

School of Kinesiology: *Sessional Lecturer Resource Guide*



Refer to https://kin.educ.ubc.ca/faculty_staff/resources/#instructor-resources-8

EMAIL & CAMPUS-WIDE LOGIN

You need a campus wide login account (CWL) and FASmail (email) account. To get your CWL, go to <https://it.ubc.ca/services>. To get your FASmail account contact Cliff Storlund, *IT Support* cliff.storlund@ubc.ca. Provide your 'user' name in order to set up a FASmail account.

KINESIOLOGY DIRECTORY

School of Kinesiology: Main Office: 210 – 6081 University Blvd., Vancouver, BC V6T 1Z1

Tel: 604.822.9192 Fax: 604.822.6842 <https://kin.educ.ubc.ca/>

Sessional Office: War Memorial Gym, Room 29 *to reserve office, contact kathy.manson@ubc.ca

IT Support: Cliff Storlund 2.8991

First Aid: 604.822.4444

Emergency: 911 **Campus Security Non-Emergency:** 604.822.2222 **RCMP:** 604.224.1322

Robert F. Osborne Centre: Halton Lin, Facility Manager 604.822.3604

Administrative Manager: Amy Kao 604.822.2445

CONTACTS

The Undergraduate Advising Office assists prospective and current Kinesiology (KIN) students with all academic and course related concerns such as academic concession, add/drop, special accommodation for missed work, etc.

UNDERGRADUATE PROGRAM CONTACTS:

Undergraduate Students - contact **Undergrad Advising Office** 604.822.4512 | kin.advising@ubc.ca

Fran Harrison, *Academic Undergrad Program Administrator* 604.822.9616 | fran.harrison@ubc.ca

Deborah Gromer, *Assoc Academic Advisor Undergraduate* 604.822.3258 | deborah.gromer@ubc.ca

Chanel Flores, *Assoc Academic Advisor Undergraduate* 604.822.4512 | chanel.flores@ubc.ca

GRADUATE PROGRAM CONTACT:

Helen Luk, *Graduate Programs Assistant* 604.822.4641 | helen.luk@ubc.ca

USEFUL WEBSITES

Prior to the start of term, send your **Undergraduate Course Outlines** to **Chanel Flores** and **Graduate Course Outlines** to **Helen Luk** for each to upload onto KIN website

Download class lists and upload grades in the **Faculty Service Centre (FSC)** <https://ssc.adm.ubc.ca/fsc/home>

Canvas is UBC's online learning platform to deliver materials, post course notes, speed grader, notifications, chats, syllabus ePortfolios and notices to your class online: <https://faculty.canvas.ubc.ca/>

CENTRE FOR ACCESSIBILITY

Centre for Accessibility provides support for students with chronic medical conditions or disabilities. This includes academic accommodations such as exam adaptations or the production of alternate-format material. Students can find information about these services <https://students.ubc.ca/about-student-services/centre-for-accessibility>



INSTRUCTOR RESPONSIBILITIES

ATTENDANCE: Be present for all scheduled classes and exam invigilation. If absent notify Fran Harrison (604-822-9616). 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 UBC website and radio stations.

EXAMS: Chanel Flores will circulate an 'Exam Request Form' to be completed and submitted for final exam scheduling purposes at the start of the term. 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', <https://students.ubc.ca/enrolment/academic-learning-resources/academic-concessions> for 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 the exam.

INVIGILATION: Instructors are required to invigilate all exams associated with their course(s). Please inform Deborah Gromer, 604.822.3258 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 course and Instructor using an online survey administered by the Learning Technology Hub <https://lthub.ubc.ca/governance/learning-tech-leadership/> and Centre for Teaching & Learning Technology.

INSTRUCTOR RESPONSIBILITIES: Performance Analysis (PA) Courses

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 **Laura Hurd Clarke** (laura.hurd.clarke@ubc.ca) 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 Laura Hurd Clarke** 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



TEXTBOOKS

Ordering text books, refer to <https://bookstore.ubc.ca/faculty-textbook-ordering>
If you need a copy of the text, you should contact the publishers directly and ask for an instructor's copy.

COURSE LIST & GRADES

Once your appointment is approved, you will be able to access the Faculty Service Centre (FSC) using your Campus Wide Login (CWL). The FSC will provide you access to class lists, and is where you will submit grades. Final grades are entered into the FSC (not on Canvas). <https://ssc.adm.ubc.ca/fsc/home>

COURSE INFORMATION

For information about your course, including room location, number of students enrolled, etc., refer to the Student Service Centre (SSC) <https://ssc.adm.ubc.ca/sscpportal/>

PHOTOCOPYING

Use 'Xerox' for printing large volumes (100+ pages) and 'special' print jobs including midterms / exams: https://kin.educ.ubc.ca/faculty_staff/resources/#instructor-resources-8. Register a user name and password. Orders take 1-2 days to process. Clarify where Xerox should deliver your order.
Use Speed Chart: LGBH

NEW FACULTY ORIENTATION GUIDE

Refer to <https://ctl.t.ubc.ca/resources/new-faculty-orientation-guide/>
Centre for Teaching, Learning & Technology (CTLT) including pedagogical approaches and learning technology tools