School of Kinesiology: Instructor Resource Guide

More detail can be found on the School’s webpage at 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. To get your FASmail account contact Cliff Storlund at: cliff.storlund@ubc.ca

KINESIOLOGY DIRECTORY

<table>
<thead>
<tr>
<th>School of Kinesiology</th>
<th>Computer:</th>
<th>210 - 6081 University Blvd</th>
<th>Support: Cliff Storlund</th>
<th>2.8991</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vancouver BC V6T 1Z1</td>
<td>Classroom</td>
<td>Tel: 604.822.9192</td>
<td>Support: Tom Neville</td>
<td>2.9378</td>
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<td></td>
<td></td>
<td>Fax: 604.822.6842 (WMG)</td>
<td>Osborne: Halton Lin</td>
<td>2.3604</td>
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<tr>
<td>Web: kin.educ.ubc.ca</td>
<td>Financial: Clara Ng</td>
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<td>2.2445</td>
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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.

Faculty can reach:
Fran Harrison at 2.9616 or fran.harrison@ubc.ca
Deborah Gromer at 2.4512 or deborah.gromer@ubc.ca

USEFUL WEBSITES

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

ssc.adm.ubc.ca/fsc/home

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

elearning.ubc.ca/connect/

Problems? Contact Tom Neville at: 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/

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