

Information Package for Adjunct Lecturers

**Department of Recreation and Leisure Studies
University of Waterloo**

WELCOME!

We are pleased to have you join the teaching staff of the Department for the course(s) outlined on your appointment form. Please ensure that you return the signed form to the Dean of AHS, BMH 3115 or send to the address on the back of the form.

This information package has been created to provide the necessary tools to help you have a successful teaching term from an administrative viewpoint. We hope that it will be a helpful, convenient and easy-to-use resource.

This package contains the following information:

- **University Policies related to undergraduate students**
- **Faculty of Applied Health Sciences information related to undergraduate students**
- **Procedures for instructors of undergraduate courses**
- **Copies of forms related to undergraduate courses**

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Contacts

Since no resource can completely answer all questions that may arise, we've provided a list of contact people below. Please feel free to contact us with any questions you may have throughout the term, especially if you encounter a situation that you are not sure how to handle. Chances are we've dealt with a similar situation before and can offer you some options. All contacts can be reached through the University number (519) 888-4567.

Department Chair: Mark Havitz

BMH 2206, ext. 33013, mhavitz@uwaterloo.ca

- teaching resources, faculty contacts

Associate Chair for Undergraduate Studies: Adrienne Gilbert

BMH 2201, ext. 33015, agilbert@uwaterloo.ca

- specific student concerns
- academic regulations questions

Associate Chair for Graduate Studies: Troy Glover

BMH 2110, ext. 33097, tdglover@uwaterloo.ca

- teaching assistant's responsibilities

Administrative Assistant: Sandy DeVisser

BMH 2207, ext. 36344, sdevisse@uwaterloo.ca

- teaching resources (honorariums for guest speakers, field trip planning)
- course administration questions
- specific student concerns
- day-to-day support
- audio-visual requirements
- alternate exam arrangements

Undergraduate Coordinator: Sara Houston

BMH 2213, ext. 33530, rlsug@healthy.uwaterloo.ca

- student enrolment overrides, waiting lists

AHS Undergraduate Scheduling Coordinator: Sue Fraser

BMH 1110, ext. 32968, fraser@uwaterloo.ca

- course day/time/room scheduling, midterm exams

AHS Administrative Coordinator for Undergraduate Studies: Pam Hurvid

BMH 3109, ext. 32010, phurvid@uwaterloo.ca

- final exam scheduling

We wish you all the best for a successful term!

Instructor Checklist

- Sign and return contract
- Complete Payroll forms (if needed) – check with Administrative Assistant
- Get Watcard (if needed) to access library resources
- Meet with assigned faculty mentor to obtain course notes and teaching materials
- Order textbook(s) or course readings packet
- Set up UW-Ace website if desired
- Confirm class schedule online or with Administrative Assistant
- Prepare course outline and review with faculty mentor, noting important dates and any religious observances for the term
- Submit an electronic copy of the course outline to the Undergraduate Coordinator
- Meet with assigned Teaching Assistant(s) (if applicable) to discuss their duties and complete the TA contract (optional)
- Pick up keys for classroom/audio-visual resources/office space as appropriate
- Discuss course overrides for pre-requisites or waiting list management with Undergraduate Coordinator
- Obtain class list from Quest
- Note any students requiring exam accommodations with the Office for Persons with Disabilities
- Return final exam scheduling information to AHS Undergraduate Coordinator
- Arrange for course evaluations with AHS Undergraduate Coordinator
- Submit final grades on Quest (see Administrative Assistant or Undergraduate Coordinator for assistance)
- Submit a copy of the final grades breakdown to the Undergraduate Coordinator/ Administrative Assistant along with any exams/papers/course materials to be stored for the required one-year period before shredding

Course Outline

Course outlines are like a contract between the course instructor and the students. Check www.cte.uwaterloo.ca/teaching_resources/teaching_tips/tips_plan/ for a good guide for course outlines. Please be aware that any changes to exam dates, assignment deadlines, or any other course requirements must be agreed to by everyone in the class before they can occur.

A sample course outline is included in this package. The course outline should include the following basic elements. The general course information (title, description, prerequisites) can be obtained from the undergraduate calendar at www.ucalendar.uwaterloo.ca

- Course number and title
- Term and year of offering
- Class days, times, building and room number (available on the Undergraduate Schedule of Classes website or on Quest)
- Class instructor's name, office, telephone contact, email contact, office hours
- Teaching assistant's name, office, telephone contact, email contact, office hours (if one is assigned)
- Course description
- Course prerequisite(s)
- Course objectives (see past course outline available from the undergraduate office or online at www.ahs.uwaterloo.ca/rec/undergraduate/UGcourses.html)
- Required text and/or readings
- A general overview of the topics to be covered
- The evaluation structure for the course including course requirements, deadlines, weight of requirements toward final course grade, and a reference to the department policy for late assignments and missed exams (available online at www.ahs.uwaterloo.ca/rec/undergraduate/course_policy.pdf)
- Acceptable rules for group work re collaboration
- A statement that APA referencing style is the required method for all assignments (or may be included or repeated in a handout detailing assignment requirements)
- The statements on Academic Integrity (including the statement on TURNITIN software use if used in the course), Grievance, Discipline, Appeals and Note for Students with Disabilities (as noted in the sample outline)

Please provide a copy ready original to your support staff person (named in the letter sent with your contract) a minimum of 3 days prior to your first class **OR** bring enough copies with you to distribute at your first class. Enrolment numbers can be obtained online at www.adm.uwaterloo.ca/infocour/CIR/SA/under.html.

Even if you have an online website for your course (through UW-Ace), it is advisable to print off a course outline for each student enrolled in the course.

Course Website on UW-Ace

You may wish to offer an online website for the course through UW-Ace to provide course materials, post marks throughout the term, require interactive course components, or provide online discussion opportunities. Katherine Lithgow is our UW-Ace contact and can help you set up the website access. She can be reached at klithgow@uwaterloo.ca or 519-888-4567 ext. 37076 or in LHS 1615.

Course Reading Materials

Textbook orders may be submitted online at www.bookstore.uwaterloo.ca/info_faculty.html (see Adoptions link at left) well in advance of the start of term or once the Adjunct Lecturer contract has been approved. If an online order is placed, the Department Administrative Assistant will receive confirmation of the order. A desk copy of the book may be requested directly from the publisher. Most have a request system in place on their websites, or you can use the blue "Desk Copy of Textbook" order form located in the filing cabinet in the photocopy room. If the desk copy is delayed, you can pick one up from the Bookstore and replace it with the desk copy when it arrives, or return the clean original.

An alternative to a textbook is to prepare a course notes package for students containing copies of the reading materials from various sources. Note that this option requires some lead time to obtain copyright permissions and there are restrictions on the amount of content that may be included from one publication. Contact Courseware Solutions for more information at www.graphics.uwaterloo.ca/courseware/index.php. Copyright information is available at www.lib.uwaterloo.ca/copyright.

For reserve reading material, it is advisable to place copies, or the entire text where appropriate, on reserve at the Library. Students have greater access to the material through the Library than through the course instructor, teaching assistant, or Department staff. Check copyright information at www.lib.uwaterloo.ca/copyright. Please refer to the website www.lib.uwaterloo.ca/borrowing/reserves and complete the appropriate online form. Note that you may only put a maximum of one chapter from a book on reserve at a time. Also note that it is not appropriate to prepare these items yourself and then sell them in class.

Class Scheduling

Classes are normally held for periods of either 50 minutes (Mondays/Wednesdays/Fridays), one hour and twenty minutes (Tuesdays/Thursdays), or two hours and 50 minutes (afternoon or evening blocks). A 10-minute break is appropriate during the latter two class periods.

Office Hours

A minimum of one hour/week and usually three hours/week should be available for students to have the opportunity to meet with the instructor outside of class time. A shared office space within the department will be made available to you for this purpose.

Course Enrolment Overrides

During the two months or so prior to the start of classes, you may be approached by students to be signed into the course if they do not have one or more of the prerequisites or if the class (or reserved portion of the class) has become full. You may choose to handle these requests yourself, but please check with the Undergraduate Coordinator for the seating capacity of the room where your course will be taught so it is not exceeded (due to fire regulations). Or you may designate this responsibility to the Undergraduate Coordinator, specifying what substitutes are/are not acceptable for the course prerequisites. See the sample course override form in the appendix.

Class Lists

Class lists are available on Quest under “Class Roster” for download as an Excel file. Note that you need to allow pop-ups for that particular site in order to proceed successfully with the download. Once your name is listed as the instructor for the course, you may obtain your own class list.

Cancelling a Class

Advance notice to cancel a class should be given whenever possible. If the absence is due to illness or a conflicting commitment, you may arrange with your Teaching Assistant to cover the class if this is suitable. If the cancellation is last-minute, please notify the Department (ext. 33530 or 36344) so that a notice can be posted on the classroom door.

Teaching Assistants

The appropriate use of teaching assistants may include attending classes, running seminars, proctoring exams, grading exams or assignments under the instructor’s guidance, and holding office hours to meet with students. The class instructor and the teaching assistant(s) should meet prior to the beginning of classes if possible to determine what the responsibilities will include. The teaching assistant is not allowed to exceed the maximum number of hours for the term, expressed as a number of hours per week that they are allotted to the course (usually 5 or 10 hours per week for 15 weeks; maximum 150 hours).

Audio-Visual Equipment

Depending on the room where you are teaching, you may already have access to audio-visual equipment or you may need additional key access or other arrangements to provide the necessary equipment. Please see the Administrative Assistant.

Students with Disabilities

The Office for Persons with Disabilities (OPD) located in NH 1132 collaborates with instructors to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. Students with special needs are required to register with the OPD office, and then arrangements will be made for assignments, mid-terms and final exams as needed.

Guest Speakers

Instructors are encouraged to invite guest speakers to their class where appropriate. As remuneration for their time and effort, we will allot up to \$150 per course for your choice of:

a) an honorarium (normally \$50 or less depending on the length of the presentation)

Please provide the speaker's first and last name, mailing address, SIN number (for T4 slip), birthdate (required for their HR record), date of class presentation(s), course(s) visited, and the dollar amount you wish to provide to the Administrative Assistant. Honorariums are processed under casual pay every other week according to the schedule on the HR website at www.hr.uwaterloo.ca/pay/dates.html.

b) reimbursing travel and parking costs (have the guest speaker sign the UW Travel form available in the filing cabinet in the photocopy room, keep track of their mileage, and provide a receipt for parking costs)

c) purchasing a gift for the speaker (obtain the yellow account card from the Administrative Assistant if purchasing the gift from the UW Gift Shop (15% discount); or submit your receipt to the Administrative Assistant for reimbursement if purchased elsewhere) *NOTE: a gift certificate may not be purchased in lieu of a gift due to audit rules at UW*

d) paying for a meal during their visit (obtain the University Club account card from the Administrative Assistant if visiting this facility and submit the receipt when the card is returned, or submit your receipt to the Administrative Assistant for reimbursement if dining elsewhere)

Requests for amounts in excess of \$150 per course may be made in writing in advance and will require the Chair's approval. These requests are subject to the availability of funds.

Mid-term Exams

It may be possible to obtain a second room for spreading students out to write mid-term exams. Contact the AHS Scheduling Coordinator to make these arrangements. Some instructors prepare two versions of the exams if it is not possible to spread students out. Normally there should be one proctor for every 50 students writing the exam, and a mix of genders in the room(s). If you need additional proctors besides the TA(s) allocated to your course, please contact the Administrative Assistant.

Please note that any in-class tests held during the last 5 teaching days of the term may not be weighted more than 25% of the final course grade.

Alternate Exam Arrangements

For students who are ill or have other unforeseeable circumstances, or pre-approved absences from written exams, you may need to arrange an alternate exam date and time. See the Administrative Assistant or Undergraduate Coordinator to find a date, time and room for the alternate exam. Either the TA or instructor are required to proctor the alternate exam.

Multiple Choice Exam Marking

The university offers Scantron cards for marking multiple choice exams electronically. The completed Scantron cards and an answer card (Scantron card with ID number 990000 and the correct answers marked) can be taken to the Computing Help and Information Place (CHIP) in MC 1052 during regular hours (8:00 a.m. to 4:30 p.m. Monday to Friday) and they will run the cards through the process to mark them. You will need to show identification, and the cards may be run while you wait or you may need to go back and pick them up later. The results will be sent by email using the ExamProc program which can be downloaded from <http://ist.uwaterloo.ca/cs/chipi/gs/omrscan.html>.

Academic Offenses

Any incidence of an academic offense, such as suspected plagiarism or cheating, should be directed to the Associate Dean. Policy 71, Student Discipline, outlines what constitutes an academic offense.

(<http://www.secretariat.uwaterloo.ca/Policies/policy71.htm>)

Posting Marks/Release of Student Information

Please see Policy 19, Access to and Release of Student Information (<http://www.secretariat.uwaterloo.ca/Policies/policy19.htm>).

Individual course component grades may be posted using any combination of the following: on the Department marks board (through the Undergraduate Coordinator), on your office door, on your course web page. Please do not include the students' names – only the ID numbers and the grades with the course component identified and its weight towards the final course grade. It is usually a good idea to sort the posted marks by ID number so it is easier for students to find their grade. If you have a mature student in your class with a very distinct ID number, you may wish to leave off the first 2 digits of the ID numbers to make it less recognizable to others in the class. Note, however, that final course grades and final exam grades may not be posted until after the last day of the University's defined final exam period.

Students Appealing their Grades

Please see Policy 70, Student Petitions and Grievances (<http://www.secretariat.uwaterloo.ca/Policies/policy70.htm>).

If the student's concerns can be resolved through a meeting between the instructor and student, then that is the end of the matter. If, however, the student is still unhappy after meeting with the instructor, he/she can grieve the issue under Policy 70.

Returning Assignments/Exams to Students

Due to confidentiality, assignments or exams are not to be left unattended for students to pick up. Normally they are distributed in class or via the TA or instructor during office hours within about two weeks after the submission deadline. If students are not allowed to take their exam with them, they should have access to review their exam during TA or instructor office hours. All unclaimed assignments and exams are required to be kept for at least one year from the end of the term in which the course was taught. The department provides storage for these items at the end of the term – see the Administrative Assistant or Undergraduate Coordinator.

Final Exams

Final exams are scheduled during the University exam period by the AHS Administrative Coordinator, Undergraduate Studies. Exams may be either "Scheduled and Administered" by the Registrar's Office or "Scheduled Only" by the Registrar's Office. "Scheduled and Administered" means that the Registrar's Office will find an available time and room for the exam and print the appropriate number of exam copies if the master copy is submitted by the deadline. This option should be selected by most instructors holding a final exam for a course. "Scheduled Only" means that only an available time will be found for the exam; the room booking must be made by the instructor/home department and exams must be printed by the home department and brought to the exam. Note that it is very difficult to find an available room, especially for large classes, and so this option is not advisable for most courses holding a final exam.

Final Course Grades

Final course grades are submitted electronically on Quest. Remember to allow pop-ups on this site to be able to download the class roster and submit the grades successfully. It is advisable to download the class roster again prior to submitting final grades to confirm whether any students have withdrawn from the course. Please record a numerical grade rounded off to a whole number, or one of the approved non-numeric grades listed in the undergraduate calendar (e.g., INC, NMR, DNW). A description of these grades and their appropriate use is included in this package.

If you have a student in your course that does not appear on the class roster, please email their name, 8-digit student ID number, course subject and number, and course grade to rogrades@uwaterloo.ca and copy the Undergraduate Coordinator on the message since the student is not properly registered in the course. This way the department will have their grade on record when the enrolment problems are resolved.

If a student has been assigned an INC grade, the coursework must be completed within 7 months from the end of the term. If you are unable to oversee the student's completion of the required coursework and provide a final grade for the student, you may make arrangements with another faculty member in the Department to handle this for you if necessary.

Course Evaluations

Course evaluations are administered by staff in the Applied Health Sciences Faculty Office during the last two weeks of the lecture period for the term and you will be contacted for a suitable time. You are required to use the Faculty form, but may add additional criteria if desired. Completed forms are returned to the instructors after final grades have been submitted.

Mid-term course evaluations may be conducted if you wish. Often this information gives instructors feedback part-way through the term with the ability to implement changes as appropriate. You may use the faculty form as a guideline to design your own mid-term evaluation as there is no set format for a mid-term evaluation.

University Policies Related to Undergraduate Students

The following University policies related to undergraduate courses and students may be useful. The web address is www.adm.uwaterloo.ca/infosec/Policies/Policies_num.htm.

- 19. Access to and Release of Student Information
- 33. Ethical Behaviour
- 70. Student Grievance Policy
- 71. Student Academic Discipline Policy (including plagiarism and other offences)

In addition, the following documents from the Registrar's Office related to final exams may be useful.

- University of Waterloo Examination Regulations and Related Matters
www.registrar.uwaterloo.ca/exams/ExamRegs.pdf
- Registrar's Office information page for Final Exams
www.registrar.uwaterloo.ca/exams/finalexams.html
- Undergraduate Calendar
www.ucalendar.uwaterloo.ca

If you have questions about any of these policies or regulations, please speak to the Associate Chair for Undergraduate Studies.

In addition to these University policies, the Department of Recreation and Leisure Studies has its own policy for handling late assignments and missed exams. A copy of the policy is included in the appendix, and it is also available online at www.ahs.uwaterloo.ca/rec/undergraduate/course_policy.pdf.

APPENDIX

Samples of Forms and Other Inclusions

- Sample Course Outline
- Sample Course Override Form
- Non-Numeric Grades Descriptions
- Sample AHS Course Evaluation
- Department Policy Regarding Course Assignments and Examinations

COURSE OUTLINE TEMPLATE AND SAMPLE

University of Waterloo

Term and Year of Offering: Fall 2009

Course Number and Title: GEOG 102, Geography and Our Planetary Environment

Lecture Times, Building and Room Number: M, W, F 8:30 to 9:50; AL 124

Instructor's Name, Office Location, Office Hours, Contact: Geoff McBoyle, NH 3006C, 7:00 to 9:00 Tues and Thurs, gmcboyle@uwaterloo.ca; ext 33899

TA's Name, Office, Office Hours, Contact; Jane Doe, ENV 1001, 3:00 to 4:00 M and W, jdoe@uwaterloo.ca

Course Description:

“Emphasis on the natural environment as an integrated system. Selected aspects of weather□climate, water, soils, biota, landforms along with flows of energy, water and matter and their effects on the subsystems of the natural environment.”

Course Objectives: At the end of the course you should be able to:

- Explain the physical principles of the natural environment, namely the atmospheric, geomorphic, hydrologic and biogeographic processes ;
- Describe and explain spatial and temporal variations in the characteristics of the physical environment of the globe;
- Discuss the impacts of the above processes on human activities;
- Apply basic techniques to the analysis of the physical environment.

Required Text: Christopherson R and M L Byrne 2009 Canadian Geosystems: An Introduction to Physical Geography, 2nd Canadian Edition, Toronto, Pearson Education Canada

Topics to be Covered in Lectures:

Date	Lecture Topic	Textbook Chapter
Sept 8	Introduction	Chapter 1
Sept 10	Solar Radiation and Earth-Sun Relations	Chapter 2
Sept 12	Atmospheric Processes - Energy Balance	Chapters 4-5
Sept 15	Atmospheric Moisture – Lapse Rates; Stability	Chapter 7
Sept 17	Atmospheric Moisture – Instability; Clouds	Chapter 7
Sept 19	Weather Systems – Depressions; Anticyclones	Chapter 8
Sept 22	Weather Systems – Hurricanes; Tornadoes	Chapter 8
Sept 24	Climate Classifications	Chapter 10
Sept 26	Science of Climate Change I	
Sept 29	Science of Climate Change II	
Oct 1	Climate Change in Canada	
Oct 3	Hydrological Cycle	Chapter 9
Oct 6	Water Balance I	Chapter 9
Oct 8	Water Balance II	Chapter 9
Oct 10	Water Balance in SW –USA	
Oct 13	Thanksgiving – No Lecture	
Oct 15	Mid-term Examination in Class Time	
Oct 17	Tectonics I	Chapter 11
Oct 20	Tectonics II	Chapter 11
Oct 22	Weathering	Chapter 13
Oct 24	Mass Wasting and Slope Analysis	Chapter 13
Oct 27	Fluvial Geomorphology I	Chapters 9
Oct 29 and 14	Fluvial Geomorphology I	Chapters 9
Oct 31	Aeolian Processes	Chapter 15
Nov 3	Marine Processes	Chapter 16
Nov 5	Glacial Processes - Erosion	Chapter 17
Nov 7	Glacial Processes – Deposition I	Chapter 17
Nov 10	Glacial Processes – Deposition I	Chapter 17
Nov 12	Impact of Glacial Processes in S Ontario	
Nov 14	Soils I	Chapter 18
Nov 17	Soils II	Chapter 18
Nov 19	Soil Classification	Chapter 18
Nov 21	Ecosystems	Chapter 19
Nov 24	Biomes	Chapter 20
Nov 26	Impact of Human Activities on Ecosystems in S America	
Nov 28	Integration of the Above Systems I	Chapter 21
Dec 1	Integration of the Above Systems II	Chapter 21

Evaluation: The course grade will be based on a mid-term examination, 5 lab assignments, and a final examination which will be held during the Official Examination Schedule. The breakdown is as follows:

Lab Assignments 40%

Mid-term Examination 20%

Final Examination 40%

Lab Assignments: There will be 5 lab assignments each worth 10%. Your best 4 will be used to calculate your lab mark out of 40%.

Rules for Group Work in Lab Assignments: Students can work in groups, but each student needs to submit his/her own version of the working and results.

Department Policy Regarding Late Assignments and Missed Exams:

See http://www.ahs.uwaterloo.ca/rec/undergraduate/course_policy.pdf

Pick up Marked Labs: Marked lab assignments will be available from your TA during your lab section. Labs that are not picked up from the TA will be available from the Department Office during the hours of 8:30 to noon and from 1:00 to 4:30, Monday to Friday.

Academic Integrity, Grievance, Discipline, Appeals and Note for Students with Disabilities: see www.uwaterloo.ca/accountability/documents/courseoutlinestmts.pdf The text for this web site is listed below:

Academic Integrity: In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility. [Check www.uwaterloo.ca/academicintegrity/ for more information.]

(To be included if TURNITIN will be used in the course)

Plagiarism detection software (TURNITIN) will be used to screen assignments in this course. This is being done to verify that use of all material and sources in assignments is documented. In the first lecture of the term, details will be provided about the arrangements for the use of TURNITIN in this course.

Grievance: A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70, Student Petitions and Grievances, Section 4, www.adm.uwaterloo.ca/infosec/Policies/policy70.htm. When in doubt please be certain to contact the department's administrative assistant who will provide further assistance.

Discipline: A student is expected to know what constitutes academic integrity [check www.uwaterloo.ca/academicintegrity/] to avoid committing an academic offence, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about "rules" for group work/collaboration should seek guidance from the course instructor, academic advisor, or the undergraduate Associate Dean. For information on categories of offences and types of penalties, students should refer to Policy 71, Student Discipline, www.adm.uwaterloo.ca/infosec/Policies/policy71.htm. For typical penalties check

Guidelines for the Assessment of Penalties,
www.adm.uwaterloo.ca/infosec/guidelines/penaltyguidelines.htm.

Appeals: A decision made or penalty imposed under Policy 70 (Student Petitions and Grievances) (other than a petition) or Policy 71 (Student Discipline) may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to Policy 72 (Student Appeals) www.adm.uwaterloo.ca/infosec/Policies/policy72.htm.

Note for Students with Disabilities: The Office for persons with Disabilities (OPD), located in Needles Hall, Room 1132, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the OPD at the beginning of each academic term.

Geoff McBoyle
June 15, 2009

Non-Numeric Grades Descriptions

- All grades are to be submitted using the numeric scale (up to 3 digits (0-100) without any decimal points), unless your course has a grading basis of CNC in which case grades "CR" (Credit granted) or "NCR" (No credit granted) must be submitted.
- Minimum grade requirements:
 - For the Faculty of Environmental Studies courses, a student can be given a grade from 0 to 100.
- If you have taught a student whose name is NOT on the list, first check to see if the student is enrolled in another section of the course, if multi-sectioned. If this is the case, forward the grade to the appropriate instructor to record on pre-printed list.
- If you have taught a student whose name is neither on your list nor on any section list, **print** the student's name, Faculty Registration, **full 8-digit student ID number and the final grade** at the bottom of the list. This is a result of the student not being properly registered for the course. The Registrar's Office will investigate whether the student is entitled for the course grade or not.
- If there is a name on your Grade Reporting List, which is unknown to you, an "NMR" (No mark reported, no credit granted) is appropriate and will count as a 32 in the average calculation. If a grade is not submitted, an "NMR" will be assigned by the Registrar's Office.
- A "DNW" (Did not write examination, no credit granted) may be assigned by an instructor if a student did not write the required final examination for the course. A "DNW" will count as 32 in the average calculation.
- An "INC" (Incomplete course work, no credit granted) may be assigned by an instructor in **exceptional circumstances** with the consent of the Department. This extension of completion date is granted to a student as a privilege for a limited and specified time and in normal circumstances shall be no longer than *four months*. Following the lapse period, an "INC" will automatically convert to "FTC" (32%) which will be considered in the average calculation.
- A grade of "IP" (course in progress, no grade assigned at this time) may be assigned to the first half of a course, which is essentially a year course to indicate that the course work is continuing and, at this time, not graded. The use of the "IP" grade is normally limited to 400-level courses, which are Senior Honours Essay or Senior Seminar Courses and which normally require eight months or so to complete. The grade may be used in other courses only with prior approval of the Undergraduate Affairs Group of the Faculty.
- **Grade Submission for Wilfrid Laurier Students:** The University of Waterloo is now enrolling WLU students who are cross-registered in UW courses on our Student Administration system (SA). This means that these students will appear on your grade rosters with UW ID Numbers. On paper, WLU students won't look any different than any other UW student. Grades for UW students and WLU cross-registered students will be reported on the same grade roster, i.e., you will no longer receive separate grade reporting lists from WLU. Please ensure that all respective grades and grade revisions are submitted directly to the Registrar's Office for processing. Refer to the appropriate section of the Undergraduate Calendar as noted below for grading system applicable to your Faculty.
- See page 1:7 and 1:8 for Grading System and 6:4 to 6:6 Faculty Section Examinations and Standings in the Undergraduate Calendar for further information about grading.



FACULTY OF APPLIED HEALTH SCIENCES

COURSE/LAB EVALUATION QUESTIONNAIRE FOR CLASSROOM INSTRUCTORS

- USE HB PENCIL ONLY.
- DO NOT USE PEN.
- FILL OVAL COMPLETELY WITH DARK MARK.
- ERASE CLEANLY.
- MAKE NO STRAY MARKS.
- DO NOT FOLD FORM.

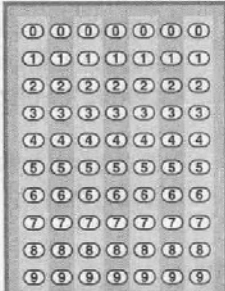


**MARKING
EXAMPLES:**

CORRECT ●
INCORRECT ○ ⊗ ⊖ ⊙

These evaluations are taken very seriously in assessing the performance of your instructors, so please answer thoughtfully. The results of the questionnaire become available to the instructors only after they have submitted final course grades

DO NOT MARK HERE



Date:	Instructor:	Course:	Section:
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	Rate the course with respect to...	Excellent	Good	Satisfactory	Fair	Poor
1	the presentation of course/lab material	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	ability to maintain student interest	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	course/lab organization and planning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	instructor's attitude toward and interest in students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	objectivity and fairness in discussions and grading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	value of readings, assigned work, lab reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	instructor's availability outside of class	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	overall evaluation of the instructor	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	overall evaluation of the course/lab	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		Too High		About Right		Too Low
10	workload demands upon the student	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Department or Instructor Supplied Questions:					
11		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

COMMENTS TO THE INSTRUCTOR

The questions are intended to provide constructive comments to the instructor about your perception of the strengths and weaknesses of the course/lab and to guide the instructor in improving the course/lab.

Your response to this section will be communicated only to the instructor of the course/lab following the final deadline for mark submission.

1 In my opinion the strengths of this course/lab are:

2 In my opinion the weaknesses of this course/lab are:

3 My view of this course/lab overall is:

If you wish to nominate an instructor for the Distinguished Teacher Award, information concerning the recommended procedure is available in departmental offices, the Dean of Applied Health Sciences Office or the Teaching Resource Office located in MC 4055.

Department Policy Regarding Course Assignments and Examinations

Department Policy Regarding Late Assignments

1. Assignments are due at the **beginning of class** on the dates indicated in the course outline. **10% will be immediately deducted** if they are not presented to the instructor at the beginning of class. An additional 10% will be deducted each day at class time (including weekends) until the assignment is submitted. On a weekend, an electronic version should be submitted which will have a time and date of submission on it. The hard copy, if required, would be submitted by 9:30 Monday morning.
2. Exceptions will only be made under unforeseeable and extraordinary circumstances. Evidence of such circumstances must be provided to the instructor in the form of supporting documentation from an appropriate source e.g. doctor's certificate, copy of obituary, police report, etc. Students with acceptable documentation must contact the instructor **no later than 48 hours after a due date** to make alternative arrangements. In special unforeseeable circumstances where due dates cannot be met, **it is the student's responsibility** to provide acceptable written documentation substantiating the reasons for not meeting the deadline (the "Request for Variance From a Course Outline" form may be used for this purpose). When there are exceptional circumstances, there will be no penalty assigned; if no contact is made, a mark of "zero" will be given.

Department Policy Regarding Quizzes/Examinations

1. Quizzes, mid-term examinations and final examinations not scheduled during the regular examination period will be administered on the dates indicated in the course outline.
2. Only in **very** special circumstances will alternative arrangements be made. In special circumstances where an advance request for alternate arrangements is made, it is the student's responsibility to complete a "Request for Variance From the Course Outline" form **at least one week before the exam date** and provide acceptable written documentation substantiating the reasons for not writing the examination or quiz on the scheduled date. An alternate arrangement will only be made if the request is approved.
3. In special unforeseeable circumstances where a student misses an examination or quiz, it is the student's responsibility to contact the course instructor with acceptable documentation (e.g., doctor's certificate, copy of obituary, police report) **no later than 48 hours after the scheduled date** to make alternative arrangements. Students without acceptable documentation or those who contact the instructor **after the 48 hour deadline** will be given a mark of "**zero**" for the quiz or examination.

Department Policy Regarding Reweighing of assignments

The Department of Recreation and Leisure Studies will not allow any after-the-fact reweighing of assignments or exams due to poor performance.

UW policy re Final exams

A student requesting an alternative time for a final examination will be granted that request only in exceptional circumstances. Such circumstances include illness (with medical certificate) or other mitigating circumstances outside the control of the student. Elective arrangements (such as travel plans) are not considered acceptable grounds for granting an alternative examination time.

The decision whether to grant a student's request for an alternative examination time lies with the instructor of the course concerned, as does the responsibility for making the alternative arrangements. This policy may also be applied at the discretion of the instructor to tests and examinations other than final examinations.

See the Registrar's Office website for the entire policy: www.registrar.uwaterloo.ca/exams/ExamRegs.pdf