

# School of Kinesiology: *Instructor Resource Guide*



More detail can be found on the School's webpage at [kin.educ.ubc.ca/instructor-resources](http://kin.educ.ubc.ca/instructor-resources)

## EMAIL & CAMPUS-WIDE LOGIN

You need a campus wide login account (CWL) and Faculty & Staff Email (FASmail) account. To get your CWL go to [it.ubc.ca/services](http://it.ubc.ca/services). To get your FASmail account contact Cliff Storlund at: [cliff.storlund@ubc.ca](mailto:cliff.storlund@ubc.ca)

## KINESIOLOGY DIRECTORY

School of Kinesiology	Computer:		
210 - 6081 University Blvd	Support: Cliff Storlund	2.8991	Emergency: 911
Vancouver BC V6T 1Z1	Classroom		RCMP: 604.224.1322
Tel: 604.822.9192	Support: Tom Neville	2.9378	First Aid: 2.4444
Fax: 604.822.6842 (WMG)	Osborne: Halton Lin	2.3604	Campus
Web: <a href="http://kin.educ.ubc.ca">kin.educ.ubc.ca</a>	Financial: Clara Ng	2.2445	Security: 2.2222

## ADVISING

The Undergraduate Advising Office is the place to help current KIN students with all academic and course related concerns such as academic concession, add/drop, and special accommodation for missed work. Students can reach the office at 604.822.4512 or by emailing [kin.advising@ubc.ca](mailto:kin.advising@ubc.ca).

Faculty can reach:

Fran Harrison at 2.9616 or [fran.harrison@ubc.ca](mailto:fran.harrison@ubc.ca)

Deborah Gromer at 2.4512 or [deborah.gromer@ubc.ca](mailto:deborah.gromer@ubc.ca)

## USEFUL WEBSITES

Download class lists and upload grades at the Faculty Service Centre:

[ssc.adm.ubc.ca/fsc/home](http://ssc.adm.ubc.ca/fsc/home)

Use the learning management system to deliver materials and notices to your class online:

[elearning.ubc.ca/connect/](http://elearning.ubc.ca/connect/)

Problems? Contact Tom Neville at:  
[tom.neville@ubc.ca](mailto:tom.neville@ubc.ca)

## ACCESS & DIVERSITY

Access & Diversity provides support for students with disabilities or chronic medical conditions. This includes academic accommodations such as exam adaptations or the production of alternate-format material. Students can find information about these services at:

[www.students.ubc.ca/access/disability-services/](http://www.students.ubc.ca/access/disability-services/)

More information can be found on the School's website. Just select **Faculty & Staff** then click on **Instructor Resources**.

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## INSTRUCTOR RESPONSIBILITIES

**ATTENDANCE:** Be present for all scheduled classes and exam invigilations. If absent notify Huda Hamze (604-822-9192). Classes are cancelled if instructors are not in attendance within 15 minutes of start time. In case of bad weather, class cancellations will be announced over Lower Mainland radio stations.

**EXAMS:** All courses designed for first and second year students must be examined in December and April according to the date assigned by the University. Holding an exam (formal/informal), during the two weeks prior to the formally scheduled exam periods in December and April is not allowed. Instructors are urged to curtail the use of 'take-home' exams. Students missing exams in December or April **MUST** apply to the Undergraduate Advising Office at the earliest possible date to apply (with supporting documents) for an 'Academic Concession'. The UBC website [www.students.ubc.ca/facultystaff/exam.cfm](http://www.students.ubc.ca/facultystaff/exam.cfm) contains additional information.

**GRADES:** According to University policy, grades are posted by student number only. Students not wishing their grade posted should inform the instructor who must respect the student's right to privacy.

Withdrawals – a standing of W appears in the STG column when a student officially withdraws. Deferred Standing - must be approved by the School; contact the Undergraduate Advisor for further information. Grades are recorded on a percentage (%) basis. Final grades are submitted online through the Faculty Service Centre (FSC). Grades are due within seven working days following exam.

**INVIGILATION:** Instructors are required to invigilate all exams associated with their course(s). Please inform Deb Gromer (604.822.4512) of any special circumstances to be taken into consideration for your invigilation assignment prior to the Final Exam Schedule being posted (beginning of November and March).

**EVALUATION:** Approximately two weeks prior to final class instructors will receive a notification from the CoursEval system. Students will have an opportunity to evaluate the courser and instructor using an online survey administered by the Centre for Teaching & Learning Technology.

## INSTRUCTOR RESPONSIBILITIES: *Performance Analysis Courses*

Gail Wilson is the Performance Analysis Course Coordinator. Her contact information is Room 204, Osborne Centre, 604.822.9602, [gail.wilson@ubc.ca](mailto:gail.wilson@ubc.ca). In addition to the general responsibilities above, PA instructors must also submit in a timely manner all course outlines, final exams, and final grades to Gail Wilson for approval.

**ATTENDANCE:** Participation and attendance are compulsory in all scheduled classes in each subject area. **UNAUTHORIZED ABSENCE FROM MORE THAN TWO CLASSES IN ANY SUBJECT AREA IS CONSIDERED UNSATISFACTORY.** Due to unsatisfactory attendance a student may be denied the privilege of writing the final examination and from participating in the final laboratory evaluations. In this case, course credit will **NOT** be granted. Students unavoidably absent due to illness or injury should report to the instructor upon returning to class. Students with a physical injury, who cannot participate actively must provide written medical documentation. Instructors **MUST** notify Gail Wilson of any problems regarding student attendance. In cases where injury precludes the completion of course requirements, such requirements must be completed as soon as active participation is possible. Course credit may be withheld until all requirements have been met.

**EVALUATION:** Adhere closely to the following grading scheme when designing evaluation components: final theoretical exam 15-20 marks, practical performance evaluation 5-10 marks, instruction/analysis presentation 15-20 marks. Evaluation should measure the achievement of learning outcomes. All evaluation components must be completed before a grade will be assigned (please include this statement on the course outline