations, pre-purchased plane tickets, family plans, attendance at a wedding, lack of preparation, technology failure, extra-curricular commitments, and academic work in other courses are not considered to be beyond a student's control and will not be accommodated.

I strongly advise you to prepare for the make-up test/quiz and/or submit your assignment, even if you have not received a decision regarding your request.

Option 1: If you have missed a term test/quiz/in-class assignment or will be submitting an assignment after the due date, due to extenuating circumstances, please review the policy on our web site and follow the instructions to submit a request directly to the Department: [Special Consideration](#).

Option 2: If you have missed a term test/quiz/in-class assignment or will be submitting an assignment after the due date, due to extenuating circumstances, please review the policy on our web site and follow the instructions to submit a request directly to the Department: [Special Consideration](#). Alternatively, you may wish to submit a request to your professor directly. Please note, your request must be submitted to EITHER the Professor OR the Department, not both.

NOTICE OF COLLECTION

The University of Toronto respects your privacy. The information on this form is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering accommodations for academic purposes based on medical grounds. The department will maintain a record of all medical certificates received. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act.

If you have questions, please refer to www.utoronto.ca/privacy or contact the University's Freedom of Information and Protection of Privacy Office at 416-946-5835. Address: Room 201, McMurrich Bldg., 12 Queen's Park Crescent, Toronto, ON, M5S 1A1.