

English and Drama, UTM

Guide for New (or Continuing Instructors)

CURRICULAR MATTERS

Undergraduate Advisor

Any questions regarding undergraduate students' programs or of a registrarial nature should be directed to Dianne Robertson, Undergraduate Advisor at dianne.robertson@utoronto.ca or 905-828-5201.

Academic Offences

It is important to advise students about the nature and seriousness of academic offences, in particular plagiarism, in your syllabus information at the following link explains to students the nature of plagiarism and how to avoid it. It is a good idea to include this link in your syllabus.

<http://www.writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize>

Turitin.com

Turitin.com has proven to be a highly effective plagiarism detecting software and the Department strongly encourages its use. If you would like more information, please visit the following link:

<http://teaching.utoronto.ca/ed-tech/teaching-technology/turnitin/>

Academic Integrity Kit at:

<http://www.utm.utoronto.ca/academic-integrity/facultystaff/ai-kit>

How to Deal with Cases of Plagiarism

<http://www.writing.utoronto.ca/faculty/detering-plagiarism> is a useful guide to deter plagiarism, and <http://www.utm.utoronto.ca/academic-integrity/> is a helpful resource. You may also consult the Undergraduate Advisor or Chair on matters that are unclear.

Absences

If you must cancel a class at short notice, try to both phone and send an email to Merrylee and to Dianne as soon as you can. You should also send a message to your students via Blackboard. Planned cancellations are sometimes necessary, but if you know in advance that you will be absent and will miss one or more classes, you should try to find a way to reduce the effect on your students. You might find someone to fill in for you, perhaps to invigilate a test, or you might give the students an assignment to do at home. (But remember that a test or assignment cannot be added to the syllabus after the first 2 weeks of classes.) In accordance with U of T policy, you must notify the Chair about planned absences of more than two weekdays while classes are in session, giving the reason, how you are compensating if necessary, and how the Department can contact you while you are away.

Teaching Assistants

TA's require attentive supervision. You are ultimately responsible for the work they do for this department; more specifically, it is your responsibility to ensure that you and your TA don't present students with contradictory information or impressions, that you use the same standards of assessment, and share the same expectations. Therefore, you should look carefully over at least the first marking a TA does for you to ensure both that you agree with the grades being given and that any comments are both legible and helpful rather than hurtful. It may be a good idea to grade at least a portion of the first assignments and share your comments and marks with your TA.

English and Drama, UTM

Guide for New (or Continuing Instructors)

If you have a TA(s) from the Department of English downtown, you would have received a detailed email from the TA Coordinator for English downtown. For a copy of the Collective Agreement between CUPE Local 3092 Unit 1 and the University, which sets out the rules and regulations that must be followed, go to: <http://agreements.hrandequity.utoronto.ca/>

If you have a TA you would have received a prepopulated **Description of Duties and Allocation of Hours Form** several weeks ago to complete and send to them with a copy to edassist.utm@utoronto.ca. You should also be setting up an appointment to discuss and meet with them in the next couple of weeks to finalize and sign the form and return the signed form for approval by the Chair to edassist.utm@utoronto.ca or directly to Merrylee, Erindale Hall, Suite 308, RM 308A.

RESOURCES

Robert Gillespie Academic Skills Centre (RGASC) and the Centre for Teaching Support and Innovation (CTSI)

These are wonderful resources for both instructors and students. You should encourage all of your students to avail themselves of the help at RGASC, particularly those having trouble with reading or writing. Both individual appointments and workshops are available. RGASC and CTSI can also work with you to improve your lecturing style, syllabi and assignments, prepare a teaching portfolio, incorporate technology into your courses and help you meet with other dedicated instructors.

Audiovisual Equipment

All classrooms in Deerfield Hall and the IB Building are electronic classrooms. Most are touch screen to activate and you use your UTORid and password to login. Additional audiovisual equipment must be arranged at least two days in advance. Requests can be submitted to edassist.utm@utoronto.ca. If you have an audiovisual emergency during a class call 905-828-3727 Merrylee or 905-569-4300 AV.

Blackboard

Blackboard is a web-based course management software that allows instructors to view their class enrollment information, communicate with students, post and revise grades, and provide course materials such as syllabi, assignments, tests and reading materials. Course instructors are responsible for ensuring that their courses are properly set up in Blackboard (portal.utoronto.ca) prior to the beginning of classes. Simone Laughton, simone.laughton@utoronto.ca at the UTM library can help you set up.

Access to Blackboard is linked to the instructor's UTORid.

University of Toronto Mississauga Blackboard Help Webpage:
<https://library.utm.utoronto.ca/faculty/blackboard>

Teaching with Technology Webpages:
<http://library.utm.utoronto.ca/faculty/teachwithtech>

NOTE: You need to add either Dianne Robertson or the Chair as an administrator on all your courses; please contact Dianne if you need help with this.

English and Drama, UTM

Guide for New (or Continuing Instructors)

Course Information

To find out where and when your course meets, check the UTM course timetable website at:

<https://student.utm.utoronto.ca/timetable/>

Click on the relevant discipline and session to get to view your course.

Class locations are not on the departmental website because they can change up to and after the start of classes. Course Syllabi will also be available on this timetable for students once you have uploaded it to the Course Information Submission System for approval by the Chair and it has been approved. See more on Syllabi below. Please do not contact the Registrar's Office directly to discuss your assigned rooms. If you have a classroom issue, please contact edassist.utm@utoronto.ca and they will apprise the Chair.

To order books and design your course, you need to know the expected student enrollment. This information is available on this timetable.

Please remember that there is nothing you can do for students who want to get into a course – refer them to Dianne and/or the Chair if they pursue you. The only way in is through ROSI. As students change their minds a few spaces will open up. The process of taking students out of courses for which they have not paid is now completed before classes start. In addition, Dianne is checking prerequisites and will be removing ineligible students from courses when necessary. Students who have not been able to get into a course that they must have to graduate should be referred to Dianne for advice and assistance. Do not return any marked work to students not officially enrolled in a course.

Important Dates

Please note that the academic dates for the St. George Campus are not always the same at UTM. Please check the dates carefully.

<http://www.utm.utoronto.ca/registrar/important-dates>

Copyright Issues

The University of Toronto Library System has resources available to answer copyright questions.

<https://onereach.library.utoronto.ca/copyright/home>

Assignments/Departmental Drop Boxes

There are two Drop Boxes directly outside Erindale Hall, Suite 308 the Chair's offices for English and Drama. One is for ENG (English) the other for DRE (Drama). The keys for these drop boxes can be found in the mailroom in a green cup on top of the black file cabinet, the cup is labeled. There are two separate keys marked "ENG" and "DRE", please ensure that you lock the drop box and return the key immediately to the cup when you have retrieved the assignments for your course(s). There is no stamping of assignments, assignments may not be submitted to the Department Office or any of the Department staff. Please notify your students that they should be delivering their assignments to the appropriate drop box and they must send an email to advise you and the TA (if applicable) that they have submitted it along with an attached copy of the assignment.

English and Drama, UTM

Guide for New (or Continuing Instructors)

Please do not leave marked essays in an envelope on your office door where anyone has access to them (this is a violation of U of T policy). After classes are over, any essays/assignments not picked up can be given to Dianne; please tell students they can pick them up from her. They are kept for a year, then shredded.

Duplicating

Print jobs for your course(s) can be done in the Department using the photocopier in Erindale Hall (EH), Suite 306. This printer a Toshiba requires a code, please use the appropriate code:

Email edassist.utm@utoronto.ca or stop by EH Suite 308, RM 308A, if you have forgotten the code initially given out to you.

Course Instructor: --

Sessional Lecturer: --

Faculty: --

The photocopy room is open 8:00 am to 8:00 pm. This printer also has a USB port so you can print from a USB key. It is recommended that you have a USB key with your printing in the event the network is down.

For instructors located in Deerfield Hall (DH) the photocopier is located in DH 1050 you will be assigned a code if your office is located in Deerfield Hall.

Both copiers have the ability to scan documents (pdf) to your email. Your utoronto.ca email will be added to the copier's directory email list for you to do this. If you find your utoronto.ca email is not in the directory please let edassist.utm@utoronto.ca know to have it added.

You may also use the UTM Print and Copy Centre, located in the William G. Davis Building, First Floor, RM DV1132. You can send your copy job by email to copy.utm@utoronto.ca in pdf format along with a completed form with your instructions. This form is attached to this email and contains the CC and CFC information the Copy Centre requires. You can have the copy job delivered to Erindale Hall, Suite 308 to your attention and it will be placed in your mailbox or you can pick it up directly from the Copy Centre. Note that at the beginning of the semester the Centre is very busy and an early request will allow enough time to complete your job and have it delivered. Copy Centre Tel: 905-828-5248.

If you are really in a bind, ie the printer in EH Suite 306 breaks down, you can come to EH Suite 308, RM 308A, Merrylee and ask to have your printing done on the Chair's printer. Email your printing to edassist.utm@utoronto.ca or bring it on a USB key.

If you will be using and bringing your own laptop you can go to the IT help desk located in CCT Atrium 905-828-5344 or helpdesk.utm@utoronto.ca and have them connect this printer to your laptop. You will need to tell them the location of the printer, Erindale Hall Suite 306 and the name of the printer/copier Toshiba. For those using the printer/copier in Deerfield Hall the printer is Taskalfa and the location is RM 1050. They can look up the IP number you don't need to know this.

English and Drama, UTM

Guide for New (or Continuing Instructors)

Freedom of Information and Protection Act (FIPPA)

The University of Toronto is governed by FIPPA regulations on Information and Privacy. We advise you to review the regulations to ensure you are familiar with them. See:

<http://www.provost.utoronto.ca/policy.htm>

Ordering Texts and Course Packets

You may choose to order books or course packets or a combination of both. If you have one or more TAs don't forget to order desk copies for them as well as yourself, either of course packets (done when you place the order) or texts (for which you would contact the publisher directly, indicating what course you are teaching at UTM, and its enrollment). If you decide to order course packets, UTP print, a division of University of Toronto Press (UTP) and Canadian Scholars' Press Inc. (CSPI) would be pleased to help. Creating a coursepack can be done using the online coursepack tool (<http://www.coursepack.ca>) or allowing CSPI do it for you. Please contact them at 416-929-2774 x 25 or email info@coursepack.ca. You will have received the bookstore email already, the UTM bookstore can be reached for text at: Florence Coloma (fcoloma@uoftbookstore.com)

Course Syllabus

The syllabus you distribute at the first class should provide students with as much information as possible about the course and how it will be conducted. Attached is a template with items that either must or might be included.

All instructors are required to submit their syllabi on-line through the Course Information Submission System for the Chair's approval at:

<https://registrar.utm.utoronto.ca/CourseInfo/>

Login with your UTORid and password.

Your submissions have to be approved by the Chair first and they will be checking to make sure the required information has been provided. Also a test or assignment cannot be added to the syllabus after the first two weeks of classes. In addition, your syllabus cannot be posted on Blackboard until it has received approval.

Offices

Offices will be assigned. A card key for the office suite and your office will be ordered for you. You will be apprised by email when the card key is ready for pickup.

Office Hours

You will find a timetable card in your mailbox; please fill it out indicating when you will be available for office hours and post it on your office door. You will also receive an electronic version of this card before classes start; please complete it or email your office hours to edassist.utm@utoronto.ca by September 11. A central list of office hours is available on the department website. If you are sharing an office, make sure your name is on your card, along with an email address and/or phone number where students can reach you. This information should also be on your syllabi. Please make every effort to be available when you have said you will be and to post a note of explanation and send a message via Blackboard if you must miss an office hour.

English and Drama, UTM

Guide for New (or Continuing Instructors)

Faculty/Staff Lounge

This is a lounge in the common area of Erindale Hall, Suite 311. There you will find a refrigerator, microwave oven, water-cooler, kettle, plates and utensils for use. Please clean up after yourself because there is no one to do it for us.

Mail

All incoming and outgoing mail goes in the mailbag hanging on the wall in the mailroom EH 308. A return address is required. If you are sending something that requires a stamp you need to put your name and the English and Drama Department address as the return address. The department will be charged for the postage. This should be only for teaching-and research-related materials. For personal mail you need to supply your own postage.

Parking/Getting to UTM

For information about how to get to campus or where to park at UTM see:

<http://www.utm.utoronto.ca/about-us/contact-us/maps-directions>

Shuttle Bus, UTM

The shuttle bus service regularly goes between the Mississauga and St. George campuses. Schedules are available at <http://www.utm.utoronto.ca/shuttle/>. A one way fare is \$6 and passes may be purchased for the term, pro-rated based on the month purchased.

Travel Reimbursement – TAs and CIs

Unit 1 Course Instructors and Teaching Assistants will be sent an email under separate cover regarding the procedure for reimbursement for travel between UTM and St. George. Unit 3 (Sessional Lecturers) unfortunately, are not entitled to travel reimbursement.