

Faculty and Staff Handbook

Prince George Main Campus
Northwest Campus
South Central Campus*
Peace River - Liard Campus*

* There are currently no School of Education Programs held at these campuses for 2020/2021.



Land Acknowledgement

University of Northern British Columbia School of Education t'ets'oninzun 'et whuts'odul'eh, 'uztiit'eth-un, ink'ez ts'unhua-un njyanYinka dunene buyunk'ut Northern British Columbia.

T'ets'uninzun 'et whuts'odilhiti' njan yunk'utts'uwhu'i-un ink'ez ndoho Yinka dunene bukeyok.

Prince George campus njan Lheidli T'enneh bukeyok whuz'ai.

South-Central Campus in Quesnel njan whulhtat-un Dakelh Nations: Lhtako Dene (Red Bluff), Nazko, ink'ez Lhoosk'uz Dene (KlusKus Band), 'en cha ?Esdilagh First Nations (formerly Alexandria Band), a Tsilhqot'in buyunk'ut.

Peace River-Liard campus in Fort St. John njan whulhtat-un Dunne-za Nations: Doig River, Blueberry River and Halfway River First Nations.

Northwest campus in Terrace njan ts'msyen buyunk'ut Kitsumkalum ink'ez Kitselas First Nation ink'ez Prince Rupert satellite campus 'et cha Ts'msyen buyunk'ut.

The University of Northern British Columbia School of Education acknowledges that we learn, work, and live on Indigenous Peoples' territories across northern British Columbia. We recognize the importance of honouring the territories we inhabit, and of respectfully engaging with Indigenous communities. The School of Education embodies and models this practice through our People, Place, and Land signature pedagogy.

The Prince George Campus is located on the traditional territory of the Lheidli T'enneh, a Dakelh Nation.

The South-Central Campus in Quesnel is located on the traditional territory of three Dakelh Nations: the Lhtako Dené (Red Bluff Band), Nazko, and Lhoosk'uz Dené Nation (Kluskus Band), as well as the traditional territory of ?Esdilagh First Nations (formerly Alexandria Band), a Tsilhqot'in Nation.

The Peace River-Liard campus in Fort St. John is situated on the traditional territory of three Dunne-Za Nations: Doig River, Blueberry River and Halfway River First Nations.

The Northwest campus in Terrace is situated on traditional Ts'msyen territory of the Kitsumkalum and Kitselas First Nations. The Prince Rupert satellite campus is also located on Ts'msyen territory.

The School of Education gratefully acknowledges the work of Cheryl Schwizer (Lheidli T'enneh/Necoslie) and Nellie Prince (Nak'azdli) for the Dakelh translation of this statement.

Thank you to the UNBC School of Education Ad Hoc Committee 2020 for contributing to and co-constructing the UNBC School of Education Handbook for faculty and staff.

Ad Hoc Committee Members: Christine Ho Younghusband (chair), Bonnie Fuller, Deborah Koehn, Gretchen Vogelsang, Caitlyn Eide, Melinda Bahr, Eric Schwenger, Megan Caldwell, Catherine Whalen, Glen Thielmann, Sheila Iwanciwski, Deborah Carter.

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1 Our Carrier Motto: 'En Cha Huná

Our Carrier Motto reflects our heart and soul at UNBC: 'En Cha Huná

UNBC's motto is 'En Cha Huná, which translates to “that person also lives” and means respect for all living things in the Dakelh language. This motto encapsulates UNBC's spirit and the principles of academic freedom, respect for others, and the willingness to recognize different perspectives.

1.1 Our Vision at UNBC

Canada's leading destination University, personal in character, that transforms lives and communities in the North and around the world.

1.2 Our Mission at UNBC

To inspire leaders for tomorrow by influencing the world today.

1.3 Our Values at UNBC

- Experiential learning, exploration, and discovery
- Inclusiveness and diversity
- Community
- Integrity
- Academic Excellence and Student Success

Our vision, mission, and values at the School of Education align to those of the university.



2 Greetings from the UNBC School of Education Chair

Let me begin by acknowledging the traditional ancestral land of the Lheidli T'enneh people located in Prince George. I would also like to acknowledge the other traditional territories of "People, Place and Land" a connection to the University of Northern British Columbia's 'En cha huná – in translation, "They also live".



Greetings!

It gives me great pleasure to welcome everyone to the School of Education, a place where we can share knowledge at the interface of worldviews. To do this, we encourage all learners to participate in the following values of the 4 “R’s” according to Kirkness and Barnhardt (1994).

- **Respect**- open to diversity, recognize that we come from different worldviews and that there are differences, shared space with learners, and that we can use our voices in a respectful way.
- **Relationships** – the ability to create, exchange and share old and new knowledge(s) amongst peers, colleagues, and visitors.
- **Responsibility** – students are responsible for their own learning and teaching. It is our responsibility to take what we have learned and to role-model, mentor, and to provide good leadership to all learners.
- **Reciprocity** - the exchanging of knowledge as a gift of kindness. “There is no right or wrong, just different.”

The School of Education is here to support your learning mentally, physically, emotionally, intellectually, and socially. We may not have all the answers to your needs, but we are happy to redirect you to the services you may require.

We look forward to working with you and hope the handbook will be an asset.

Respectfully,

A handwritten signature in blue ink, appearing to read "Tina Fraser".

Dr. Tina Fraser, PhD
Acting Chair/School of Education

A Visual Representation of Our Signature Pedagogy: People, Place, and Land



Artist: Karen Patricia Erickson

Karen Patricia Erickson is from Prince George, BC.
Parents are from Meadow Lake and Green Lake, SK
She is of Metis/Cree Ancestry

Influences: Her twin sister Carla Joseph, another Metis Artist.
She's a self-taught artist and has been doing art since elementary school.

She loves to work with Acrylics and Watercolour.
She enjoys painting rocks, glass, driftwood, canvas, purses and feathers.
Her Inspirations are animals, people, nature and vibrant colours.



The visual representation I recently designed represents *People, Place and Land*.

This image is about the Journey the people take to get to UNBC
and the work it takes to become successful (climbing that mountain).

They may be young or old but always ready to reach their goals.

I put the School up high just so they could see the importance of higher learning.

3 UNBC School of Education's Signature Pedagogy

Our program is moving into “People, Place, and Land,” a way of being in place that is deeply aware of the connections between ourselves and our students, with each other, and with the spaces we all inhabit. This movement pays attention to the local, to past and future, to language, identity, diversity, and Indigenous ways of knowing. It is rooted in human and more-than-human communities.

We are coming alongside People, Place, and Land as a signature pedagogy for the School of Education, as a way of exploring what's important to know, and how things become known; it helps assess how we are doing and whether our work is authentic, and provides us with multiple points of inspiration and reflection.

Shulman (2005) sets out some key layers of a signature pedagogy. These layers are connected conceptually and practically: “signature pedagogies are both pervasive and routine, cutting across topics and courses, programs and institutions” (Shulman, 2005, p. 56) and “form habits of the mind, habits of the heart, and habits of the hand” (Shulman, 2005, p. 59).¹ As applied to People, Place, and Land, the School of Education sees layers of structure from the surface level where we teach and learn with each other from and in place, with space created for students to demonstrate what they know; a deeper level where we bridge theory and practice, including a deep appreciation for Indigenous perspectives; and an implicit level where our beliefs and values about education and being reside.

4 UNBC School of Education Programs

4.1 Bachelor of Education (B.Ed.)

In the 2020/21 school year, the UNBC School of Education offers several B.Ed. programs in teacher education at the Prince George and regional campuses. We are currently in transition from our current 2-year program to our redesigned 16-month B.Ed. program for teacher education, as well as introducing a B.Ed. completion program for those who have completed the UNBC Education Diploma in a First Nations Language and Culture.

B.Ed. programs at the UNBC School of Education for the 2020/21 school year:

- Elementary Years, 2-year program, Prince George Campus (in Year 2)
- Secondary Years, 2-year program, Prince George Campus (in Year 2)
- Elementary Years, 2-year program, Northwest Campus – Terrace (in Year 2)
- Elementary Years (K-7 stream), 16-month program, Prince George Campus
- Secondary Years (8-12 stream), 16-month program, Prince George Campus
- Elementary Years, Degree Completion Program, Northwest Campus – Skidegate

Education Diploma Programs in a First Nations Language and Culture for 2020/21:

- No current programs

¹ For more information about signature pedagogies, go to the article written by Shulman, L. (2005). Signature Pedagogies in the Professions. *Daedalus*, 134(3), 52-59. <http://www.jstor.org/stable/20027998>

Teacher Candidates graduating from UNBC's Bachelor of Education program are empowered to develop their professional voices as educators, learners, and leaders. They experienced authentic engagement through continuous, in situ inquiry with Indigenous perspectives and ways of being to embrace and deeply understand Truth and Reconciliation and to question, explore, and focus on how and why this work impacts teaching and learning. Emphasis is placed on the integration of Literacy and Numeracy skills across the B.Ed. program as it relates to the K–12 BC curriculum.

More information can be found at: <https://www.unbc.ca/calendar/undergraduate/education>



4.2 Master of Education (M.Ed.)

In the 2020/21 school year, the UNBC School of Education continues with two M.Ed. programs and graduate certificate programs in Multidisciplinary Leadership (MDL) and Special Education. Completion or exit route from either of the M.Ed. specializations can be done through: (1) comprehensive exam; (2) project; or (3) thesis. The Special Education specialization, however, also uses portfolios as an exit route option. Learners of the current M.Ed. programs have academic advisors upon entry to the specialization. The advisor role is to support the students and ensure all necessary forms and courses are taken toward degree completion. Within the first two years and after completing 12-credits of their program a student can choose to stay with their original academic advisor who will now become their exit route supervisor or select another faculty member to become their supervisor to guide learners' degree completion depending on the chosen exit route. The degree can be taken through a part-time status (one course per semester) which often leads to four years to complete or a full-time status (two courses per semester which often takes students a minimum of two years to complete.

M.Ed. programs at the UNBC School of Education for the 2020/21 school year:

- Special Education – September 2020 Intake – Synchronous delivery
- Multidisciplinary Leadership – May 2020 Intake – Prince George Campus
- Multidisciplinary Leadership – September 2020 Intake – Prince George Campus

More information can be found at: <https://www.unbc.ca/calendar/graduate/education>

The UNBC School of Education is in the midst of the M.Ed. Program Renewal that is cohort-based and designed for community service professionals. The two programs proposed are *Transformative Leadership: People, Place, and Land* and *Exceptionalities Education*. The School hopes to implement these programs in the Fall 2021 term while maintaining the existing M.Ed. programs in MDL and Special Education until all students complete their programs.

The purpose of the proposed 30-credit M.Ed. degree is to prepare learners as public intellectuals to lead and inform practice within the context of **People, Place and Land** – particularly in rural and remote contexts – locally and beyond. It is with great honour and respect that we acknowledge our teaching and learning on the traditional land of the Lhedli T’enneh people. As allies, we acknowledge them as traditional owners of their territory, language, knowledge, protocols and practices of *Duneneh* (people), *Hoonzoo* (a nice place) and *Keyoh* (land). We respect all forms of life, **'En Cha Huna**. Our students will start and end their program on the land, in ceremony, sharing experiences and learnings as they become **public intellectuals**. We respectfully receive Edie Fredrickson’s gift of the word **Ts’uwhut’l** – place where we live – to describe the learning themes woven throughout the program.

The foci of **Ts’uwhut’l** and becoming a **Public Intellectual** is woven throughout the learning experiences in this cohort-based program. The Chronicle of Higher Education suggests being a “public intellectual means teaching others about things [one] cares about deeply — across borders and to numbers of people it would otherwise be impossible to reach.”
<https://www.chronicle.com/article/The-Making-of-a-Public/241332>



5 Program Contact Numbers

5.1 Prince George Campus

| NAME | POSITION | Phone: 250- 960 | email@unbc.ca | Room 10- |
|------------------------------|---|-----------------------|-------------------------|-------------|
| Caldwell, Megan | Director Educational Initiatives- Indigenous and Rural | 5776 | megan.caldwell | 4042 |
| Carter, Deborah | Manager | 6667 | deborah.carter | 4018 |
| Edwards, Sheryl | Practicum Placement Coordinator | 6608 | sheryl.edwards | 4030 |
| Fraser, Tina | Associate Professor Acting Chair: School of Education | 5714 | tina.fraser | 4054 |
| Fuller, Bonnie | Lecturer | 5401 | bonnie.fuller | 4020 |
| Ho Youngusband, Christine | Assistant Professor | 6313 | christine.hoyoungusband | 4048 |
| Iwanciwski, Sheila | Administrative Assistant | 6493 | sheila.iwanciwski | 4014 |
| Kitchenham, Andrew | Professor | 6707 | andrew.kitchenham | 4036 |
| Thielmann, Glen | Lecturer | 5789 | glen.thielmann | 4038 |
| Usman, Lantana | Associate Professor | 5304 | lantana.usman | 4032 |
| Vogelsang, Gretchen | Lecturer | 5828 | gretchen.vogelsang | 4040 |
| Whalen, Catherine | Assistant Professor | 5639 | catherine.whalen | 4008 |

5.2 Northwest Campus

| NAME | POSITION | Phone | email@unbc.ca |
|---------------|---|--------------|---------------|
| Bahr, Melinda | Campus Development Liaison and Operations Manager, NW Region | 250-615-3327 | melinda.bahr |
| Eide, Caitlyn | Administrative Assistant | 250-615-3322 | caitlyn.eide |

5.3 South Central Campus

UNBC Quesnel - <https://www.unbc.ca/south-central/contact>

- Eric Schwenger, Campus Manager, eric.schwenger@unbc.ca

CNC Quesnel - <https://cnc.bc.ca/campuses/quesnel>

- Tim Lofstrom, Campus Principal, lofstromt1@cnc.bc.ca

5.4 Sessional Instructors

See your Administrative Assistant on your campus for more information.

6 Campus Contact Numbers

6.1 Prince George Campus

| Department | Phone Number | Email | Online link |
|---------------------------------------|----------------|--|--|
| Bookstore | 1-888-440-3440 | bookstore@unbc.ca | Textbook orders |
| IT – Help Desk | 1-866-960-5321 | support@unbc.ca | |
| Library | 1-888-440-3440 | Distance Services | Regional Services |
| Registrar's Office | 1-888-440-3440 | registrar-info@unbc.ca | Registrar's Office |
| Student Advising | 1-888-440-3440 | advising@unbc.ca | Student Advising |
| Student Services | 1-888-440-3440 | | General Inquiries |
| ASC (Academic Success Centre) | 1-888-440-3440 | asc@unbc.ca | Academic Success Centre |
| ARC (Access Resource Centre) | 1-888-960-5682 | arc@unbc.ca | Academic Resource Centre |
| Award/Financial Aid | 250-960-6363 | awards-info@unbc.ca | Awards & Financial Aid |
| NUGSS (undergraduate student society) | 250-960-6427 | nugss-external@unbc.ca | NUGSS |
| NBCGSS (graduate student society) | 250-960-5671 | gssoffice@unbc.ca | NBCGSS |
| Wellness Centre | 1-888-440-3440 | | Wellness Centre |

6.2 Northwest Administrative Staff Directory

| Name | Position | Phone | Email |
|------------------------------|--|--------------|---|
| Avila, Alma/ Galang, Racquel | Administrative Assistant – Registration/Admission | 250-615-5578 | alma.avila@unbc.ca ; racquel.galang@unbc.ca |
| Bowal, Shammi | Administrative Assistant – Nursing | 250-615-3326 | Shammi.bowal@unbc.ca |
| Gill, Harry | Maintenance Assistant Note: Regular work hours are 8 am – 12 pm Monday - Friday | 250-615-3332 | harry.gill@unbc.ca |
| Ippel, Alexander | IT/AV Technician | 250-615-3345 | alexander.ippel@unbc.ca |
| Pearson, Keri | Administrative Assistant – Social Work | 250-615-3342 | keri.pearson@unbc.ca |

6.3 Security

On UNBC Prince George Campus: Security is a division of the Risk, Safety and Security Department, located at the Parking and Security office at 7-207, west of the main Library entrance in the Agora, 7-207. Responsible for: Emergency First Aid, Lost and Found, Safe Walk Program, Security Patrols, and Campus Information.

There are always two security officers that are on duty 24 hours a day, 365 days a year. They can be reached for a non-emergency at 960-7058 (externally) or 27058 (internally). For an emergency call 23333 (internally), or 250-960-3333 (externally).

Chubb alarm service monitors the **Northwest Region Campus**. If you need to access the NW Region campus after hours, please contact the NW Region Maintenance assistant.

6.4 Emergency Information

On Prince George Main Campus Emergency Dial:

- 23333 from an internal phone
- 250-960-3333 from an external phone (cell etc.).

Please DO NOT call 911 – Campus Security will call this number in an emergency.

On the Prince George Main Campus Non-Emergency Dial:

- 27058 from an internal phone
- 250-960-7058 from an external phone (cell etc.).

Non-emergency numbers in Terrace: <https://www.terrace.ca/city-services/emergency-services>

For more information on Emergency Operations: <https://www.unbc.ca/emergency-operations>

6.5 First Aid – Northwest Campus

During office hours Monday to Friday – 8:30 am - 4:30 pm please contact one of the following individuals if you have a First Aid emergency:

First Aid attendants: 1) Melinda Bahr, 250-615-3327

w/ Level 1 & CPR C: 2) Alex Ippel, 250-615-3345
3) Amy Klepetar, 250-615-3315

A First Aid Kit is located outside the faculty-staff washrooms in front of Room 125. if you need to access the first aid supplies when a first aid attendant is not scheduled. Please ensure you report details of the incident to the Campus Development Liaison and Operations Manager.

If First Aid is an emergency situation that requires additional help or an ambulance, **Call 911**.

Note: When using UNBC NW Region campus landline phones, you must always dial “9” first.

6.6 Phone List

UNBC Phone Directory: https://ssb.unbc.ca/banprod/dev_web.phone_list.phone

Please click [UNBC Phone directory](#) for a complete listing of UNBC Faculty and Staff. NW Region sessional instructors are provided access to the campus office phones.

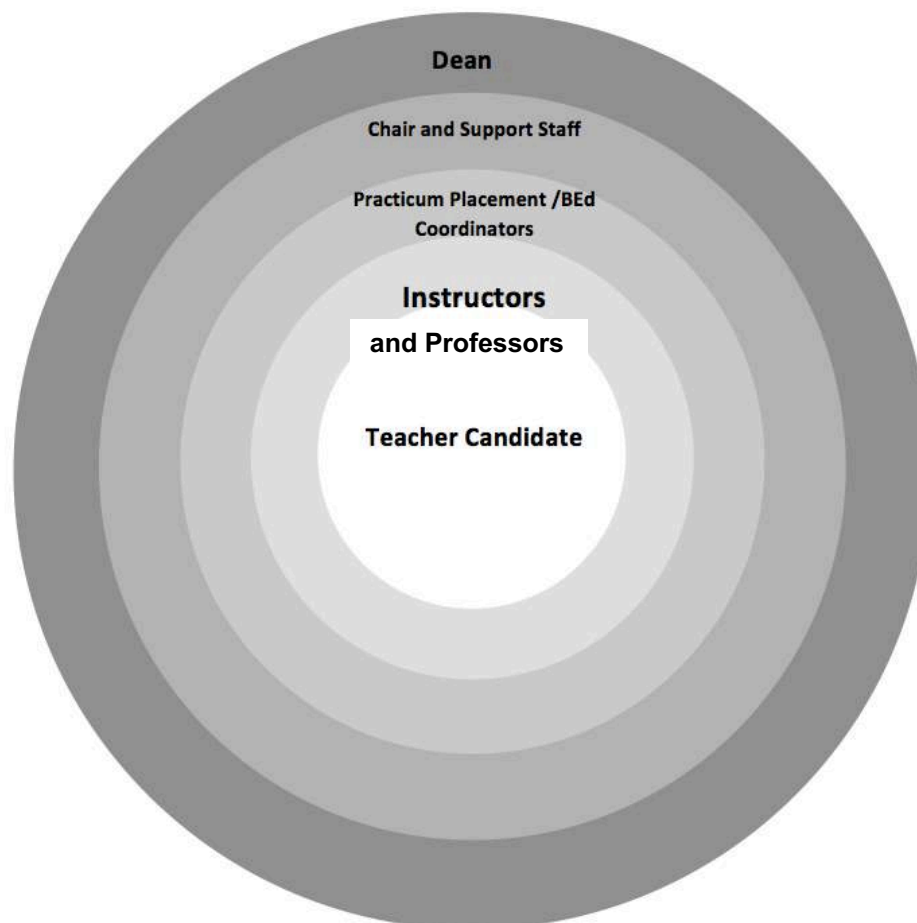
For regular faculty, individual phone line setup is required (contact support@unbc.ca).

7 Websites and Social Media - Hashtag: #UNBCed

Websites: <https://www.unbc.ca/education> <https://www.unbc.ca/northwest>
Twitter: @educationUNBC @UNBCQuesnel
Instagram: @UNBCED @unbcsouthcentral
Facebook: <https://www.facebook.com/UNBCNorthwest/>
<https://www.facebook.com/UNBCQuesnel>

Conduct on Social Media: <https://www.unbc.ca/communications/social-media-guidelines>

8 UNBC School of Education BEd Program Framework



Organizational Structure of UNBC: <https://www.unbc.ca/about-unbc/organizational-structure>

8.1 Roles and Responsibilities

| Position | Role and Responsibilities |
|---------------------------------------|---|
| Teacher Candidate (TC) | <ul style="list-style-type: none"> ▪ Primarily with Instructors. Will work with Coaching Teachers (CTs) during practicum. ▪ If a non-resolved issue occurs, seeks further support from B.Ed. Coordinator. ▪ With Practicum Placement Coordinator (PPC) regarding practicum. |
| Instructors and Professors | <ul style="list-style-type: none"> ▪ Primarily with Teacher Candidates (TCs). ▪ If a non-resolved issue occurs, refers privately to B.Ed. Coordinator with documentation. ▪ Communicates with Practicum Placement Coordinator upon request. |
| Practicum Placement Coordinator (PPC) | <ul style="list-style-type: none"> ▪ Completion of survey forms. ▪ Interview TCs for clarity or verification on practicum placements. ▪ Places TCs in a number of Districts across BC for practicum. ▪ Maintains connections and communication with School Districts. ▪ Develops information materials for CTs, in conjunction with B.Ed. Coordinator. ▪ Conducts information in-services in a variety of modalities, depending on location and circumstances. ▪ Sets meeting times for Practice Evaluators (PEs) for individual Teacher Candidate practicum updates with Chair, B.Ed. Coordinator, and PPC ▪ Informs B.Ed. Coordinator and Chair immediately if CT reaches out for help. |
| B.Ed. Coordinator | <ul style="list-style-type: none"> ▪ Ensures that TCs are supported through a variety of UNBC support systems. ▪ Addresses situations that may require resolution, consultation, or clarity. ▪ Connects with PE and CT to ensure practicums are progressing. ▪ Collaborates with the PPC to ensure practicum related materials being shared are timely and current. ▪ Ensures program is represented provincially and that TCs are given opportunities for professional growth. ▪ Supports new staff members in School of Education protocols. ▪ Keeps the School of Education Chair informed of celebrations and identifies what is working well and what needs attention for reworking. ▪ Ensures that any Ministry of Education updates are shared. ▪ Is usually an instructor as well. |

| | |
|----------------------------------|---|
| <p>School of Education Chair</p> | <ul style="list-style-type: none"> ▪ Coordinates entire program for both B.Ed. and M.Ed. programs at all UNBC campuses. This includes scheduling, calendar, budgets, hiring, responsibilities of instructors and students, and maintaining the overall well-being of the program. ▪ Reports to various governing bodies of the university, including the Dean. ▪ Ensures that staff are informed of any governance body of UNBC that requires our attention. ▪ Ensures that the School of Education vision and goals are being met. ▪ Ensures that the School of Education protocols and procedures are being followed. ▪ Builds relationships in greater community such as Indigenous communities, local communities, school districts, and independent schools. |
| <p>Administrative Assistant</p> | <ul style="list-style-type: none"> ▪ Supports School of Education Chair in their work. ▪ Is a conduit between several other administrative offices, including Registrar's Office, regional/main offices, School of Education Chair and Dean. ▪ Directs staff to proper channels for specific questions and support. ▪ Maintains awareness of availability of School of Education Chair and Dean for appointments. |
| <p>Dean</p> | <ul style="list-style-type: none"> ▪ Supports School of Education Chair in ensuring overall well-being of staff and that the School of Education vision and goals are being met. ▪ Ensures university and School of Education protocols are being followed. ▪ Builds relationships in greater community such as Indigenous communities, local communities, and communities within the university. |



8.2 Important Dates

Undergraduate semester dates: <https://www.unbc.ca/calendar/undergraduate/semester-dates>

Graduate semester dates: <https://www.unbc.ca/calendar/graduate/semester-dates>

B.Ed. Orientation for Faculty and Staff: August 4 & 5, 2020
Letter of Invitation from Dr. Tina Fraser, Acting Chair for the School of Education: [PDF](#)

Program meeting to start the school year: August 24, 2020
**Note: School of Education Program meetings are held on a monthly basis.*

B.Ed. Orientation for Teacher Candidates: September 8 & 9, 2020
Classes start for the B.Ed. Program: September 10, 2020
Classes start for the MEd Program: September 8, 2020

EDUC 390 Practicum (Renewed BEd Program): Every Tuesday – Fall Term 2020
EDUC 490 Practicum (Current BEd Program): November 9, 2020 to December 4, 2020
BEd Education Fair 2020: December 7, 2020
MEd Comprehensive Exam (Fall): TBD by the supervisor or academic advisor
MEd Portfolios (Special Education): TBD by the supervisor or academic advisor

EDUC 391 Practicum (Renewed BEd Program): February 22, 2021 to March 12, 2021
EDUC 491 Practicum (Current BEd Program): January 25, 2021 to April 9, 2021
BEd Celebration of Learning (EDUC 491): April 12, 2021
MEd Comprehensive Exam (Winter): TBD by the supervisor or academic advisor
MEd Portfolios (Special Education): TBD by the supervisor or academic advisor
MEd Comprehensive Exam (Spring): TBD by the supervisor or academic advisor

EDUC 490 Practicum (Renewed BEd Program): May 17, 2021 to June 11, 2021



9 Community of Practice

9.1 Connecting with Community and Elders

If you plan to invite an Elder or community member to speak to your class, lead an activity, or otherwise participate, first review the information available from the School of Education on Cultural Protocol and Cultural Safety, prepared by Dr. Tina Fraser. As well, plan to provide an honorarium and gift of thanks to your guest(s) for sharing their time and expertise with the class. If you are interested in inviting someone to your class, the Acting Chair, Dr. Tina Fraser, can help connect you with Elders and community members to support your classes. As well, resources and supports are available through the [First Nations Centre](#). Please contact [Spencer Hammond](#), Aboriginal Connections Coordinator, for assistance in inviting the Lheidli T'enneh Elder Marcel Gagnon ([Elder in Residence](#)) to your classes.



9.2 Communication and University Listservs

All email communication from UNBC, and the School of Education will go to your UNBC email account. All Instructors are responsible for checking that email account.

Please ensure that you are receiving emails from the “Announce” and CASHS mailing list as important details are sent through these lists. Information regarding scheduling, final exams, events, etc. are communicated this way.

If you are not receiving university emails from announce-bounces@lists.unbc.ca or cashs@lists.unbc.ca, please email the admin assistant to be added to the mailing list.

General information from IT Services.

<https://www.unbc.ca/information-technology-services/email-lists-unbc>

9.3 School of Education List-Servs for B.Ed. cohorts

Cohorts of Teacher Candidates can be contacted with one email listserv account:

Prince George (2019 intake) – EY Cohort - educ-ey19@lists.unbc.ca
Prince George (2019 intake) – SY Cohort - educ-sy19@lists.unbc.ca
Prince George (2020 intake) – EY Cohort – educ-ey20@lists.unbc.ca
Prince George (2020 intake) – SY Cohort (Science/Math) – educ-sy-sc-20@lists.unbc.ca
Prince George (2020 intake) – SY Cohort (Humanities) - educ-sy-h-20@lists.unbc.ca
Terrace (2019 intake) – EY Cohort – educ-ter19@lists.unbc.ca
Skidegate (2020 intake) – EY Cohort - skidegate-students@lists.unbc.ca

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Revised: September 4, 2020

9.4 Role or Task-Driven Emails

These emails offer the affordance of maintenance and responses from a group of people who direct responses, follow-up with requests, or are part of a process.

- School of Education: education@unbc.ca
- BEd Practicum: bed.practicum@unbc.ca
- MEd Coordinator: med.coordinator@unbc.ca
- Office of the Registrar: <https://www.unbc.ca/registrar/contact>.
- BEd-Advising: bed.advising@unbc.ca
- UNBC Education Admissions: education-admissions@unbc.ca
- UNBC Graduate Admissions: graduate-admissions@unbc.ca

9.5 Resources for Students

Access Resource Centre (ARC)

Located in the Teaching and Learning Building, Room 10-1048

Monday – Friday, 8:30 am – 4:30 pm

Phone: (250) 960-5682 or Toll-free (866) 960-5321

Email: arc@unbc.ca

Web: <http://www.unbc.ca/access-resource-centre>

The Access Resource Centre is committed to the goal of creating and maintaining physical, intellectual and social access to the University for students with exceptionalities.

The mandate of the Access Resource Centre is to assist in reducing the physical, attitudinal and systemic barriers faced by students with exceptionalities. The Access Resource Centre is committed to providing access and reasonable accommodations for academically qualified students so that, whenever possible, such persons may be included in all aspects of the University experience.

Awards & Financial Aid

The Awards & Financial Aid assist full-time and part-time students in acquiring financial resources to fund their educations. Financial assistance is available through various government agencies that provide loans and bursaries, UNBC Scholarships and Bursaries, private and corporate scholarships, external agencies and through employment opportunities. Application forms and information on student loans are available from the Financial Aid Office, or at the NW Region front desk.

Career Centre

The UNBC Student Career Centre is pleased to provide services for students, our alumni and employers in our community.

Some of the Career Centre services include offering workshops to assist students in preparing for employment, arranging employer recruiting and information sessions for students, participating in annual career fairs hosted on campus, posting career opportunities for Alumni, posting part-time and full-time jobs for students and organizing co-operative education work-term placements. Additional information can be found at the Student Career Centre.



10 Community of Learning

10.1 *Students – (each is unique, and these are general statements)*

Our Teacher Candidates (we do not refer to them as students, because in conversation it becomes confusing whether you are talking about students in K-12 systems, or Teacher Candidates) come to us with varied skills and life experiences, and their commitments extend way beyond the responsibilities they take on as learners. They could have partners, children, extended family members that are also financially or emotionally dependent on them and, in fact, they are humans with human responsibilities. It is hard not to think of them as belonging to us, when in fact they belong to their world and they move seamlessly into a variety of responsibilities.

They have made a commitment to 16 months of continual schooling in the Renewed BEd Program and 2-years in MEd. Most will have to work at some point while learning, and some may need additional support during learning (extra clarifications, assignment extensions, etc.). Many of our Indigenous students will have commitment to community, and we honor their need to spend time in community for ceremonial reasons. Some of our Indigenous students are financed by bands, and at various times may need paperwork completed. Some of our students will need learning support and forms from ARC will need to be signed at the beginning of the term. The ARC form will inform you of any adaptations needed to accommodate learning needs. File the ARC form where it is handy, you may need to refer to it at some point. Some of our students will have strict budgets, consider using the UNBC Library or digital resources.

We accommodate and celebrate joyous events on our floor – marriages, births, etc. – we support our learners as they move through life's rituals.

10.2 Faculty includes all roles on the floor

Some of our instructors are sessional instructors that may only teach one course; they can always be reached by email. Other instructors tend to spend large chunks of time on the floor, providing many opportunities for staff and students to interact with each other informally.

Make sure your picture and profile are up to date on the School of Education website. You may develop connections through that forum. Go to this weblink to create your faculty profile: <https://www.unbc.ca/web/create-or-update-faculty-profile>

At the Prince George Campus, between everyone in an administrative role we tend to have someone on our floor Monday to Friday from 8:30 am to 5:00 pm.

The University is closed for statutory holidays. In the event of severe weather or other unforeseen emergencies, the University may be closed.

10.3 Northwest Campus Office Hours

The following hours of operation are for Northwest (NW) Region campus only. Course schedules will be available prior to the commencement of each semester in person at the NW Region Campus or you can access this information online at UNBC [Course Schedule](#) or [Northwest](#).

Campus Hours: Monday to Friday – 8:30 am to 4:30 pm*

If students or staff need access outside of Campus Hours, please contact the Campus Development Liaison and Operations Manager, Melinda Bahr at 250-631-9515.

Office Hours: Monday to Friday – 9:00 am to 4:00 pm (closed 12:00 pm to 1:00 pm)

We have composting and recycling services at the NW Region campus. Please contact the Maintenance Assistant to review recycling services box options.

If you need help arranging your classroom furniture, please submit a [TMA service request](#). Please note, TMA requests take a day or two to process so if you require assistance immediately please contact the Maintenance Assistant.

The University is closed for statutory holidays. In the event of severe weather or other unforeseen emergencies, the University may be closed.

10.4 Computer Lab Hours – Northwest Campus

There is a computer lab with 30 computers at the NW Region campus (room 105). The lab is open 8:30 am - 8:50 pm Monday – Friday, and Saturday 8:30 am - 4:20 pm during the fall and winter semesters; and 8:30 am – 4:30 pm during the summer semester.

11 For New Employees

New Employee (UNBC) Orientation Information

<https://www.unbc.ca/human-resources/welcome-unbc>

Note: For contract employees - All services start the first day of the contract and end the last day of the contract.

11.1 Online Employee Services

Employees require a UNBC username and password to access any computer lab, UNBC Wi-fi, Blackboard, e-mail, etc.

How do I find my UNBC user account information and set my UNBC password?

Once you have signed your contract as a UNBC Instructor, you can obtain your username and password (see 14.6 for more information).

To access your Employee Online Services, go to www.unbc.ca/login. This is where you can update personal information and see pay stubs.

For assistance on accessing or forwarding this account, please see <http://www.unbc.ca/its> or visit the Help Desk at 8-265, call 250-960-5321 or email support@unbc.ca.

11.2 Payroll

The UNBC pay cycle is bi-weekly. Click on [Pay Information & Forms](#) for payment schedule, employee information forms, time sheets, leave forms, etc.

If you have questions about your pay cheque, please email payroll@unbc.ca or contact the Payroll Administrator at 250-960-5578.

11.3 Employee ID Card

All UNBC Employees (including Instructors) will receive a UNBC Employee ID card. This card can be picked up at the Cashier's office. Your employee card grants you access to the School of Education mailroom, photocopier, and any UNBC printer.

11.4 Office Space

We will do everything we can to provide sessional faculty with computer workstations, a shared office space, or an appropriate area to hold office hours. Visiting faculty offices are available for booking on the NW Region campus and office spaces at Main Campus may be available. Please contact the Administrative Assistant at your campus.

11.5 Office Keys

A request for office keys could take 4-6 weeks to fulfill. See an Administrative Assistant to make a request for office keys and for any additional information.

If you plan to access the NW Region Campus after hours, contact the NW Region maintenance assistant to arrange for keys, an electronic fob, and security procedures.

11.6 Computer Account

A computer account and an email account (firstname.lastname@unbc.ca) are set up for you when your contract begins. All employees can obtain their username, password, and email address by logging into [Employee Online Services](#).

You can access your email account via webmail at <https://www.unbc.ca/faculty-staff>.

Many sessional and faculty work from home and can access their information remotely through the VMWare platform. For instructions please contact [NW Region AV/IT Technician](#) at 250-615-3345 or [IT Help Desk](#) at 250-960-5321. Go to <https://desktop.unbc.ca/> to access the VMWare platform web-based or download software. If you need further assistance, contact [NW Region AV/IT Technician](#) at 250-615-3345 or [IT Help Desk](#) at 250-960-5321.

11.7 Eduroam

Wireless Access at Partnering Universities (eduroam) is a collaborative network that allows students, staff, and faculty to access the Internet via encrypted wireless services at cooperating universities without the need for obtaining a guest account:

<https://www.unbc.ca/eduroam/how-connect-eduroam>

Support Helpdesk:

The Computer Helpdesk is here to assist students with all of their computing needs.

Email: support@unbc.ca or Phone: (250) 960-5321; Toll-free (866) 960-5321

Located in the Teaching Lab Building, Room 8-265

Monday – Friday: 8:00 am to 9:00 pm

Saturday and Sunday: 10:00 am to 3:00 pm

11.8 Wifi

Wifi is available at all UNBC sites: <http://www.unbc.ca/wireless/wifi-connect>

11.9 Printing/Photocopying

The School of Education does not recommend providing students with hard copies of teaching material such as lecture notes, cases, etc. Please use Blackboard to give students access to

these materials. Pay printing for students on campus is available through the UNBC Copy Services, open Monday - Friday 8:30 am – 4:30 pm.

Copy Services at the Main Campus in Prince George located in the Agora between Food Services and the Bookstore. High volume copying, ultra-fast digital printing, color photocopying or document binding services are available to all students.

Coin and Debit Card Photocopiers for students at the Main Campus are located at the Library Main Floor, Upper Floor of the Library, and outside the Student Help Desk.

Contact Copy Services on Main Campus at 250-960-6464 or copyservices@unbc.ca.

The UNBC NW Region Campus has a photocopier for instructors to use. It is located in the Production/Copier area. You will need your employee ID to access the copier. If you need help, the NW Region AV/IT Technician will review procedures for using the copier.

11.10 Parking

Pay parking at Main Campus. Go to <https://www.unbc.ca/parking> for more information.

Parking passes are not required at the NW Region campus.

11.11 Campus Maps

UNBC Campus Maps can be found at <http://www.unbc.ca/about-unbc/campus-maps>. You will also find a list of services on campus as well as a virtual tour.

11.12 Classroom Locations

Classroom locations can change semester to semester. All classroom locations will be shared with you prior to the start of the semester. These locations will either come from the Office of the Registrar or from the Administrative Assistant at your campus.

11.13 Booking a Room

If you need to book a room on Main Campus for an event or time outside of your course schedule, go to <https://www.unbc.ca/faculty-staff> under “room booking.”

11.14 Mail

Incoming and internal mail are sorted and distributed by the Administrative Assistant into your designated mailbox in the mailroom at your campus location.

At the NW Region campus, outgoing internal mail is placed in the green mail bin/blue pouch at the front desk. Mail is picked up at the NW Region campus daily (Mon-Fri) at 3:00 pm and delivered to Prince George via overnight courier service.

At the Main Prince George Campus, give your outgoing internal email to the Administrative Assistant to deliver appropriately on campus or to a regional campus.

Interoffice mail does not require postage – we have bin services. Mark the envelope clearly with the recipient name and location (e.g., Jane Doe, Bookstore).

11.15 Stationery & Supplies

Basic stationery and supplies such as file folders, pens, pencils, glue sticks, writing pads, highlighters, paperclips, envelopes, etc. are kept in a filing cabinet at the front desk at the NW Campus and in the School of Education mailroom at the Main Campus. To order supplies please contact the Administrative Assistant at your campus.

11.16 Travel

Before leaving, fill in a travel authorization form and give it to the Administrative Assistant.

<https://www.unbc.ca/sites/default/files/sections/finance/cscm-f22travelauthorizationform5.pdf>

Upon returning, fill in the travel claim form and attach all receipts and the travel authorization. Give your travel claim and receipts to your Administrative Assistant.

11.17 Lost or Stolen Items

UNBC is not responsible for any personal items that are lost or stolen. Please inform and see main reception or the Administrative Assistant if you have lost an item.

12 For Teaching Faculty

12.1 Culturally-Appropriate Learning Resources

Including Indigenous content in your classes can be a meaningful way to enrich course content, engage Teacher Candidates, and bring Indigenous knowledges and ways of learning into your teaching. For non-Indigenous instructors, deciding to include Indigenous content can be intimidating. However, there are resources available to assist you in this work.

One way to do this is to invite an Elder or other community member to participate in your class. See Section 10.1 for a little more on connecting with communities and Elders. If you plan to invite someone into your class, be mindful of having a purpose to invite them, such as a specific topic you would like them to address, and ensure that the person you invite has the knowledge, experience, and authority to speak to that topic. Otherwise, both the invitation and the experience may be perceived as tokenism by your guest and your students.

If you plan to include other Indigenous content (academic articles, books or stories, blog posts, etc.) be mindful of its authenticity. As non-Indigenous instructors, we are able to evaluate the material for its usefulness in our courses, but we are not who authenticates the information. To identify a resource's authenticity, evaluate how it is being published or shared (e.g., is it from an

Indigenous community or organization?), who is the author (e.g., if it is unattributed or the author does not identify themselves as Indigenous, it is likely not authentic), and if all else fails, ask someone else their opinion!

12.2 Academic Freedom

Academic freedom is the freedom to teach and conduct research in an academic environment.

Academic freedom is fundamental to the mandate of universities to pursue truth, educate students and disseminate knowledge and understanding. Please refer to the following link for more details. <https://www.univcan.ca/media-room/media-releases/statement-on-academic-freedom/>

Academic Freedom also includes the right to criticize the university and the right to participate in its governance. Please refer to the Canadian Association of University Teacher (CAUT) link for greater details. <https://www.caut.ca/latest/publications/academic-freedom>

You can also refer to the UNBC Faculty Collective Agreement, *Article 2: Academic Freedom*. See section 13.3 of the handbook for the link to the collective agreement.

12.3 UNBC Faculty Collective Agreement

The UNBC Collective Agreement is a framework agreement that is a binding agreement that outlines the roles, responsibilities and protective measures for all Faculty Association members. All sessional, term contract, and tenure-tenure track faculty members should refer to this agreement to ensure their rights and responsibilities are understood, in particular, refer to Sections C – I (pp. 32 – 234). Please note this is the CA we follow until a newly-negotiated agreement is ratified in the future. https://unbcfa.ca/wp-content/uploads/2016/04/2016.03.24.Collective-Agreement-July-1-2014-June-30-2019_FINAL.pdf

12.4 Blackboard (learn.unbc.ca)

Blackboard (learn.unbc.ca) is an interactive program used by UNBC Instructors to assist students in accessing course and program material.

In order to access Blackboard, course shells will be built (by UNBC IT department) for each class that you are teaching. Instructors will use their UNBC username and password to login. You will then be able to upload and create course material using the Blackboard Interface. This password is the same username and password you use to access your UNBC e-mail.

In order to access your class shell on Blackboard, students need to be registered in the class through the Office of the Registrar. If you do not see a student in your class list, it is because he or she is not registered. Please advise them to register with the Office of the Registrar in order to get access to your material.

Log into Blackboard at: <https://learn.unbc.ca/>

You can access Blackboard from any internet browser; however, it is strongly recommended that you use Mozilla Firefox or Chrome as your internet browser to avoid problems with Blackboard.

For BEd / MEd Program Instructors:

We ask that every instructor that teaches in the BEd/MEd Programs to use Blackboard and upload at least the following one month prior to the start of class:

- Course Outline
- Course Materials
- Assessment criteria/rubrics



12.5 Course Outlines

The School of Education respects the course descriptions in the University Undergraduate & Graduate calendars and expects that all teaching members provide the exact course description found in the calendar in the course outline of each course.

Additional information such as course objectives, learning outcomes, etc. are required.

Please note that the UNBC Faculty agreement states the following on course outlines:

29.3 (c) to provide students with a written course outline during the first week of classes, with a copy to the Member's Program Chair and Dean.

The outline shall include at least the following information:

(i) the name, office address, office telephone number, and weekly office hours of the Faculty Member;

(ii) the subject matter to be explored in the course; and

(iii) a list of all required assignments and examinations and the relative weight of assignments and examinations in the final assessment of student performance. A Faculty Member may consult with the class about office hours, subject matter of the course and assignments, examinations and their weighting, and provide the class, the Program Chair and Dean, copies of the course outline following this consultation;

If you would like to grade students on attendance in class, it must be included in the course outline provided to the students with justification. Please see the UNBC Undergraduate & Graduate Calendars for more information. Instructors can ask the Administrative Assistant for copies of previous Course Outlines on file as a reference for you to use provided that the instructor or professor has been informed as a courtesy.

12.6 Textbooks

Email the bookstore at bookstore@unbc.ca and cc the Administrative Assistant as soon as possible with your Textbook information. If you will not be using a textbook, please let them know this as well. They will put it on the website for the students to view. If you require a desk copy, please let the Administrative Assistant know.

Textbooks should be ordered by the semester deadline (see dates below) to guarantee the books will arrive prior to the beginning of classes. A [Textbook Requisition order form](#) is completed by the instructor and submitted to the [Bookstore](#) for processing.

Winter Semester – 2nd week of October

Spring Semester – March 1

Summer Semester – May 1

Fall Semester – 2nd week of May

Please see [textbook requisition guidelines](#) for additional information.

Ordering of desk copies is the responsibility of the instructor. Please be prepared to obtain a text for your use if the publisher does not provide a complimentary copy.

UNBC - Textbooks for course can be found on the Bookstore website, <http://www.bookstore.unbc.ca> by clicking shop textbooks and following the prompts.

All required textbooks, required readings, etc. will be listed in each course syllabus.

Note: There is the option of putting together a course [Reading Package](#). Please email libcopyright@unbc.ca or call 250-960-6057 for copyright information.

The UNBC Main Campus Bookstore can be contacted at 250-960-6424.

12.7 Class Schedules

Class schedules are available from the Administrative Assistant and are normally posted in front of classrooms on the School of Education floor at Main Campus and near the front entrance and on bulletin boards at the NW Region campus. The course schedule can be accessed on the [UNBC website](#). Go to https://ssb.unbc.ca/ssb/bwckschd.p_disp_dyn_sched or click under “Current Students” at the UNBC Website and go to “Course Schedule.” Then select a term/semester, subject, and campus location.

Note: If changes are made to a course after course approvals have been submitted expect a delay before the changes are reflected online. Changes in course dates and times cannot occur without the unanimous agreement of the students, instructor, and verification of room availability. If you intend on changing your course dates or times, please contact the Administrative or Campus Development Liaison and Operations Manager.

12.8 Class Lists and Fast Portal

Please refer to the [Class Lists and Grading](#) section in the [e-Faculty Handbook](#).
<http://blogs.unbc.ca/facultyhandbook/welcome/>

Class lists and student email addresses are available through FastPortal. You can find this link at the UNBC website, "Faculty & Staff" tab, then "Fast Portal." You will need to be on campus or using VMware remotely to access FastPortal. Please review your class list at the start of term, on the last day of the withdrawal period, as well as the last day of class to ensure all students are in your class. Access class lists as follows:

Go to FastPortal at <https://fastportal.unbc.ca> and login:

- Select on Student Reporting in the Applications List
- Under the Course Info menu select 'Class List' from the drop-down list
- Select the correct Academic Term by choosing it from the list and clicking the green checkmark
 - Example term: 202001 (2020 January Semester)
- Select appropriate course CRN. Grade submissions are based on Course Registration Numbers (CRN) for that given term. If you are teaching multiple sections of a course with different CRNs, you will need to submit grades in each of those CRNs
- Select Execute Report
- A Class list report will be created, which you can export into Excel or PDF format. Please note that class lists may change after add/drop deadlines and in exceptional circumstances.
- If you are unable to access FastPortal located on the UNBC website under staff & faculty, please contact the NW Region IT/AV technician or support@unbc.ca.

12.9 Student Email

All students are assigned a UNBC email address upon course registration. The e-mail address assigned to a student by the University will be the only e-mail address used by UNBC for communication with students for academic and administrative purposes. Students are responsible for checking their UNBC e-mail account regularly to remain current with academic and administrative notifications. If a student chooses to forward university e-mail to another e-mail address, it is the student's responsibility to ensure that the alternate account is active.

- ❖ NOTE: You can also send an email to all the students in your class through FastPortal – just click on the 'send email to class' button and type your email.

12.10 Student Photos

At the beginning of a semester a print-out of student photos and names will be placed in your mailbox along with printouts of your Class Lists. Please contact the front desk Administrative Assistant for additional or updated copies.

12.11 Course Delivery Budgets

Every course requires a course delivery budget – developed by the School of Education. The budget will include all expenditures related to course delivery, except for your salary and overhead costs. If you must travel for the course, you will be reimbursed for your mileage as per the UNBC [Faculty Association Agreement](#).

Costs associated with your course delivery must be included in the budget and expenses or purchases that exceed approval will not be reimbursed or paid by UNBC. If you know of any costs that need to be included in your course budget (field trip expenses, art supplies, etc.) please provide this information to the Administrative Assistant for the School of Education and copy the School of Education Chair with this information.

Guest speakers are sometimes engaged by instructors during courses. Our policy is to give speakers small gifts of appreciation (of approximately \$15 in value) for their speaking contribution. Please contact your Administrative Assistant for the School of Education at your campus for gift selection. Honoraria are not typically given except in special circumstances. A limited amount of funding is available for speakers and speaker gifts must be identified on the Course Budget form.

12.12 Field Trips

If an instructor is planning to include field trips with a course, it should be outlined in the syllabus course description. Students and instructors must submit [forms](#) prior to field trip dates. Please connect with the Campus Development Liaison and Operations Manager or Administrative Assistant for additional information, supplies and Health and Safety requirements.

12.13 Instructional Material & AV Equipment

Instructional materials, as well as the following equipment, are available to sessional instructors and faculty at the NW Region Campus for classes and presentations:

| | | |
|-------------------|-----------------------------|------------------------|
| Digital Camera | Smartboard (Rm 103 and 147) | Speakers |
| Polycom telephone | TV/VCR | Digital sound recorder |
| Videoconferencing | TV/DVD | Headsets |
| i-clickers | Webcam | Microphones |

At the Prince George Main Campus, contact your Administrative Assistant for any Instructional Material or Equipment you may need, and they will provide assistance.

Note: Laptop computers are not available unless requested prior to delivering the course. Please contact NW Region AV/IT Technician for sign out procedures.

At the Prince George Main Campus, contact the IT department at services@unbc.ca to sign out any computer or technology equipment needed for your course/class.

Courses held at the Coast Mountain College campus. Arrangements can be made for audiovisual equipment. Please notify the NW Region AV/IT Technician for assistance.

At the NW campus, see the AV/IT technician for assistance with AV equipment. If the NR Region AV/IT technician is unavailable and for those who are at the Main Campus, contact the IT Help desk at 250-615.5321 or support@unbc.ca for any assistance.

12.14 IT Help and Computer Services

Use your UNBC username/password to access all services. <http://www.unbc.ca/service-desk>. If you have any questions, contact the NW Region [AV/IT Technician](#) at 250.615.3345 or Main Campus [IT Help Desk](#) at 250.960.5321.

12.15 Course Delivery Methods

- **Face to Face** – students and instructor in same room at scheduled times
- **Audio Conferencing** – interactive telephone connections between classrooms
- **World Wide Web** – facilitated and/or taught online.
Textbooks purchased from the bookstore
- **Alternative Learning Spaces** – rooms available on campus (or off campus). Please note: This does not apply for students in the MEd Special Education Specialization.
- **Video Conferencing:**
 - Collaborate Ultra via Blackboard
 - Zoom <https://www.unbc.ca/educational-media-services/services/zoom>

12.16 Library Access

UNBC Faculty have access to the Geoffrey R. Weller Library collection. Books can be requested online and are delivered overnight free of charge using our intercampus bin service. [Click here](#) for the general library website. [Click here](#) for all information pertaining to Regional and Distance Library Services.

12.17 Copyright

The copyright office will help with the clearance process. They will review your reading lists, handouts, instructional materials and course packs and help you determine what requires copyright clearance. Please email libcopyright@unbc.ca or call 250-960-6057 for information. Please consult the [UNBC Fair Dealing Guidelines](#).

Please contact the Administrative Assistant for photocopying requirements.

12.18 Student Assistants – Northwest Campus Only

Student assistants (SA) are hired to provide access for students, staff and faculty after normal business hours at the NW Region campus. They will open classrooms and study areas and help with virtual set-ups for teaching. They are responsible for the security of the building and have emergency procedures in place in the case of a safety incident. SA support is available during the Fall and Winter: 4:30 pm – 9:00 pm Monday to Friday, and 8:30 am – 4:30 pm Saturday.

Note: if a SA is not available during normally scheduled hours, an email notice and phone call informing faculty/staff is sent out. If classes go beyond the work schedule of the SA, it is the responsibility of faculty to secure and arm the building at the end of the class.

If you require SA assistance, please contact the Campus Development Liaison and Operations Manager.

12.19 Assessment and Evaluation

Final grades for all School of Education programs are to be submitted on Fast Portal.

Teacher candidates enrolled in the Renewed BEd Program are assessed and evaluated on a PASS/FAIL framework in all courses. A minimum grade of B+ (77%) must be achieved to pass.

Teacher candidates enrolled in the current 2-year BEd Program are assessed and evaluated based on the following UNBC approved grading system. The minimum grade to pass the course and continue with the program is a C+ (67%). See the Undergraduate Grading Scale at: <https://www.unbc.ca/calendar/undergraduate/regulations>

MEd students enrolled School of Education Graduate Program are assessed and evaluated based on the following UNBC approved grading system. A passing grade is a B- (70%) average for each term.

See the Graduate Grading Scale at: <https://www.unbc.ca/calendar/graduate/regulations>.

12.20 Examinations

Please note that the UNBC Undergraduate & Graduate calendar states the following on examinations at UNBC:

- a. No final examinations may count for more than 50% (fifty per cent) of the total course marks.
- b. With the exception of laboratory, clinical or practicum-based final examinations, tests worth, in aggregate, more than 10% of the final grade must not be administered during the final week of classes. Major papers or projects must not be newly assigned during the last two weeks of classes.

c. Program Chairs may make exceptions to parts a) or b) of this policy in extraordinary cases. Such exception must be made before the first day of scheduled classes and have the approval of the Dean.

d. Students are required to write no more than two final exams in any one 24-hour period. When a course has a final examination, it must be administered during the scheduled examination period.

e. Final exams are no longer than three hours in duration. Exceptions must be approved by the program chair.

A draft final exam schedule will be available in the middle of the semester through the CASHS mailing list. Requests to change exam dates or times must be approved by your Program Chair and be sent to the admin assistant for processing. Changes once released are not permitted without the signed agreement of all registered students.

If you are planning on having a final exam, please inform the Administrative Assistant of the School of Education at your local campus for room arrangements.

12.21 Grade Submission

Each course taken for academic credit is assigned a final grade at the end of the semester. The final grade for each course will be indicated by a letter grade on the student's transcript.

The Office of the Registrar accepts grades submitted via FastPortal only. FastPortal ensures confidentiality, proper approval and processing. If you require assistance with accessing FastPortal to load grades when you are off-campus please go to the IT webpage at <http://www.unbc.ca/information-technology-services> or contact the NW AV/IT Technician or service@unbc.ca. Once you have accessed the grading site on FastPortal you will find Grading Guidelines to assist you with loading grades.

General information about grade submission is as follows:

- Grades are generally due 72 hours after the exam ends for each particular course section (this includes Saturday, but not Sunday);
- If you are submitting a Deferred Grade (DEF) online, you are not required to submit a hardcopy Deferral Form. Please ensure you have inputted the rationale for the deferral and the date you expect the student to complete coursework. Please note, based on the calendar regulations the deferral date should be prior to the last day of classes for the next semester. If a grade or deferred extension is not received, the DEF will be updated to an "F".
- Grade submissions are based on Course Registration Numbers (CRN) for that given term. If you are teaching multiple sections of a course with different CRNs, you will need to submit grades in each of those CRNs.

- Please assign letter grades as per regulations and policy stated in the current UNBC Calendar grading section – see below. If you encounter problems using FastPortal, please email grade-processing@unbc.ca.

Undergraduate – Section 40: [Undergraduate Calendar Regulation and Policies](#)

Graduate – Section 19: [Graduate Calendar Regulations and Policies](#)

- All thesis, project & comprehensive exams are not graded through FastPortal. All grades will be assigned an INP grade by the Office of the Registrar. Please contact grade-processing@unbc.ca if you require information.

12.22 Course & Instructor Evaluations

Courses and instructors are evaluated by their students. Shortly before the end of a semester the Administrative Assistant for the School of Education will contact you to set up a day/time to have your students complete the course evaluation forms. Course evaluations have typically been completed in the classroom. If the course is taught online, the process for course evaluations may be altered.

If the evaluation is in a classroom, instructors are required to leave the classroom while students are completing the course evaluation. A student or staff member will collect the completed forms, and they will submit completed forms to the Administrative Assistant.

12.23 Other Faculty Resources

Centre for Teaching and Learning and Technology (CTLT):

<https://www.unbc.ca/centre-for-teaching-and-learning>

UNBC Faculty Handbook:

<http://blogs.unbc.ca/facultyhandbook/http://blogs.unbc.ca/facultyhandbook/>

BC Campus:

<https://bccampus.ca/>

12.24 Convocation

All instructors are encouraged to attend Convocation at UNBC. All ceremony information can be found on the Convocation Website at www.unbc.ca/convocation. Travel to Prince George for Convocation is the Instructor's responsibility.