



INSTRUCTOR MANUAL

School of Engineering | Faculty of Applied Science
University of British Columbia Okanagan Campus
April 2023



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Welcome

Welcome to the University of British Columbia Okanagan's School of Engineering (SoE). This guide is designed to provide answers questions new instructors have and to complement the orientation package you would have received upon being hired. Additional resources are available through the UBC Okanagan Onboarding Hub (wpl.ubc.ca/browse/ubco/courses/new-to-ubco-orientation-course). If you have additional questions not answered here, please contact your Program Chair.

Key Contacts

Administration:

Director: Will Hughes (will.hughes@ubc.ca)

Associate Director, Undergraduate Studies - faculty affairs: Sabine Weyand (sabine.veyand@ubc.ca)

Associate Director, Undergraduate Studies - student affairs: Claire Yan (yu.yan@ubc.ca)

Associate Director, Graduate Studies - research-based studies: Sumi Siddiqua (sumi.siddiqua@ubc.ca)

Associate Director, Graduate Studies - course-based studies: Rudolf Seethaler(rudolf.seethaler@ubc.ca)

Program Chairs

Civil: Ahmad Rteil (ahmad.rteil@ubc.ca)

Electrical: Thomas Johnson (thomas.johnson@ubc.ca)

Manufacturing: Dean Richert (dean.richert@ubc.ca)

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Staff

Manager, Administration: Trudy Chimko (trudy.chimko@ubc.ca)

Manager, Student Services: Renee Leboe (renee.leboe@ubc.ca)

Lab Manager: Alec Smith (alec.smith@ubc.ca)

Environment, Health & Safety (EH&S) Associate: Francois Miros (francois.miros@ubc.ca)

Curriculum, Accreditation & Transfer Student Coordinator: Patti Ostrihoff (patti.ostrihoff@ubc.ca)

Curriculum Support: Samantha Luckow (samantha.luckow@ubc.ca)

Director, Business Development – Research and Industry Partnerships: Colin Wilson (cwilson@mail.ubc.ca)

Research Project Manager: Ayse Thomson (aalemdar@mail.ubc.ca)

Communications: Sam Charles (sam.charles@ubc.ca)

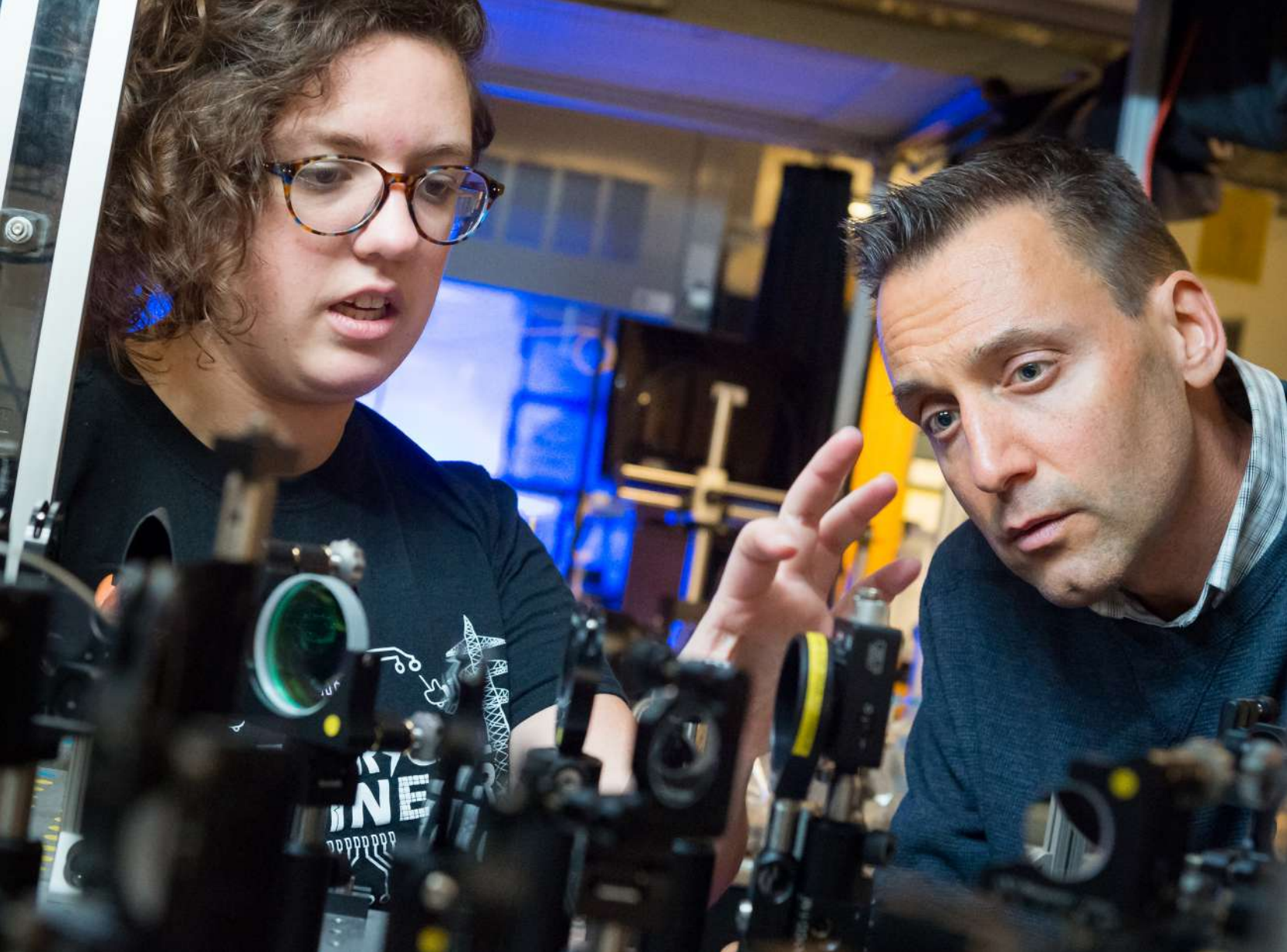
Library

Engineering Librarian: Barbara Sobol (barbara.sobol@ubc.ca)

Access to buildings and rooms (Salto)

All rooms and buildings on campus are controlled through an electronic access control system called Salto. Upon employment, a profile will be created for you with access to the areas that you require. This access can be updated as necessary. An RFID card or key fob will be provided which must be updated daily for continued access. If you need assistance with your Salto access, please contact the Manager of Administration (Trudy Chimko (trudy.chimko@ubc.ca)). Prior to gaining access to lab space, users must complete the lab access request form (contact Alec Smith alec.smith@ubc.ca). This form ensures the school meets WorkSafeBC's requirements for worker training and safety. For other Salto access requests (e.g., building, offices, break room), contact Praveen Rajan (praveen.rajan@ubc.ca)

Salto's must be "recharged" daily by tapping on hot spots located outside the main entrance doors of all campus



Campus Security

Service is provided 365 days per year, with 24 hour, campus-wide coverage. Contact Campus Security at 250.807.8111 in an emergency or 250.807.9236 in a non-emergency situation. Consider adding these numbers to your contacts, and downloading UBC Safe app with direct links to safety information, Safewalk, and other security services.

[Apple App Store - apps.apple.com/ca/app/ubc-safe-okanagan/id1067594915](https://apps.apple.com/ca/app/ubc-safe-okanagan/id1067594915)

[Google Play Store - play.google.com/store/apps/details?id=com.cutcom.apparmor.ubc&hl=en_AU](https://play.google.com/store/apps/details?id=com.cutcom.apparmor.ubc&hl=en_AU)

Faculty Service Centre

The Faculty Service Centre (FSC) is where you will access your class lists and submit grades. You will need to log into this area with your UBC CWL username and password. Once inside the FSC, click on the course and section you wish to access and you'll see your student list pop up. From this page, you are able to download your class list, email your students, and submit your grades. See Grade Submission section later in this document.

Class Schedule

The UBC Okanagan Course Schedule (courses.students.ubc.ca/cs/courseschedule?campuscd=UBCO) details when all courses are offered. Be sure to select UBC Okanagan as the campus and the correct term. If you are looking for a particular course or instructor, use the search function. There, you can see the course descriptions, section details, and pre-requisites (same as student version). The three (3) engineering course codes are **APSC** (years 1 & 2 and Graduate), **ENGR** (years 3, 4, and Graduate) and **MANF** (year 2, 3 and 4 manufacturing courses). You can also access your class schedule through the Faculty Service Centre at ssc.adm.ubc.ca/fsc/home

Best practice at UBC Okanagan is to end your class 10 minutes before the scheduled end time to allow students to get to their next class on time.

Course Vectors: Each course has an associated course vector - example (3-2*-1). The course vector is the number of hours assigned each week to lectures (the first digit), to laboratories (the second digit) and tutorials (the third digit). An asterisk (*) indicates alternate weeks (every other week).

Missing Classes

If you are unable to teach a class due to illness or extenuating circumstances please email the Associate Director of Undergraduate Studies.

If you are going to miss a class for a university-sanctioned reason:

1. Make arrangements for a faculty member (not a TA) to cover your class, and
2. Complete a Faculty Absence form (engineering.ok.ubc.ca/resources/forms/faculty-absence-form).



Outlook Schedule

Your UBC email should be linked to your Microsoft Outlook (see it.ok.ubc.ca if you are having difficulties with this). Your calendar should always be up to date. Most meetings or events are scheduled using Microsoft Outlook's 'Scheduling Assistant,' so it is important to make sure your calendar is accurate.

Booking Rooms

All Faculty and Staff should have access to rooms on the 4th floor room bookings except EME 4201 and Spiro's Boardroom (EME 4245). Please follow the instructions to get further clarity. All Faculty and Staff are automatically approved if the room is available.

How to book a meeting room:

1. Open Outlook and switch to the Calendar tab then create a new meeting
2. Enter the meeting Details, Subject and Attendees
3. Add the requested meeting room in one of two ways:
 - Click on the "Rooms" button beside the location field
 - Switch to the "Scheduling Assistant" tab then click the "Add Rooms" button
4. Choose the required room or search for a room by entering UBCO to see all rooms (UBCO-OKAS to view School of Engineering rooms)
5. Select the requested start and end time
 - Under the Scheduling Assistant tab, you can see a list of suggested times and calendar view of availability
6. Send the meeting request for auto-approval

How to add rooms to your calendars:

- 1) Once logged into Outlook, go to calendars tab
 - a. Click on the FILE button
 - b. Select OPEN & EXPORT
 - c. Select OTHER USER'S FOLDER
 - d. In the Name box - type in ubco-okas - in the Folder box choose Calendar. All the meeting rooms are listed
 - e. Choose a room and the room will be added to your shared calendars in your email calendar section. You will need to complete these steps for each room you wish to have booking rights.

You can go through IT services and submit a ticket to book services provided through them including classroom support and assistance in setting up your email or software on your computer. Learn more at: helpdesk.ok.ubc.ca/itmdb





Ad Hoc Room Bookings

If you wish to book additional class time for presentations, exam prep sessions, etc., you can do so through the Central Booking Office. From here (cbo.ok.ubc.ca/welcome.html) click “book now” on the right hand side under “contact us” and complete the form.

School of Engineering Policies

Health and Safety Committee

SoE has a local health and safety committee which meets on a monthly basis. The committee includes professors, managers, support staff and graduate students. The committee’s role is to identify and resolve health and safety problems, promote safety culture, and monitor the school’s health and safety program. The committee will make recommendations to upper management, participate in inspections and incident/accident investigations, and assist with any health and safety concerns. For more information contact EH&S Associate Francois Miros (francois.miros@ubc.ca) or Lab Manager Alec Smith (alec.smith@ubc.ca).

Wellbeing

UBC aspires to support faculty to achieve their full potential in teaching, learning, working, and research by making wellbeing a priority. Learn more at wellbeing.ubc.ca

Workday

UBC transitioned to Workday in 2021 to modernize and simplify its HR and Finance processes. If you are searching for payroll, expenses, vacation requests and more visit irp.ubc.ca/ to learn about accessing the system. The School has several Workday experts including Support Services Assistant rhonda.hay@ubc.ca.

CTL Teaching Seminars

The Centre for Teaching and Learning at UBC’s Okanagan campus offers a number of professional development seminars and workshops. A number of online resources are also available on the CTL webpage: ctl.ok.ubc.ca/.

Canvas

UBC uses Canvas as its Learning Management System.

The Campus Wide Login (CWL) system provides access to many of the University's online systems, such as the Student Service Centre, and Canvas. To set up your Canvas account, you need to contact the CTL helpdesk at ctl_helpdesk@ubc.ca. In your email, give them the name of your course and your UBC CWL. You will receive further instructions from them. Once you complete all the steps, a shell for your course will be created in Canvas.

The Centre for Teaching and Learning holds multiple training sessions throughout the year. They also have online resources that you can access in order to make the most of the new system. Refer to their website: ctl.ok.ubc.ca/.

Syllabus Template

Whether you inherit a course syllabus from a previous instructor or are creating a course from scratch, we ask that instructors review the posted course syllabus template annually and update for any changes. There are a few standard sections that all UBC courses should have, as well as a few sections that have been included for engineering specifically. It is circulated annually on the faculty listserve but can also be found on the SoE website.

Sample Syllabus available at:

engineering.cms.ok.ubc.ca/wp-content/uploads/sites/91/2023/01/TEMPLATE-Course-Syllabus-2022-CY.docx

The syllabus should be posted on Canvas before the first day of class. It is a contract that all students are required to read, and ensures that students know exactly what is expected from them. Other important inclusions in the syllabus include Student Code of Conduct, Out of Time Midterms, Calculator/Electronics Policy details, and Field Trips. You will be required to submit a copy of your syllabus upon request for accreditation purposes.

Student Well-Being

Throughout the year, instructors should gauge the well-being of their students to ensure that interactions and course requirements are reasonable and accessible. Instructors are encouraged to use the web-based Early Alert Form for faculty and staff to flag concerns about a student's well-being or academic performance (the system enables UBC to support students through a coordinated approach). Learn more at facultystaff.students.ubc.ca/systems-tools/early-alert

For additional resources including counselling and sexual violence prevention and response, visit: students.ok.ubc.ca/health-wellness

Gender-Neutral Language

UBC prides itself on offering an inclusive and diverse environment. As part of this, all instructors are encouraged to use gender-neutral language in all communications and materials. See Positive Space Campaign for more <https://equity.ubc.ca/resources/positive-space/>.

Assessment Scheme

For all first and second year courses, there should be a major assessment during the scheduled exam period (www.calendar.ubc.ca/okanagan/index.cfm?tree=3,41,89,1008).

Final examinations are suggested to be worth 40-50% of the students final marks. It is recommended that syllabi state, where applicable, that students need a specific minimum on the final exam in order to pass the course.

Suggested syllabus statement for minimum grade on final examination:

You must achieve a grade of at least 45% on your final examination and a cumulative average of at least 50% in order to pass this course. If you failed the final exam, the maximum score is 47%.

The remaining course grade usually comes from quizzes, midterms, assignments, presentations, and projects. Year 1 and year 2 courses typically have assignments worth 10% or less (as solutions are usually widely available), while in year 3 and year 4 assignments are often worth more marks as the questions are open ended.

Evaluation and Assessment Rubrics Samples:

<https://engineering.ok.ubc.ca/resources/forms/accreditation-form-design-project-evaluation-rubric/>

<https://engineering.ok.ubc.ca/resources/forms/accreditation-form-ipeer-evaluation/>

<https://engineering.ok.ubc.ca/resources/forms/accreditation-form-lab-report-evaluation-rubric/>

<https://engineering.ok.ubc.ca/resources/forms/accreditation-form-lab-report-template/>

<https://engineering.ok.ubc.ca/resources/forms/accreditation-form-program-accreditation-criteria-template/>

<https://engineering.ok.ubc.ca/resources/forms/accreditation-form-program-cis-information/>

Undergrad Graduate Attributes

As part of School's accreditation with the Canadian Engineering Accreditation Board, reporting must occur for every course and section. Instructors are required to report which Undergrad Graduate Attributes their courses covers and which Undergrad Graduate Attributes are specifically assessed, along with grading details. All instructors must keep organized records and submit these to the CEAB and Graduate Attributes Coordinator (patti.ostrikoff@ubc.ca). The internal accreditation team may also request graded student work, typically a good, average, and poor sample from each marked assignment or test. Keep a range of samples of your students' work for up to five years.

Details on the 12 Undergrad Graduate Attributes, including definitions, can be found at engineerscanada.ca/sites/default/files/Graduate-Attributes.pdf

Office Hours

Instructors should hold one to two office hours for their courses per week. Office hours are important for individual students to talk with you one-on-one and to address course content or concerns they may have with material that would not be beneficial to the whole class or would take too much time to explain. Office hours should be easy for students to find (for example list office hours on the course syllabus and on Canvas).

Best practice at UBC Okanagan is to hold 1-2 office hours per week. Consider creating in-person and virtual office hours at the same time. It's also



Ordering Books through the UBC Bookstore

The School of Engineering encourages the use of Open Resources as a means of reducing the financial burden on students. Consider checking with the Library if free digital versions. If an instructor does wish to order books from the bookstore, they must connect with the bookstore before each term with instructions and a link for ordering textbooks for student purchase. For sessionals, the books should already be ordered but they are still encouraged to check with the bookstore to confirm. If instructors are interested in Desk Copies, go to the “desk copies” section below.



Desk Copies

All instructors at post-secondary institutions in Canada are entitled to desk copies of books for their courses. The publisher of the text will send you an instructor copy for free. Each publisher has a sales rep that will oversee our region. Sometimes these reps will be on campus and try to visit you but often they will contact you via email.

Most major textbook publishers have a special form or email you can write to in order to receive your complimentary copy of the text. Often publishers will send you copies of other textbooks that are related to the courses you have taught. You are under no obligation to use these texts in your classes and they are generally yours to keep even if you do not use them for a course. Note, if you are looking for how to order books through the bookstore, see the section below.

Major Textbook Publisher Websites Include:

- Pearson Canada (www.pearsoncanada.ca/)
- McGraw Hill (www.mheducation.ca/)
- Nelson (www.nelson.com/)
- Oxford University Press (www.oupcanada.com/)
- Wiley (ca.wiley.com/WileyCDA/Section/id-405816.html)
- W.W. Norton (books.wwnorton.com/books/college.aspx)

Field Trips

Any field trips outside of class time and off university property should be indicated in the course schedule and the course syllabus. To have it added to the former, you will need to contact Samantha Luckow (samantha.luckow@ubc.ca) before the start of term. Prior to initiating a field trip, you are required to complete the field safety trip plan located on the Risk Management Services site at travelfieldsafety.ubc.ca/welcome.html for approval by the Director of the School. Major field trips, especially if there is an expense to the student, must be added to the course description within the academic calendar. Any field trips need to be communicated to the class as soon as possible.

Online Teaching

The School of Engineering is committed to in person course delivery being the primary mode of course delivery. If a course needs to pivot towards an online delivery model, many resources are available for instructors as they transition to online course delivery. The Centre for Teaching and Learning on the Okanagan campus of UBC provides support including workshops throughout the year.

UBC's "[Developing guiding principles for fall instruction](#)" highlights some key principles:

1. Approach course adaptation decisions with a commitment to compassion and care for everyone involved.
2. Use Course and Program-Level Learning Objectives to guide decisions about where to invest time and effort.
3. Accommodate the reality that access to technology, including hardware and internet access, will vary across students in your courses.
4. Explore ways to adapt both your course design and delivery, to take advantage of the flexibility made possible by online learning while cultivating a strong, inclusive, online learning community.
5. Consider various ways to foreground and address academic integrity.
6. Consider implications for student progression.

The School of Engineering has developed a repository of guidelines and resources related to online teaching.

engineering.ok.ubc.ca/online-education-strategies

Lab Schedules

Courses will be assigned teaching assistants to run lab and tutorial sessions. For more information about your assigned teaching assistant please contact Angela Perry (angela.perry@ubc.ca). For courses with labs or tutorials that run alternating weeks it can be confusing as to which weeks you have scheduled. In your off week, other sections are often scheduled, so you cannot switch the schedule from your prescribed weeks. Please follow the instructions below to verify which dates your sessions are scheduled. Deviating from this schedule can result in conflicts with other scheduled sessions and instructors. Also, alternating weeks are NOT impacted by holidays or reading weeks: if you have a Monday section and there is a holiday on what would be a scheduled week, there will be four weeks between sessions. Note that sessions missed due to a holiday can be cancelled or they may need to be made up. This make-up may not happen during the break before examinations, but labs may be made up elsewhere in student schedules. All instructors are required to include a laboratory safety component in their labs. The actual lab schedule information can be found on UBC Central Booking Website: cbo.ok.ubc.ca/booknow/. Contact Emily Zhang (emily.zhang@ubc.ca) for assistance with make-up labs and/or Francois Miros (francois.miros@ubc.ca) regarding safety components.

Working with Teaching Assistants

The Teaching Assistant hiring process is coordinated by SoE, and TAs are governed by the BCGEU Collective Agreement ([click here to view a full list of UBC collective agreements](#)). TA responsibilities as outlined in the Agreement include instructing students; marking course assignments, mid-term exams and final exams; invigilating mid-term exams; uploading grades to Canvas; and attending meetings with the course instructor, as scheduled.

Tutorial, Laboratory, and Marking Teaching Assistants are remunerated based on the following formula:

Tutorials - Tutorial TAs will be assigned at a 40:1 student to TA ratio. The compensation will be one hour per week to prepare, plus the time to conduct the tutorial (most tutorials are one hour), and one hour to mark the course assignments for a period of 12 weeks.

Labs - Labs sizes vary for safety and educational reasons, with chemistry labs, civil materials labs, and machine shop labs as smaller sections. All other labs are calculated based on a 30:1 student to TA ratio. Lab instructors will be compensated as follows: one hour preparation, time in the lab, one hour to mark lab assignments. Most labs are based on 6 labs during the term for a 2* vector.

Laboratory TA duties will include: instruction on theory and lab procedures, marking lab reports, uploading grades to Canvas, reviewing and improving lab procedures, monitoring student compliance with lab safety rules and correcting experiment setups during the labs, if required. Design course TAs (APSC 171 and APSC 258) will be required to verify 3D printer programming code prior to submitting the jobs.

To determine, if your course has labs/tutorials check the course vector listed in the academic calendar. (Course Vectors: Each course has an associated course vector - example (3-2*-1). The course vector is the number of hours assigned each week to lectures (the first digit), to laboratories (the second digit) and tutorials (the third digit). An asterisk (*) indicates alternate weeks (every other week).

Assignment Marking

Courses without Tutorial vectors will be allocated 1 hour of marking for every 40 students registered in the class over a 12-week period at the Graduate Teaching Assistant rate. Courses with assignments that require qualitative written responses or essays such as ENGR 303, 305, 433, 413, 431 will be allocated 1 hour for every 20 students registered in the class.

Final Exam Marking and Invigilation

Marking: Please note, instructors must participate in marketing. Final exam marketing will be provided for each class at a rate of up to 1 hour for every 10 students.



Final Exam Marking and Invigilation

Invigilation: Please note, instructors must also invigilate their final exams or find another faculty member to invigilate on their behalf. Final exam invigilation will be supported at: 1 invigilator for 10 – 49 students, 2 invigilators for 50– 99 students, 3 invigilators for 100 – 199 students, 4 invigilators for 200 –299 students, 5 invigilators for 300 –399 students, and 6 invigilators for 400+ students.

Requests to Waive Prerequisites

Students requesting to waive pre- or co-requisites for courses will often go to the instructor first for initial approval. Next, please direct the student to the School of Engineering website (engineering.ok.ubc.ca) and the Co-Requisite (ubc.ca1.qualtrics.com/jfe/form/SV_1FFRMUpu2pJHqPX) or Pre-Requisite Waiver Request (ubc.ca1.qualtrics.com/jfe/form/SV_1FFRMUpu2pJHqPX) forms. These forms are submitted online then reviewed by the Associate Director of Undergraduate Studies. Instructors do not have the final authority to waive course prerequisites.

Transfer Credit Requests

Students coming to UBC Okanagan from other institutions often request that their courses be evaluated for transfer credit. This process starts with the student completing an online request form (ubc.ca1.qualtrics.com/jfe/form/SV_4NrYhr0ZbPnxsBD) and submitting a copy of the syllabus. Advisors then review the course for general transferability (does UBC accept that institution, number of credits, accreditation demands etc.). If it passes this stage, then a copy of the Course Syllabus is emailed to the current instructor of the course the student is seeking transfer credit for to review. If you receive this request, please compare the syllabus received to your course syllabus and respond with what percentage of overlap you think there is. Typically, 80% coverage or more is required to issue transfer credit.

Midterm Exams

School of Engineering requires all midterms exams to be done in class. In-class exams are the easiest to coordinate and can be done yourself. Note that midterm exams cannot be held in the last two weeks of class in a term.



Out of Time Midterm Exams

Out of time midterms exams are strongly discouraged. If pedagogically necessary, permission must be obtained from the Associate Director of Undergraduate. Out-of-time midterm exams must be included on the Course Schedule and in the syllabus, which requires advance planning. They must also be scheduled to avoid conflicts with other classes. This may result in exams being scheduled in the evening or Saturday. You will work with an administrator to get the note published to the course schedule and to find a date, time, and room for the exam. You are responsible for adding details about the midterm to your syllabus.

Note that if you schedule an out-of-time midterm, you are expected to give students that time back. If your midterm is 2 hours long, cancel 2 hours of lecture time wherever you see fit.

Coordinated Midterm Exams

In response to student feedback, SoE has begun coordinating assessment for students in Years 1 & 2. Previously, midterm schedules often had midterms occurring back-to-back. Now, in each year SoE has a faculty volunteer to review planned midterm schedules for Years 1 & 2 to ensure spacing of exams. This provides students adequate time to study in between midterms, decreases student anxiety, and reduces likelihood of academic misconduct. When contacted by these faculty volunteers, please let them know when you are having your exam, whether it is in-class or out-of-time and they may ask you to consider switching dates.

Final Exam Schedule

Early in the term, instructors will receive an email regarding their final exam requests. Undergraduate courses are all assumed to require a 2.5 hour exam in a typical exam setting. If you require a specific room for your exam, you must notify the exam scheduler. If you require a different timing, your test is open book, or there is anything else unusual about your final, you must advise us at this time. If you are teaching a graduate courses that requires an exam, you must respond indicating your request for a final exam to be booked. About a month after the requests are submitted, the finalized exam schedule will be posted. Instructors may not request specific dates for their exams, unless approved by the School Director.

Calculator/Electronics Policy

During midterm and final exams in Year One courses, the two permitted models of calculators are Texas Instruments TI-36X pro and Casio fx-991ES Plus C. Full policy:

[/soeadvising.ok.ubc.ca/course-planning/first-year-essentials](https://soeadvising.ok.ubc.ca/course-planning/first-year-essentials)

Writing Final Exams

All instructors are encouraged to change final exams annually rather than using the same exam as in previous years. Sharing past exam(s) is also encouraged to help students succeed.

Academic Misconduct

According to the University Calendar, academic misconduct is defined as:

- Falsification of any material subject to academic evaluation, including research data; examples include, but not limited to, copying another student's assignment or allowing another student to copy your assignment. instructor; examples include, but not limited to, possession of a cell phone, watch or any electronic device during an exam that is capable of storing and/or transmitting data and/or unauthorized materials.
- Use, possession, or facilitation of unauthorized means to complete an examination: examples include, but not limited to, receiving unauthorized assistance from another person, providing that assistance and exposing written papers to the view of other students or imaging devices.
- Plagiarism, which is intellectual theft. It occurs when an individual submits or presents the oral or written work of another person as his or her own. Failure to provide proper attribution is plagiarism because it represents someone else's work as one's own. Plagiarism should not occur in submitted drafts or final works.

A more detailed description of academic integrity, including the University's policies and procedures, is in the UBC Okanagan Academic Calendar at www.calendar.ubc.ca/okanagan/index.cfm?tree=3,54,111,0 and from the Centre for teaching and Learning at ctl.ok.ubc.ca/teaching-remotely/final-exams/integrity-pledge.

Instructors are required to report all incidents of academic misconduct to the School of Engineering Academic Misconduct Review Committee (AMRC) through the Qualtrics survey link below. **Even if you deem the matter resolved, and you do not believe the student requires further disciplinary measures, you must still report the incident.** The AMRC keeps a record of all cases within the School of Engineering so that repeat offenders can be identified.

ubc.ca1.qualtrics.com/jfe/form/SV_0Ps3BzGU8C6O8EI

Invigilating

Teaching Assistants are trained in exam invigilation practices each year. For invigilation guidelines, contact SoE's Ethics & Equity Committee.

Out-of-time exam/Standing Deferred (SD) exam requests

Students will not be permitted to apply for out-of-time final/SD examinations except under the following circumstances:

- Representing the University, the province, or the country in a competition or performance;
- Serving in the Canadian Military;
- Observing a religious rite;
- Working to support oneself or one's family; and having responsibility for the care of a family member
- Unforeseen events include: ill health or other personal challenges that arise during a term and changes in the requirements of an ongoing job.

Students who intend to apply for out-of-time final examinations for one of the above reasons must submit a request to the School of Engineering via the online form at engineering.ok.ubc.ca/resources/forms/out-of-time-final-examination-request.

If students have missed a final examination because of a medical condition or some unforeseen circumstance, they

Disability Resource Centre (DRC) Students

The purpose of an accommodation is to allow students to overcome disability-related challenges that impede their academic success. The Disability Resource Centre assists students by offering programs and services to foster an accessible and welcoming campus. The DRC has developed a new booking process for invigilated exams. students.ok.ubc.ca/academic-success/disability-resources/

- **The DRC instructor guide (link to the DRC instructor portal)**
drcbooking.ok.ubc.ca/ClockWork/user/instructor/default.aspx
- **Exam accommodations and/or accommodated exams information (during this COVID outbreak)**
students.ok.ubc.ca/academic-success/disability-resources/covid19
- **DRC, classroom and exam accommodations information**
students.ok.ubc.ca/academic-success/disability-resources/information-for-faculty

For professors with DRC students in their courses, a Faculty Exam Information Form must be completed for each exam as soon as possible. After receiving such request, course instructor is expected to communicate with the student to schedule a time for exam review

The new process is as follows:

- Access students.ok.ubc.ca/academic-success/disability-resources and log in using your Novell account ID and password.
- Enter the details of your upcoming exam(s). One form is required for each exam.
- If adjustments for the details of an exam are required, professors are responsible for logging-in and make these changes. (look for the “My DRC Exams” tab, upper left corner)
- Submit your exam file to drc.exams@ubc.ca or deliver to the DRC Office (UNC 214) at least 24 hours before the exam start time.

Note:

- Complete only one form per exam
- Students’ booking forms come directly to the DRC for approval. Professors will not see each student’s form.
- Professors can login to the UBC form system to review which students are registered to write exams with the DRC. (look for the “My DRC Exams” tab in the upper left corner after logging-in)
- Submit the faculty exam info form at students.ok.ubc.ca/academic-success/disability-resources early so that students can select the corresponding exams from the DRC database -- seven days’ notice is required to schedule midterm exams and seven days’ notice prior to start date of final exams.
- Enter exam information as soon as possible so students may submit their booking requests on time. Do not wait until seven days before your scheduled exam.

To find out more about this new process, visit the students.ok.ubc.ca/academic-success/disability-resources.



Storage of Student Work/Final Exams

Student work can be securely shredded once the term is over (but remember to keep student samples for accreditation), but final exams must be kept for one calendar year after the date of the exam. After that, they should be securely shredded.

Viewing Marked Exam Requests

Final examinations should not be handed back to students. Students can request to view a marked exam by submitting the request via the link at engineering.ok.ubc.ca/resources/forms/request-to-view-marked-examinations

Uploading Final Grades

For 100- and 200-level courses, save final marks in Faculty Service Centre (FSC) but do not submit them until after the relevant marks meeting. For 300-, 400- and 500-level courses, submit final marks in (FSC) when they are ready.

Teaching Evaluations

Near the end of term, students will be asked to complete anonymous teaching evaluations. The results are available several months later. The content is useful for instructors to help them improve their teaching. Evaluations are also reviewed by the Director and Associate Deans as an important component of decisions about reappointment, tenure, promotion, merit, and curriculum renewal.

SoE encourages all instructors to provide 10 minutes of class time for students to complete their evaluations to maximize/encourage participation. Students must NOT be incentivized to complete evaluations using course marks.

Transferring Course Notes

In the spirit of collegiality, when you are finished teaching, especially if you are not teaching a course the following year, it is recommended that you collect notes, lectures, syllabus, and other relevant course materials to be passed along. Where possible, please include these in original, editable form rather than as locked PDF files.

Creating Courses

If you want to see all courses offered by UBC Okanagan (not necessarily just those scheduled this year) review the Academic Calendar (www.calendar.ubc.ca/okanagan/courses.cfm) under APSC, ENGR or MANU headings. If you believe there is material not being covered that you would like to teach, you are welcome to consult with your program chair and consider applying to create a new course. It takes several months to approve any new courses – all require support at Curriculum Committee, Faculty Council, and Okanagan Senate before they can be added to the Academic Calendar for the following academic year. There will be a number of required forms including:

- Proposal Form
- Proposed Syllabus
- Budget Approval Form
- Library Consultation Form



Modifying Existing Courses

Existing courses need to stay as close to their course descriptions as possible in what is taught, and instructors should be teaching courses according to the learning outcomes and graduate attributes. If this is not the case, it may be worth discussing at the program committee level. If there is a modification to a course that you feel is required, please bring it to the Program Chairs or Associate Director of Undergraduate Studies for discussion. The course description may need to be modified, but continual improvement is a School goal.

UBC IT Security & Privacy Matters

UBC Information Security Office recommends that all staff take the training offered on their website it.ubc.ca/services/cybersecurity-services/ubc-information-security-office

Please review UBC's Privacy Matters information: privacymatters.ubc.ca/

A learning module is available under the "Training" tab on the web site.

Use only your UBC email account when communicating with students. You can set it up on your Microsoft Outlook or utilize Webmail on other devices. You can also contact your students through Canvas directly although responses will not be directed to your UBC email (they will remain within Canvas).

File Sharing: K: Drive & Sharepoint

UBC and the School of Engineering uses several different platforms for file sharing.

To access the K: Drive, from the start button, click computer, under "Network Location" click N20_DATA (K:), click ADM, click APSC, click Shared and start browsing.

K:\ADM\APSC\Shared

Microsoft Sharepoint is also available by logging into <https://ubcca-my.sharepoint.com/>

Professional Development (PD) Funds

All instructors accrue Professional Development Funds, regardless of whether they are sessional or continuing. However, it may not show up within Workday properly. In this case, instructors should contact Faculty Relations (fr@exchange.ubc.ca) to find out what they have accrued in institutional funds. Please review UBC's guidelines on how PD funds can be used.

UBC Faculty Association members can access professional development funds to support career growth at the university. Faculty with tenure, on tenure-track, as well as Sessional Lecturers all accrue PD funds. For more information on what the eligible expenses are please refer to: hr.ubc.ca/career-development/professional-development-funding/faculty-professional-development-funding

Graduate Studies Resources

School of Engineering graduate programs overview:
engineering.ok.ubc.ca/programs-admissions/grad

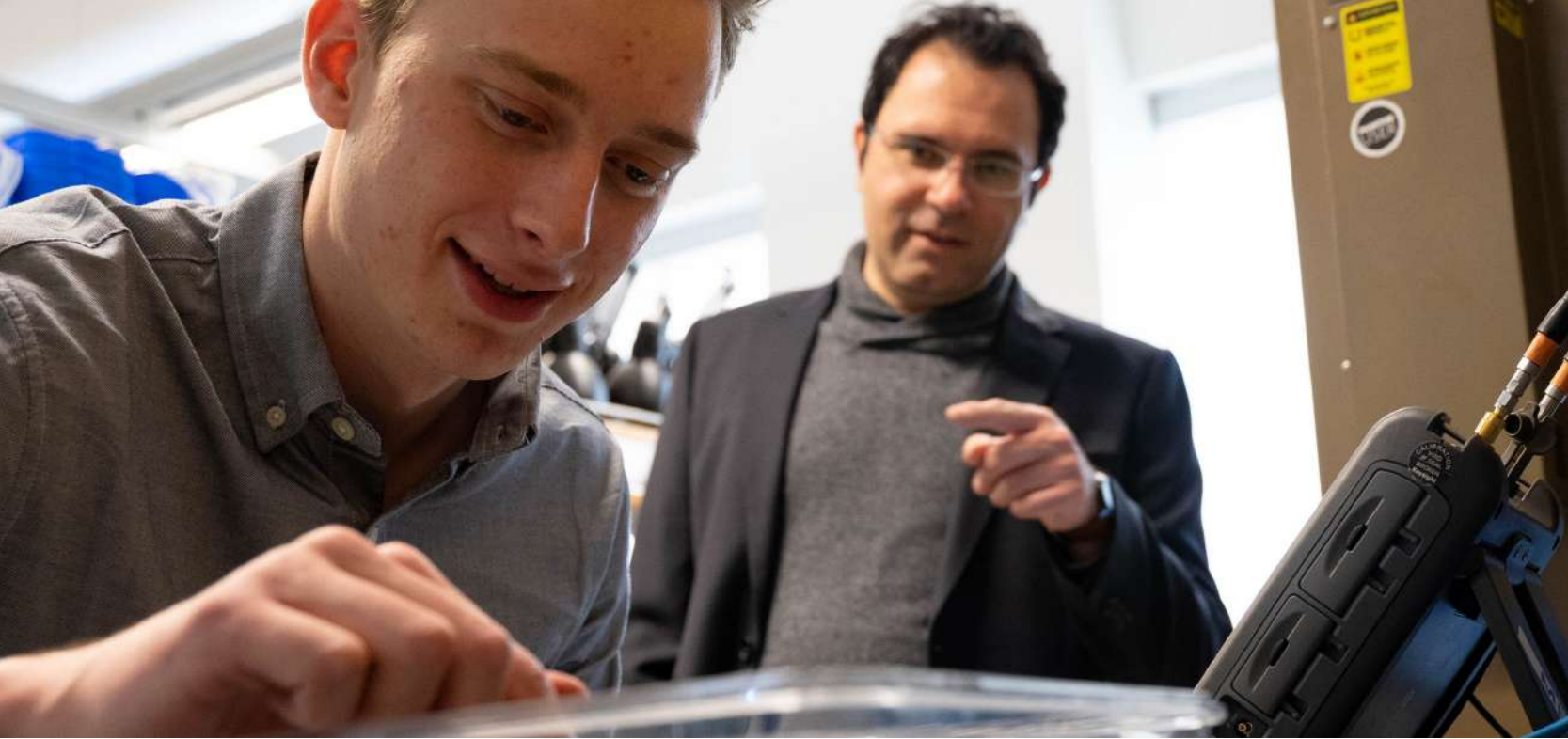
College of Graduate Studies (COGS):

To schedule an exam, create a committee or request approval for an examiner, please see the gradstudies.ok.ubc.ca/policies-procedures/supervisors of the gradstudies.ok.ubc.ca/policies-procedures and use the forms at gradstudies.ok.ubc.ca/academics/thesis-and-dissertation/examination

Visit evision.as.it.ubc.ca/ to learn more about admitting new graduate students

For further information about processes, contact SoE Graduate Advisor, Shannon Hohl (shannon.hohl@ubc.ca)





Faculty Mentoring

The School of Engineering is committed to the success of our faculty. One mechanism to promote faculty success is to provide a mentoring program. Learn more at engineering.ok.ubc.ca/faculty-and-staff/faculty-mentoring-program/

Research

Establishing your research lab/group requires several steps apart from securing funding. You should connect with the School's Associate Director of Research and Industry Partnerships (AD, Research & Industry Partnerships (joshua.brinkerhoff@ubc.ca)) and Director of Business Development (colin.wilson@ubc.ca) for support and guidance.

Individual faculty are responsible for updating and maintaining their web profiles and research websites. If you require assistance contact the School's Communications Manager.

Additional Research Resources

Explore engineering.ok.ubc.ca/research to learn more about the School's research clusters, facilities, and existing collaborations.

[Office of Research Services ors.ok.ubc.ca/policies/guidelines](https://ors.ok.ubc.ca/policies/guidelines)

[Identification Reference Numbers ors.ok.ubc.ca/services/addl-resources](https://ors.ok.ubc.ca/services/addl-resources)

Useful Links & Contacts

Online Teaching Resource (recommended computer setup for online teaching and many other tips):

keep-teaching.ubc.ca

keep-learning.ubc.ca

Centre for Teaching and Learning:

ctl.ok.ubc.ca

ctl.ok.ubc.ca/learning-technologies/canvas-support

Centre for Teaching and Learning:

ctl.ok.ubc.ca

ctl.ok.ubc.ca/learning-technologies/canvas-support

ctl.ok.ubc.ca/teaching-remotely

cis.apsc.ubc.ca/preparing-for-fall-2020

SoE Online Teaching Repository:

engineering.ok.ubc.ca/online-education-strategies

APSC resource:

cis.apsc.ubc.ca/best-practices-2020

If you have question on Canvas and course design contact ctl.helpdesk@ubc.ca

Provost office resource:

provost.ok.ubc.ca/initiatives/online-transition/faculty-resources

UBC Okanagan Academic Calendar:

www.calendar.ubc.ca/okanagan & courses.students.ubc.ca/cs/courseschedule?campuscd=UBCO

School of Engineering Academic Calendar Overview:

www.calendar.ubc.ca/okanagan/index.cfm?tree=18,317,0,0

School of Engineering forms:

engineering.ok.ubc.ca/about/forms

Bachelor of Applied Science Academic Calendar Overview:

www.calendar.ubc.ca/okanagan/index.cfm?tree=18,317,989,0

APSC Course Descriptions:

www.calendar.ubc.ca/okanagan/courses.cfm?go=name&code=APSC

ENGR Course Descriptions:

www.calendar.ubc.ca/okanagan/courses.cfm?go=name&code=ENGR

Student Learning Hub:

library.ok.ubc.ca/wrs/aim

Faculty Service Centre:

ssc.adm.ubc.ca/fsc/home

UBC Privacy Matters:

privacymatters.ubc.ca