Faculty of Education, University of Regina
Instructor’s Guide

2018-19
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1. Introduction

We would like to welcome you as instructors to our undergraduate and graduate Teacher Education Programs. We offer quality education to our students in English and in French in a learning community committed to social justice and anti-oppressive education. The Faculty has established relationships with Indigenous communities both within and beyond our province and is a national leader in embracing and promoting the indigenization of our processes, practices, and curriculum. Our programs share three important features. They emphasize the integration of theory with practice, promote the development of our students as teachers over time, and embrace a strong practicum component which has our students in the field in every year of the four-year undergraduate degree and the two-year after degree.

The University of Regina is predominately situated in Treaty 4 Territory with a presence in Treaty 6 Territory. Treaty 4 is the territory of the Cree, Saulteaux, Nakota, Lakota and Dakota peoples, and is the homeland of the Métis people. As educators in these territories, it is our collective priority to ensure all learners gain a deeper understanding of our shared histories and contemporary relationships. Indigenization and reconciliation are our collective responsibilities.
2. Mission Statement

The Faculty of Education serves society by educating classroom teachers, other educators, the wider community, and the public, preparing educational leaders and lifelong learners, providing leadership and support for ongoing education, professional development, conducting innovative educational research, practices and methods in pedagogy and by initiating and engaging in local, national and international programs and projects in French, English and Indigenous languages. The Faculty of Education is committed to enacting social and ecological justice, indigenization, sustainability, cultural and linguistic diversity, life-long learning, service, outreach and the collaborative processes that flourish in a community of caring and mutual respect. The Faculty’s mission embodies commitments to student success, research impact, and community engagement as articulated in the University of Regina Strategic Plan “peyak aski kikawinaw” (One with Mother Earth /Together We Are Stronger) https://www.uregina.ca/strategic-plan
3. Organization and Structure

a. Administrative Structure

At the undergraduate level, our Faculty is organized according to key Programs and Subject Areas working within, and across, those Programs.

b. Programs

We offer students the following undergraduate program choices:

- The Elementary Program (pre-K-5 and middle years)
- The Secondary Program (with majors in English, Health, Mathematics, Physical Education, Science, and Social Studies education)
- The Arts Education program (Dance, Drama, Music, Literature or Visual Arts concentrations)
- The Baccalaureat en éducation (for Core French, French immersion and French first language teachers) program
- Two-Year Elementary and Secondary BEd After Degrees
- Combined degree programs with la Cité Francophone, the Faculty of Kinesiology and Health Studies, the Faculty of Media, Art & Performance, and the Faculty of Science

We offer students the following graduate program choices:

- Master of Educational Leadership (MEd EDL)
- Master of Educational Psychology (MEd EPSY)
- Master of Curriculum and Instruction (MEd EC&I)
- Master of Adult Education (MAEd)
- Master of Human Resource Development (MHRD)
- Maîtrise en éducation française
- Master of Indigenous Education (MIED)
- Mentored PhD Program in Education

c. Subject Areas

- Educational Core Studies (ECS)
- Curriculum Studies (EC & I – Graduate)
- Dance Education (EDAN)
- Drama Education (EDRA)
- Early Childhood Education (ECE)
- Educational Leadership (EDL – Graduate)
- Educational Psychology (EPSY – Graduate)
• Health, Outdoor, and Physical Education (HOPE)
• Language and Literacy Education (LLE)
• Math Education (EMTH)
• Music Education (EMUS)
• Science Education (ESCI)
• Social Studies Education (ESST)
• Visual Art Education (EVIS)

Note:
• Students in the Baccalauréat en éducation française all have French language education as their major with the possibility of doing their minor in a number of subject areas.

d. Certificates

Undergraduate
• Certificate of Extended Studies in Inclusive Education (CESIE)
• Teaching Elementary School Mathematics (TESM) Certificate

Graduate
• Master's Certificate in Educational Technology and Media
• Master's Certificate in Human Resource Administration in Education
• Master's Certificate in Teaching English to Speakers of Other Languages (TESOL)

e. Double Diplôme program

• Students in the Bac/ B.E.A.D. program can apply to do a double degree program and earn a degree from the University of Regina and the Université de Nantes in France
4. Key Dates and Deadlines

https://www.uregina.ca/student/registrar/resources-for-students/academic-calendars-and-schedule/academic-schedule.html

5. Responsibilities and duties of key faculty officers

5.1 The Dean of Education

The University of Regina Act describes the position of Dean as follows:

There shall be a Dean of each faculty of the University who shall be appointed by the Board, who shall be the chief executive of the faculty, and who shall subject to the authority of the President, have general supervision over the direction of the work of the faculty, and of the teaching and training of the students of his/her faculty.

5.2 The Associate Dean, Faculty Development and Human Resources is responsible, among other things, for:

- Selection of instructors
- Facilitation of course evaluations
- Sessional information evening
- Provision of relevant pedagogical supports (e.g., providing official course outline, securing copies of previous course syllabi for first-time instructors)
- Assistance in all other matters related to the carrying out of one’s instructor’s duties

5.3 The Associate Dean of Student Services and Undergraduate Programs (which includes our Student Program Centre) is responsible, among other things, for:

- Admissions to the Faculty of Education
- Student support and advising
- Appeals, academic and non-academic misconduct
- Program development
- Graduation and certification
5.4 The Associate Dean of Research and Graduate Programs is responsible, among other things, for:

- Graduate program development
- Development of policies and procedures related to graduate programs and graduate student supervision in the Faculty in conjunction with the Faculty of Graduate Studies and Research
- Coordination of professional development initiatives for graduate students and faculty with respect to research ethics and quality of graduate work

5.5 The Director of the Baccalauréat en français program is responsible for overseeing the offering of our Undergraduate Teacher Education Program for those students who wish to pursue their studies in French in first-language, immersion, and core-French contexts.

- Admissions to the Bac program
- Student support and advising
- Program development
- Timetabling of Bac course offerings
- Aid in selection process of Bac instructors
- Provisions of relevant pedagogical supports (e.g., securing copies of previous course outlines for first-time instructors)

5.6 The Director of the Professional Development and Field Experiences Office is responsible for overseeing the field experience component of our Teacher Education Program while working closely with school boards, principals, cooperating teachers and faculty supervisors in the process.

5.7 The Faculty Administrator is a member of the Faculty Leadership Team and plays an essential role in the management and operations of the faculty especially in terms of fiscal and human resources. This position is responsible for the effective management and administration of the Faculty budget and provides guidance to other administrative units and to subject-area/program chairs on matters related to operations, fiscal and human resource requirements. Working in collaboration with the Leadership Team and/or program chairs, the Faculty Administrator is responsible for assisting with or developing and implementing policies, procedures or guidelines for an array of programs and services offered by the Faculty.

5.8 Program Chairs oversee and coordinate the delivery of their respective programs, provide leadership in establishing and clarifying program policy, create agendas and chair regular meetings of their program group, and consult with other program chairs and subject area chairs about program concerns and issues.
Elders, Knowledge Keepers

The Faculty of Education is fortunate and honoured to have the support and wisdom of the Elders and Knowledge Keepers in-residence. Having Elders and Knowledge Keepers alongside faculty, staff, and students helps everyone move one step closer to reconciliation and Indigenization. Elders and Knowledge Keepers share their experience and culture with students, staff and faculty. Instructors are encouraged to visit with the Elders and Knowledge Keepers to explore ways to integrate Indigenous ways of knowing and being into teaching practice as well as helping preservice teachers and inservice teachers explore the same.

With respect to cultural protocols and/or policies when working with Elders or Knowledge Keepers there is not one definitive way. Different Nations have unique practices as do individuals within those Nations. Nonetheless, there are some general guidelines to begin the process of building relationships with Elders and Knowledge Keepers. Here are some links to different Universities in Canada that provide some guidance:

https://www.ualberta.ca/current-students/first-peoples-house/cultural
https://carleton.ca/indigenous/resources/guidelines-for-working-with-elders/
https://www.oise.utoronto.ca/deepeningknowledge/Teacher_Resources/Curriculum_Resources_(by_subjects)/Social_Sciences_and_Humanities/Elders.html

If you wish to connect with one of the Elders or Knowledge Keepers please drop by their office ED234 or contact them via email to arrange a time to meet.
6  Responsibilities of Instructors

Refer to page 1 of the 2018/19 “Academic Regulations” in the Undergraduate Calendar

https://www.uregina.ca/student/registrar/resources-for-students/academic-calendars-and-schedule/undergraduate-calendar/sections.html

INSTRUCTOR RESPONSIBILITIES

Instructor Responsibilities

Students of the U of R can expect their instructors to:

1. Provide them with a written course outline within the first 3 hours of instruction which should include:
   - The content of the course
   - Any prerequisites for the course
   - A list of assignments and exams, with due dates if possible
   - The grading scheme: weightings of the assignments and exams
   - The policy on attendance
   - The policy on late assignments and missed exams

   Any proposed changes to the grading scheme must be circulated in writing and consented to by the students registered in and attending the course.

2. Maintain proper records of the work subject to assessment during the term and at exam time.
3. Retain final exam papers for a period of six months.
4. Participate in the grade appeal process.
5. Submit grades for approval of the department head or dean (as appropriate) no later than 5 calendar days (not including Sundays and statutory holidays) after the date of the final exam.
   In the case of courses having no final exam, final grades must be submitted for approval of the department head and dean (as appropriate) no later than 10 calendar days (not including Sundays and statutory holidays) after the start of the Fall or Winter final exam period; or within 5 days of the start of the final exam period in Spring/Summer and other shorter parts of term.
6. Submit/enter the actual grade earned in the class for numerically graded courses.
7. Ensure that at least 75% of the work used to arrive at a student’s grade is of a nature that it can be reassessed by an independent examiner. When an instructor wishes to deviate from established practices, and especially when methods of evaluation may make it impossible to follow these recommendations, such evaluation methods must be approved by the dean.
8. In the case of a practicum, adopt a method of evaluation that provides continuous information to students on their performance and maintain all of the documentation on which the evaluation is based.
9. When appropriate, conduct their courses in such a way as to obtain evidence of student writing skills, in term papers, essays, reports, or other written work, and to demand competence in writing to obtain a passing grade.
10. Report suspected cases of academic misconduct to the Dean, Associate Deans or designate of the faculty, federated college, or academic unit offering the course. For further information on academic misconduct refer to the Student Code of Conduct and Right to Appeal section.

11. To be present for each scheduled class barring some emergency or catastrophic matter. If an instructor is not able to attend a scheduled class please advise the Associate Dean HR and Faculty Development to ensure students are notified and/or to make other arrangements.

7 Responsibilities of Students

Refer to “Student Code of Conduct and Right to Appeal” in the following link:


STUDENT RESPONSIBILITIES

Students are responsible for checking their U of R email on a regular basis throughout the term as well as until final grades are posted. Students must comply with the Student Code of Conduct which states:

Student Code of Conduct

Students of the University are expected to conduct themselves responsibly and with propriety both in their studies and in their general behaviour, and are expected to abide by all policies and regulations of the University. Misconduct, which may be academic (that is, in academic studies) or non-academic (in general behaviour), is subject to disciplinary action.

Consideration for others and respect for each person is a principal way of life within the university community. The basic behavioral philosophy of the University is that students, academic staff, support staff and administrators must be able to work and study in an environment that is free from harassment, discrimination, and intimidation, that all members of the community are entitled to fair and humane treatment, and that all will conduct themselves appropriately, respectfully and responsibly.

A primary responsibility of the University is to provide its students with the opportunity for inquiry and the freedom to discuss and express one’s views openly without fear of retaliation, or abuse of person or property. These attributes are the foundation of good citizenship.

To this end, students have an obligation to act in a fair and respectful manner toward their peers, the faculty, staff, administration and the physical property of the University and others. Integrity and personal conduct, both on-campus and off-campus, are critical elements in achieving these goals.
The University expects students to:

1. Behave in a way that facilitates and promotes respect and equality toward all University staff, faculty, students, and others.
2. Represent the University with professionalism and integrity on and off campus while attending a university event, an event of a registered student group, attending a conference, attending a student exchange or study abroad travel opportunity, participating in a co-op work placement, during a practicum, or during an internship, as a U of R student.
3. Understand the principles of Academic Integrity, Academic Misconduct, and Non-Academic Misconduct and to conduct themselves in a manner that upholds these principles to their highest standard.
4. Read, understand and comply with all university policies, procedures, academic regulations, program requirements, and deadlines.
5. Be able to produce a student ID card or other acceptable form of government-issued photo identification when asked to do so by Campus Security or any other university official.
6. Carry a student residence ID card at all times when in secured areas of student residence buildings.
8 Other teaching related matters

a) Course Syllabus

The course syllabus serves as the basic contract between the instructor and students. Time should be spent thinking carefully about what to include in this document and to provide clarity around mutually reinforcing expectations. Generally speaking, instructors must state what students can expect from them while elucidating their own expectations of students. Explicit expectations offer clarity and help to build trust and foster a positive learning environment.

Instructors are required to provide students with the course syllabus (including the calendar course description) at the beginning of the course which contain relevant information and expectations related to: assignments and rubrics for evaluation, due dates for assignments, grading descriptions, attendance, missed classes, exams and their dates, academic misconduct, professional conduct, etc. Any changes to the course outline must be communicated to the students in a timely, reasonable, and fair manner. Last-minute changes which catch students unawares are not acceptable.

You are invited to contact the Office of the Associate Dean, Faculty Development & Human Resources to see about the use of possible course syllabi which may serve as a useful precedent.

b) Length of courses

Undergraduate and graduate courses typically run over a 13-week period from the start of the term to the end of term. Slight variations may occur when course dates fall on statutory holidays such as Thanksgiving and Remembrance Day. Instructors teaching during the winter semester of the pre-internship year (Year 3 for most students) only teach for a 10-week period to accommodate students who must complete a three-week pre-internship block in schools.

c) Attendance

Regular and punctual attendance at classes provides a foundation for academic success, and is expected of all students. At the undergraduate level, when the persistent lateness or absence of a student jeopardizes the learning or the evaluation of the work of other students in the course, the student may be subject to penalty, including being dropped from the course or being barred from writing the final examination. One written warning will be provided to the student before such action is taken.

d) Grading

Most of our courses require instructors to assign a numerical grade as a way to assess the quality of the student’s work. When a numerical grade is assigned, it must respect the grading descriptions and percentage grades outlined in the 2018/19 Calendar. According to this section:

**UNDERGRADUATE GRADING SYSTEM AND DESCRIPTIONS**
The University of Regina employs a percentage grading system. A grade of less than 50% is a failing grade for undergraduate programs.

90-100
An outstanding performance with very strong evidence of:
- an insightful and comprehensive grasp of the subject matter;
- a clear ability to make sound and original critical evaluation of the material given;
- outstanding capacity for original creative and/or logical thought;
- an excellent ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts both in speech and in writing.

80-89
Very good performance with strong evidence of:
- a comprehensive grasp of the subject matter;
- an ability to make sound critical evaluation of the material given;
- a good capacity for original, creative, and/or logical thinking;
- a very good ability to organize, to analyze, to synthesize, to integrate ideas, and to express thoughts both in speech and in writing.

70-79
Above average performance with evidence of:
- a substantial knowledge of the subject matter;
- a good understanding of the relevant issues and a good familiarity with the relevant literature and techniques;
- some capacity for original, creative, and/or logical thinking;
- an above-average ability to organize, to analyze and to examine the subject material in a critical and constructive manner, and
- to express thoughts both in speech and in writing.

60-69
A generally satisfactory and intellectually adequate performance with evidence of:
- an acceptable basic grasp of the subject matter;
- a fair understanding of the relevant issues;
- a general familiarity with the relevant literature and techniques;
- an ability to develop solutions to moderately difficult problems related to the subject material;
- a moderate ability to examine the material in a critical and analytical manner, and to express thoughts in writing.

50-59
A barely acceptable performance with evidence of:
- a familiarity with the subject material;
- some evidence that analytical skills have been developed;
- some understanding of relevant issues;
- some familiarity with the relevant literature and techniques;
partially successful attempts to solve moderately difficult problems related to the subject material and to examine the material in a critical and analytical manner;

basic competence in writing.

0-49
Unacceptable performance.

A few courses, however, are graded on a Pass/Fail basis. These courses still require explicit and carefully crafted criteria indicating what students must do to obtain a passing grade.

Graduate Grading System and Descriptions

The University of Regina employs a percentage grading system. A grade of less than 70% is a failing grade for graduate programs. A graduate student may fail (achieve a grade of less than 70%) one course and continue in his/her program. Should a student fail a second graduate class in her/his program, he/she will be required to discontinue from that program.

95-100
An exceptional performance:

- exemplary knowledge and understanding of the subject material, relevant issues, literature, and techniques
- the work is original and demonstrates insight, understanding and independent application or extension of course expectations in ways that would contribute significantly to expertise in the relevant field(s) (e.g., it is publishable)
- demonstrates exceptional depth/scope of research, theory, and techniques supported extensively by the relevant literature and far exceeding course expectations
- exceptional level of analytical and critical ability demonstrating independent application of unique and multi-perspective solutions to complex problems related to the subject material
- the work contains no errors in grammar, spelling, format, citation style, or referencing and is well communicated, coherent, clear, and highly persuasive

90-94
An outstanding performance:

- superior knowledge and understanding of the subject material, relevant issues, literature, and techniques
- the work demonstrates original thinking, new analysis, or new interpretation and outstanding ability to integrate multiple perspectives in comprehensive and complex ways
- demonstrates outstanding depth/scope of research, theory, and techniques supported extensively by the relevant literature and exceeding course expectations
• outstanding level of integration of course material demonstrating analytical and critical insight, understanding, and independent application or extension of course expectations in relation to difficult problems related to the subject material
• the work contains no errors in grammar, spelling, format, citation style, or referencing and is well communicated, coherent, clear, and highly persuasive

85-89

An excellent performance:

• excellent knowledge and understanding of the subject material, relevant issues, literature, and techniques
• the work demonstrates original thinking, new analysis, or new interpretation and makes insightful points that represent a high level of integration, comprehensiveness and complexity
• demonstrates excellent depth/scope of research, theory, and techniques relevant to course expectations and appropriate literature
• excellent ability to solve difficult problems related to the subject material and/or to examine the material in a critical and analytical manner
• the work contains no errors in grammar, spelling, format, citation style, or referencing and is well communicated, coherent, clear, and highly persuasive

80-84

A very good performance:

• very good knowledge and understanding of the subject material, relevant issues, literature, and techniques
• the work demonstrates ability to apply knowledge and understanding in new ways and/or to provide new analysis or new interpretation
• demonstrates a good depth/scope of research, theory, and techniques relevant to course expectations and appropriate literature
• very good ability to solve moderately difficult problems related to the subject material and/or to examine the material in a critical and analytical manner
• the work is relatively free of errors in grammar, spelling, format, citation style, or referencing and demonstrates very good communication, coherence, and clarity

75-79

A good or satisfactory performance:

• good knowledge and understanding of the subject material, relevant issues, literature and techniques
• the work is complete and some new analysis or new interpretation is provided
• arguments are supported by evidence and demonstrate a good depth/scope relevant to course expectations and relevant literature
• good ability to solve moderately difficult problems related to the subject material and/or to examine the material in a critical and analytical manner
• the work contains few errors in grammar, spelling, format, citation style, or referencing and demonstrates satisfactory communication, coherence, and clarity

70-74

A *minimally acceptable* performance or marginal pass:

• a basic grasp of the subject material, relevant issues, literature and techniques
• the work is complete, but little new analysis or new interpretation is provided
• arguments are sufficiently supported by evidence and demonstrate minimally acceptable depth/scope relevant to course expectations and relevant literature
• basic ability to solve moderately difficult problems related to the subject material and/or to examine the material in a critical and analytical manner
• the work contains multiple errors in grammar, spelling, format, citation style, or referencing and/or there are difficulties in effective communication, coherence, or clarity

0-69

An *unacceptable or failing* performance:

• a weak grasp of the subject material, relevant issues, literature and techniques
• the work is incomplete, with no new analysis or new interpretation
• arguments are not supported by evidence and/or demonstrate very limited depth/scope relevant to course expectations and relevant literature (See also the Faculty of Graduate Studies and Research (FGSR) policy on ‘academic conduct and misconduct’ [http://www.uregina.ca/gradstudies/grad-calendar/policy-univ.html#conduct](http://www.uregina.ca/gradstudies/grad-calendar/policy-univ.html#conduct))
• unsatisfactory ability to solve moderately difficult problems related to the subject material and/or to examine the material in a critical and analytical manner the work contains many errors in grammar, spelling, format, citation style, or referencing and/or there are substantial difficulties in effective communication, coherence, or clarity

**Note:**

12.5 of the Collective Agreement states:
Sessional lecturers are not required to respond to inquiries from students or the academic unit after the final grades have been approved by the Dean or equivalent, provided they have ensured that the academic unit is in possession of all materials needed to process any formal grade appeals and deferred exams.

**Student appeals**

Students have the right to request the reassessment of any grade, either while the course is in progress or when the course is finished. See [https://www.uregina.ca/gradstudies/current-](https://www.uregina.ca/gradstudies/current-
students/grad-calendar/grading-system.html#reassess which governs reassessment for graduate students.

Recording of grades

Instructors enter final grades online through DOME (Dynamic Online Mark Entry). They must keep a separate copy of all grades in case of technical difficulties with DOME or in the event of error or omission.

e) Exams

The 2018/19 Calendar clarifies the scheduling of examinations in these terms:

Exam Scheduling

The following regulations apply to the scheduling of exams:

1. No final exams, mid-term exams, or tests worth more than 10% in the total evaluation of the course will be scheduled for on-campus credit courses in the last three hours of scheduled lectures, or in the day(s) between the end of lectures and the first day of the final exam period, without prior written approval from the instructor’s dean, with a copy to the Registrar. Practical assessments such as exhibitions, juries, and recitals are exempt.

2. Mid-term exams are held on the published date(s) of the course outline.

3. Final exams are held in a designated exam period. Courses with take-home final exams will use the scheduled final exam date as the due date.

4. Exam locations are added to the web course schedule towards the end of the term. Once a final exam date and time have been published, they cannot be changed without the written consent of all students in the course, and the approval of the instructor’s dean.

5. Information about final exams (including take-home finals) will be included in the course outline, as well as on the UR Self-Service course schedule.

Exam Regulations

Students are required to ensure they are familiar with and follow the following exam regulations.

1. Identification for Exam - Exam invigilators are authorized to require students to show photo identification for admission to exams. The preferred form of photo ID is a U of R Student ID Card. Government issued photo id is also acceptable. If a student’s identity cannot be confirmed, exam invigilators have the authority to refuse admission to the exam room. Students should have their photo ID face up in the top right corner of their desk at all times during the exam.

2. Admission to an Exam Room - No student shall be permitted to enter the exam room later than thirty minutes after the beginning of an exam. No additional time will be provided to a candidate who arrives late to an exam.
3. Leaving the Exam Room – No student shall be permitted to leave the exam room within thirty minutes after the exam has commenced. Unless permission has been granted by the exam invigilator, students may only leave their seats to turn in their answer book(s).

4. Cheating – Students caught cheating on an exam will have the suspected incident along with the date and time of the suspected incident notated on their exam answer booklet. All incidents of suspected cheating will be investigated accordingly.

5. Food and Beverage – Only water is allowed in an exam room provided it is in a bottle that does not have a label.

6. Electronic Devices – Electronic devices are not allowed in an exam room unless otherwise permitted by the instructor. This includes, but is not limited to, smart devices, cell phones, wireless devices, calculators, and other electronic devices. All electronic devices must be turned off and stored in designated areas.

7. Personal Belongings – All personal belongings are brought at the student’s own risk and must be stored in designated areas. The only materials students are allowed to have at their desk during an exam are writing instruments and approved calculators, notes, and/or textbooks. Any other personal items, including purses, must be set-aside in the designated area prior to the exam start.

8. Blank Paper – Candidates are not allowed to bring blank paper to an exam. Blank paper will be provided.

9. Exam Question Clarification – Candidates may only consult an invigilator for clarification of an exam question.

10. Communication – Communication with other candidates is strictly prohibited.

11. All students are required to sign and date all examination books used during an exam.

Cancellation of Exam Papers

A student who becomes seriously ill or is informed of urgent family problems during an exam should report immediately to the person supervising the exam, hand in the unfinished paper, and request that it be cancelled. A dated, signed medical certificate or other supporting documentation must be provided to the student’s faculty, federated college, or academic unit (final exams) or instructor (term exams) within three days following the date of the exam. A request for cancellation after the fact, when an exam has been written and handed in for marking, will be denied. Deferred exam policies and procedures apply to a cancelled final exam, while action taken with respect to a cancelled term exam is at the discretion of the instructor (see Deferrals).
Grade and Tuition Adjustments

If a student must withdraw from a course for reasons beyond his or her control (e.g., illness, accident, or involuntary job transfer) after the end of the 100% tuition refund period, the student is advised to submit the following two forms respectively governing adjustments for grades and tuition: Application for Grade Adjustment After Late Withdrawal or Retroactive Change in Extenuating Circumstances and Application for Tuition Adjustment in Extenuating Circumstances. Both forms can be found on the Registrar's Office web page, under Medical Related and Other Special Forms at https://www.uregina.ca/student/registrar/resources-for-students/printable-forms.html.

Invigilation of Distance Learning Exams

Final exams in distance learning courses (on-line, televised, video-conferenced) must be invigilated by a University-authorized invigilator except for courses with take-home final exams. The Student and Instructor Services (Credit) office at the Centre for Continuing Education will arrange for exams at designated, preauthorized sites within Saskatchewan. Students who wish to write at a different site within Saskatchewan or to write outside Saskatchewan must receive approval from the Student and Instructor Services (Credit) office at the Centre for Continuing Education for the proposed site and proposed invigilator, and are responsible for any additional costs resulting from their proposed site and invigilator.

The Student and Instructor Services (Credit) office at the Centre for Continuing Education maintains a list of authorized sites and can help in finding an appropriate invigilator, but the student is ultimately responsible for making invigilation arrangements outside of the preauthorized sites.

Students must provide photo identification to the invigilator prior to writing.

Deferral of Final Exams or Course Work

Late Course Work Submission

Students may encounter situations that prevent them from handing course work in on time. In these cases, the instructor’s policy on the late submission of course work applies.

Grounds for Deferral

Extensions of deadlines for completion of assignments or writing of exams, including final exams may be granted to students who are in good standing on the basis of:

- serious illness;
- accident;
- serious illness or death of an immediate family member;
- domestic affliction;
- participation in sanctioned university activities (varsity athletics or academic conference for example);
- involuntary job changes; or
other extreme circumstances beyond their control.

Deferrals will not be granted on the basis of personal or leisure travel arrangements made by the student or others on their behalf. Informal deferrals that extend beyond the end of term place the student at risk and adversely affect other students in class whose grades are delayed.

**Deadlines and Procedures for Deferral Request**

**Deferral of Course Work and Term Exams**

Requests to defer course work during the scheduled class dates must be requested prior to the due date of the course work and directed to the course instructor. The course instructor may extend the due date up to the date of the final exam. If there is no final exam in the course, deferred course work must be completed no later than five days after the scheduled end date of classes. When a course instructor approves the deferral of a term exam, they may assign a make-up exam or transfer the weight of exam to another exam or assignment that has not yet been submitted, including the final exam. The manner in which deferred course work is made up will be consistent with the policies on deferred course work in the academic unit that is offering the course. Requests for the deferral of course work that are made after the scheduled final exam date of a class are subject to the approval of the dean (or designate) of the student’s faculty, federated college, or academic unit. Students must complete an Application for Deferral of Course Work and/or Final Exam and include supporting documentation to their faculty, federated college, or academic unit for approval. Requests must be received within 3 business days of the scheduled final exam date or they will be denied.

**Deferral of Final Exam**

Students who are unable to write their final exam must notify their course instructor or their faculty, federated college, or academic unit. Initial communication by telephone or by email is acceptable. Students must submit an Application for Deferral of Course Work and/or Final Exam including supporting documentation within 3 business days of the scheduled final exam date.

**Maximum Length of Deferral**

The maximum length of a deferral of course work or final exam that is approved by the Dean (or designate) is as follows:

- Fall courses – by January 31
- Winter courses – by May 31
- Spring/Summer courses – by September 30

In cases of prolonged illness or other incapacity (an absence from the U of R for 2 weeks or more), a dean (or designate) may extend a deferral up to the end date of the following term in which the course was taken. A deferral for a fall course, for example, may be extended to the end of the winter term.

**Course Instructor Procedures**
The course instructor should keep a record of any deferral of course work or term exams that they approve. For this reason, the course instructor will communicate the terms of the approval via the student’s U of R email account.

**Faculty and Academic Unit Procedures**

When a student requests a deferral of course work or the final exam to the dean (or designate), the dean (or designate) will consult with the course instructor to establish that the student is in good standing and has a reasonable chance of passing the course if the deferral were to be granted. In practice, this consultation is managed by the faculty’s academic advisors in the Students’ Supports Office. When a decision is made, the dean (or designate) will notify the student, the course instructor, the Associate Dean, the Registrar’s Office (the.registrar@uregina.ca), and the student services area of the faculty, federated college, or academic unit offering the course in writing via their U of R email accounts. This communication will include the details of the deferral and the associated deadlines for completion. In the absence of the course instructor, the Associate Dean is responsible for arranging, setting, and grading a deferred exam.

**Supporting Documentation**

Acceptable documentation in support of a deferral includes:

- **Illness or accident**: Students may submit a Student Self Declaration of Illness in support of their request for a deferral with the understanding that the U of R retains the right to request additional documentation. If further documentation is required your medical professional must complete the Student Medical Certificate form stating your inability to continue your studies.

- **Death in the immediate family**: You must provide an obituary or death certificate.

- **Illness/accident of immediate family member**: If you needed to provide care to an immediate family member due to an unexpected illness or accident, the medical professional must complete the Student Medical Certificate form.

- **Domestic Affliction**: Proof such as a letter from a lawyer, counsellor, etc.

- **Sanctioned University Activity**: Proof, including the date, of the activity from an officer of the University (athletic director (or designate), instructor, etc.).

- **Jury duty**: The letter advising you have been selected and are required to attend.

- **Involuntary job changes**: A letter, on company letterhead, from your employer, confirming the date of the move.

- **Other extreme circumstances**: A letter from a professional familiar with the circumstances or other support documentation as determined by the dean (or designate).

The U of R reserves the right to verify the authenticity of any documentation submitted in support of a deferral request.

**Maximum Course Load Including Deferrals**
The combination of incomplete deferrals and new course registration may not exceed 15 credit hours at the undergraduate level or 12 credit hours at the graduate level unless a cumulative overload is formally approved by the student’s dean (or designate) of the student’s faculty, federated college, or academic unit. For this reason, a deferral might not be granted if the deferral(s) exceed the maximum credit hours allowed.

**Deferrals and Impact on Full Time Status**

Deferrals only count as class registration in the original term of registration and cannot be used to achieve full time status in a subsequent term.

**Grading of Deferrals**

If the student does not complete the course work or term exam as approved by a course instructor, a grade of zero is assigned to the course work or term exam that has been deferred and a percentage grade for the course is submitted.

When a deferral has been approved by a dean (or designate) an interim grade of DE (deferred) is assigned for a deferred exam or deferral of both final exam and course work. A grade of IN (incomplete) is assigned for a deferral of course work alone.

When the deferred final exam and/or course work has been completed, the course instructor will grade the work and assign a percentage grade to replace the interim grade.

In the absence of the course instructor, the department head (or designate) is responsible for grading the course work and assigning the percentage grade.

On the day following the deadline for completion of deferrals, the Registrar’s Office will convert grades as follows:

- Grades of DE will be converted to NP (not passed).
- Grades of IN will be converted to a percentage grade or to a grade of NP as determined by the course instructor and approved by the dean (or designate).

**Unexpected Delay in Course Delivery**

When the delivery of a course is delayed for reasons intrinsic to the course, beyond the deadline for submission of grades, the dean (or designate) of the faculty, federated college, or academic unit offering the course may approve the assignment of the grade NR (not reported) for those students who are affected until the course can be completed.

**Aegrotat Standing**

In rare circumstances, aegrotat standing in one or more courses in a term may be granted on medical or compassionate grounds to a student who meets the following conditions:

- the student is prevented from completing the term by serious illness or other extreme circumstances beyond the student’s control;
the student’s illness or other circumstances are certified by a professional in the relevant field or confirmed by other documentation acceptable to the dean;

- a deferral of course work and/or final examination is not appropriate because of the nature or severity of the illness or of the other circumstances;

- a medical or compassionate withdrawal is not appropriate;

- the student has completed at least 50% of the work contributing to the grade in the course; and,

- the instructor of the course confirms in writing that the student has demonstrated an understanding of the course material.

Aegrotat standing is granted by the dean (or designate) of the faculty, federated college, or academic unit in which the student is enrolled. The uncompleted work may be course work, the final examination, or a combination of the two.

f) Course Evaluations

It is our Faculty’s practice that every course taught will be evaluated. Normally, this occurs using an established online course evaluation system. Students will receive an email inviting them to complete an online evaluation. A summarized and aggregated evaluation, along with student comments, will be made available to the instructor after she or he has entered the grades on DOME and they have been approved by the Associate Dean of FDHR. The Associate Dean’s office (FDHR) will facilitate the administration of the online course evaluation.

g) UR Courses

www.uregina.ca/urcourses

Instructors who wish to use UR Courses can access the faculty request form on the UR Courses website to request access to UR Courses or contact the IT Support Centre at (306) 585-4685; Email: IT.Support@uregina.ca. If you are planning on using UR Courses or developing a course for an upcoming semester and have not requested the course(s), please take the time to fill out the Course Request Form found on the UR Courses Login page. Information for instructors including the Course Request Form, Instructor Guides and Training can also be found at www.uregina.ca/urcourses/instructors/index.html. One can attend training sessions in person at the Teaching and Learning Centre (5th floor, Education Building). One can likewise drop in at “open” times to seek assistance. Manuals for UR Courses are available at: www.uregina.ca/is/training/manuals/u-of-r-software.html

For information on the services IT Support offers, go to: www.uregina.ca/is/

h) DOME Mark Entry and Class Lists

DOME (Dynamic Online Mark Entry) enables faculty members to view courses assigned, view class rosters, and enter/submit final grades for approval. It allows instructors to print the grades out into an Excel file for record keeping. Any questions related to requests for extensions, late
grades, deferrals, etc. must be addressed in a timely manner to both the offices of the Associate Dean, Student Services and Undergraduate Programs & the Associate Dean, Faculty Development and Human Resources.

To access the login, the DOME instructor manual, grade information, submission due dates, and other information, see: https://www.uregina.ca/student/registrar/faculty-staff/dome.html

DOME inquiries can be directed to the Registrar’s Office.
   Phone: (306) 585-4173
   E-mail address UofR.Grades@uregina.ca
   www.uregina.ca/student/registrar/web-mark-entry.html

To view the video tutorial showing you how to submit your grades using Web Mark Entry, go to: www.uregina.ca/is/training/manuals/video/wme.html

i) Professionalism

Instructors and students must conduct themselves at all times in professionally appropriate ways by engaging with others respectfully, responsibly, and ethically. They serve as role models and this function is especially important in a teacher education program. Disagreement about ideas, philosophies, pedagogy, and teaching styles is to be expected in a University community. However, expressions of disagreement must occur in a harassment free, safe, and respectful environment. As is sometimes noted, “we may not agree but we need not be disagreeable.” Professionalism calls each of us to be mindful of our commitment to others, to embrace ideals of service and integrity, and to take responsibility for our own actions. We are all expected to abide by policies and regulations of the University of Regina governing a respectful working/learning environment. https://www.uregina.ca/policy/browse-policy/policy-GOV-100-015.html

Our students are also expected to conduct themselves in conformity with the Saskatchewan Teachers Federation’s Code of Ethics. Students should be made aware that all our undergraduate students when admitted into the Faculty are Members of the STF, too. That information is captured in STF Bylaw 1.3.1 to 1.3.5. That means students should be guided to become aware of and adhere to the STF’s Bylaw 7: Professional Standards (code of professional ethics). See https://www.stf.sk.ca/resource/code-professional-ethics.

j. Misconduct

Misconduct may take one of two forms: academic misconduct or non-academic misconduct.

Academic misconduct encompasses cheating and plagiarism and other acts of academic dishonesty or misconduct. See the Student Code of Conduct and Right to Appeal in the Undergraduate Calendar at the following linke: https://www.uregina.ca/student/registrar/resources-for-students/academic-calendars-and-schedule/undergraduate-calendar/sections.html
Non-academic misconduct, as set out in the Student Code of Conduct and Right to Appeal in the Undergraduate Calendar, stems from a failure to act in a fair and respectful manner toward others, and their physical property, on campus.

https://www.uregina.ca/student/registrar/resources-for-students/academic-calendars-and-schedule/undergraduate-calendar/sections.html

For those teaching at the graduate level, issues of academic and non-academic misconduct can be found in the calendar at https://www.uregina.ca/gradstudies/current-students/grad-calendar/policy-univ.html#conduct

k. Temporary class cancellation or day/time change

If instructors must cancel a class, s/he should inform the Associate Dean (FDHR) and the Education Student Services Centre (or Associate Dean of SSUP). If instructors are to be absent, please contact the Education Student Services Centre to post a note on the classroom door that day. Instructors should also email their students in advance to inform them of the cancelled class.

l. Classroom location changes

It is expected that classes will be held in assigned rooms. If a permanent change in location is required, the instructor must first consult the Associate Dean (FDHR) to see if this is possible. However, this is normally not necessary for temporary changes such as an instructor taking her class to the library or to the computer lab. If you wish to book an alternate space (e.g., computer lab) or iPADS, you should contact Student Services Office.

m. Classroom courtesy

As a courtesy to other instructors, classrooms should be left in a tidy and orderly manner. Please restore the classroom to the good order you found it in following a change in layout and remove any teaching materials. It is important to vacate your classroom as promptly as possible at the posted ending time of your class, so that the next scheduled class may start on time. If issues arise related to classroom temperature, lighting, etc, contact our Office Administrator in ED 355.
9 Centre for Student Accessibility

**STUDENT ACCESSIBILITY**
The University of Regina strives to provide a fair and supportive learning environment for academically qualified students with special needs. To this end, the University seeks ways to develop and provide services which support the endeavors of students with special needs.

**University Administration and Faculty**
At the beginning of each semester, faculty are expected to ask students with special needs to present themselves to the instructor to discuss requested accommodations. For example, the following sentence might be included in the course syllabus: **“If there is any student in this course who, because of a disability, may have a need to accommodations, please contact me to discuss this and, as well, contact the manager of the Centre for Student Accessibility at 306-585-4631.”** It is the student’s responsibility to register for accommodations with the centre. If a student expresses a need for accommodation but is not registered please advise them to do so.

Instructors may ask students who request accommodations to provide a written request and, in the case of major accommodations, supporting documentation. Documentation on file in the Centre for Student Accessibility will be provided if the student has signed a release of information form.

Faculties are expected to develop procedures for implementing this policy which are consistent with their internal goals and needs. Deans of Faculties or their designates and instructors are responsible for reviewing specific requests and determining the process for implementing accommodations.

If disputes arise, Student Affairs and the Dean (of the instructors’ Faculty) will assist the student and instructor in coming to an agreement. If agreement is not reached through mediation, a decision will be made by the Vice President (Academic).

Instructors are expected to maintain records of major accommodations to teaching procedures and to provide copies of these records to the Dean of the Faculty offering the course to assist those involved in future cases of a similar nature.

**Limitations**
This policy has been developed to assist students attending courses on the main campus of the University of Regina. Although the University will attempt to assist off-campus students to the greatest extent possible, it cannot guarantee that such assistance will be available.

**Centre for Student Accessibility**
251 Riddell Centre, University of Regina
Regina, SK. S4S 0A2
Voice/TTY/Variable Volume
306-585-4631 Fax : 306-585-5650

[www.uregina.ca/student/accessibility/](http://www.uregina.ca/student/accessibility/)
On-site Librarian Services

Need help in navigating the library's extensive collection of electronic research databases and full-text journals? Interested in saving time on your research papers by setting up a RefWorks citation manager account to manage references, bibliographies and citations in proper APA format? Your students are encouraged to draw upon the various services that the library offers.

This liaison service initiative is designed to provide librarian services on-site to academic departments and research centres. Liaison librarians provide a wide variety of librarian services, including in-depth reference and research consultations and small group instruction sessions.

Liaison Librarians

Donna Bowman and Gillian van der Ven are Liaison Librarians for Education. Donna is also holding On-site Librarian/Bibliothécaire sur place hours, and both are available for consulting via appointments.

Instructors are encouraged to contact either Donna or Gillian and to invite them into your classes to speak to students about how to use the library and its available resources.

Donna Bowman's responsibilities

- All educational subject areas, except Music Education
- Bac and Maîtrise en éducation
- Early Childhood Education
- Educational Core and Professional Studies
- Educational Research and Graduate Programs in the above areas
- School Librarianship by Distance Education
- Masters Certificate in TESOL

Contact information

- donna.bowman@uregina.ca and 306-585-5118

Gillian van der Ven's responsibilities

- Music Education in Arts Ed
- Adult and Human Resource Development
- Educational Psychology
- Educational Professional and Core Studies
- Educational Research and Graduate Programs in the above areas
Contact information

- gillian.vanderven@uregina.ca and 306-337-2434

If you want to contact both Donna and Gillian, you can send them an email directly or submit an inquiry.

For more information on the library's resources, check out the Archer Library.

For information on RefWorks, visit the RefWorks page and at Find Database by Title, type: refworks, and click Find.

Ares Reserves is a tool provided by the University Library that is linked with UR Courses. It provides access to electronic course readings and helps to ensure copyright compliance. Advantages to using Ares Reserves include:
- A central, secure location and 24/7 access to course readings
- Option to clone (copy) course readings from semester to semester
- Copyright service staff will check for copyright compliance and obtain any necessary permissions.
https://urcourses.uregina.ca/guides/instructor/ares_reserves.html

Library Cards & Borrowing Privileges
https://www.uregina.ca/library/services/circulation/get_card.html
https://www.uregina.ca/library/services/faculty/borrow.html

Placing course materials on reserve
https://www.uregina.ca/library/services/faculty/materials.html
11 Copyright

*UR Courses – Terms of Use*

The University of Regina and its Federated Colleges are committed to complying with Copyright Laws and respecting intellectual property rights. As such, when making use of copyrighted materials, each of us is responsible for ensuring that copyright requirements are followed.

**Instructors:** Please ensure that all materials posted into UR Courses fits within one of the following categories: the University’s *Fair Dealing Guidelines*, an allowable exception under the *Copyright Act*, the University’s *library licensed resources* (according to the terms of use), public domain, Creative Commons or other open access licence, materials in which you are the copyright owner, a transactional licence, or permission obtained from the copyright holder.

**Students:** Materials made available to students on UR Courses are for each student’s personal use. All use of copyright-protected materials should be in accordance with Canadian Copyright Laws or applicable licence.

For further information about the use of copyrighted materials, please consult the University of Regina's *Copyright website* or contact the University's Copyright Officers at copyright@uregina.ca.

All other uses of this system are governed by the terms of the following policies:

- Use of Copyrighted Materials (GOV-050-010)
- Use of Computer and Network Systems policy (OPS-080-005)
- Freedom of Information and Protection of Privacy (GOV-060-005)
- Limitation of Liability for Non University Owned Data (OPS-080-025)
12 Audio Visual Services

AUDI O VISUAL SERVICES

The University of Regina Audio Visual Services provides access to a wide variety of equipment. Bookings can be made in person in room ED 166, by telephone at 306-585-4476, by email at AV.Services@uregina.ca, or on the web at http://www.uregina.ca/is/av/. Additional information about Audio Visual Services is also available on the web site.

The University of Regina Photography Department, Printing Services, offers a variety of photographic services. Contact Photography at 306-585-4473.

The University of Regina, Main Library, provides access to some DVDs and other media, which can be ordered for class use.

In cases where media players are available, the regional college or Saskatchewan Polytechnic campus in the centres will usually arrange for this equipment.

NOTE: Any charges such as rental/shipping fees, materials or labor are to be paid by the faculty or department offering the course and prior approval must be obtained.

- AV Services – Location: ED 166
- Printing Services – Location: AH 118

13 IT Support

Information Services - IT Support Centre

The IT Support Centre is your single point of contact for all issues, problems or questions related to Information Services and computing at the University of Regina. We will ensure the concern is recorded, assigned, and addressed in a timely manner.

Contact IT Support:

- FootPrints Ticket Webform
- Email: IT.Support@uregina.ca
- Phone: 306-585-4685
- Toll-free in Canada: 1-844-585-4685
- In person at ED 137 or Archer Library
- 📩: @UofR_ITSC
- ▶️: UofR.ITSC
Locations and Hours:

- **ED 137**
  - Education bldg main hallway, north of the main entrance
  - Monday to Friday: 7:30 AM - 4:30 PM
- **Archer Library**
  - Main Floor Commons, left of the entrance doors
  - Monday to Friday: 8:30 AM - 5:00 PM *(Closed 12 PM to 1PM)*
    - Evenings until 9:45 pm (Fall and Winter terms)
    - until 7:45pm (Spring/Summer term)
  - Saturday: 11:00 AM - 5:00 PM
  - Sunday: 1:00 PM - 5:00 PM
- **Technology Learning Centre** - Location: ED 548

**UR Self-Serve**
https://banner.uregina.ca/prod/sct/twbkwbis.P_WWWLogin

**Information Security and Virtual Private Network (VPN)**
https://www.uregina.ca/is/staff/security/

14 Printing, Parking, Office Space, and Expenses

**Printing / photocopying**

Printing Services offers online ordering and is encouraging the University community to use the service. The online service https://www.uregina.ca/is/staff/printing/index.html allows you to upload (from home or on campus) your electronic print document and specify the preferences (single sided, double sided, etc) and the quantity. You will have a personal account that will track your order history and are notified about the status of your print job, so you know when it is complete. All print jobs will be delivered to the Education Mailroom, please allow 2 business days for the delivery. If you have a rush print job and cannot wait the 2 business days, you can always pick up your print job from Printing Services. You will receive an invitation from Printing Services so you can create your account. Please login into your account, so you can start using the system and when you are asked to enter account information, please enter the following: 10000-2060-6131-110.

If you have small print jobs that need to be done, you can use the copiers in ED384.2. The door is accessed from the main hallway and your mailroom key will open this door. You will need to use your email user name (e.g., Adam11ro - not your email address but your login) and password to access the copiers. If you have any questions, please call Rochelle Fenwick at 585-4505 or e-mail her at rochelle.fenwick@uregina.ca.
Office Space/Keys

Please Lindsay Perez in Student Services for keys. Please inquire with Rochelle Fenwick for possible office space.

Parking

If you decide to park on campus, you will need a parking permit. Permits can be purchased online, please visit http://www.uregina.ca/ancillaries/parking/ or call 585-4412 and email uparking@uregina.ca

Reimbursement of expenses

If you require reimbursement for expenses under $75.00 please come to the Office of Student Services in ED 354 and speak to Paddy Dishington or Lindsay Perez. They can reimburse you out of petty cash. Please ensure that you have supporting documentation (receipts).
If you expenses exceed $75.00, you are required to complete all sections of page 1 and 2 of the reimbursement claim form.

If you are a new claimant the birth date, SIN, and address must be included. All original itemized receipts must be attached to the claim. For meal receipts the names of the individuals must also be included along with the purpose of the meal. The claim must be signed by the claimant and can be dropped off at the Office of Student Services, ED 354 attention to Paddy Dishington.
What is the cut-off date for reimbursement claim forms is Friday of each week for the following week’s cheque run. Petty cash claims forms must be submitted by Monday of each week’s cheque run.
You can also include the link to the travel policy. https://www.uregina.ca/policy/browse-policy/policy-EMP-050-005.html

15 Medical Emergencies and Students in Crisis

Medical Emergencies / Incident Reports
https://www.uregina.ca/hr/hsw/emergency-management/index.html
https://www.uregina.ca/hr/hsw/report-safety-concern/incident-report.html

Students in Crisis –
https://www.uregina.ca/student/counselling/facultystaff/index.html
An electronic version of the following document is sent out from the Associate Dean’s (FDHR) office to be included in all course outlines. Instructors are expected to mention this to students at the beginning of their classes.
University of Regina
Counseling Services

Feeling Stressed? Always worried?

Some stress is normal when you’re going to university but 1 in 5 students will suffer from enough distress that they would benefit from counseling.

What can I do?
The U of R offers counseling services free of charge for students at the U of R. These services are confidential and easy to access for students – simply go to the second floor of Riddell, Room 281 to make an appointment.

When should you go?
Knowing when to schedule an appointment can be tough. Some common issues you might need help with include if you are too anxious, if you’ve experienced a trauma like losing a family member or a close friend, or if you’ve recently ended a relationship.

If the feelings you’re experiencing are more intense or severe, counseling services can also provide urgent service within 3 days and referrals as needed.

What options are available to me for?

Personal Counseling – This is a great option if you’d like one on one attention for things like anxiety and panic, relationship conflict, depression, grief and loss, academic issues, body image and substance abuse. The U of R offers all students several free sessions per semester. Try it – talking about your problems can be more helpful than you would think!

Group Counseling – Simply put, you’re not alone. Many students are experiencing the same things as you. The U of R offers a wide variety of group counseling opportunities that can help teach many skills for managing your mental health, including: Meditation and Relaxation, Building Healthy Relationships, Stress Management, and Self-Care.

But I can’t afford counseling...
Seeking counseling doesn’t have to be cost prohibitive. Many students can benefit from the free sessions offered by the U of R’s counseling services.

If you need more coverage make sure you contact URSU and www.iHaveAPlan.ca. Expenses related to mental health, including seeing a psychologist, and some medications are partially covered by your student health and dental plan!

What else can I do?
Self-care – taking better care of yourself, can help! Eating Better, working out, smoking and drinking less, and balancing school with fun can all help with mental health!

Stressed out but don’t know how to fix it? URSU’s Student Advocate can help you free of charge!

• Academic Appeals
• Disciplinary Appeals
• Student Loan Appeals
• Emergency Bursaries
• Notary Public
• Rentalsman Appeals
• E-mail advocate@ursu.ca to schedule an appointment today!
16 Emergency Preparedness

https://www.uregina.ca/emergency/plans-guides.html

An electronic version of the following document is sent out from the Associate Dean’s (FDHR) office to be included in all course outlines. Instructors are expected to mention this to students at the beginning of their classes.

https://www.uregina.ca/hr/hsw/assets/docs/pdf/Emergency-Management/emergency-preparedness-info-academic-staff.pdf
Health, Safety & Emergency Preparedness Information for Academic Staff

At the start of each semester
- During the first class of every course and section you teach, please make your students aware of the designated emergency and alternate exit routes from the classroom or lab.
- Encourage any student who may require special assistance during a building evacuation to advise you of those needs.

Call 911 for fires, crime in progress, violence, or medical emergencies. If you are calling from a U of R land line phone just dial 911, then call Campus Security at 306-585-4999.

When you hear a fire alarm:
Follow the directions of Emergency Wardens (orange vests, usually present 8-4:30 Mon-Fri), and Campus Security and assist as possible.
If Emergency Wardens are not present:
- Please direct others immediately to the nearest available fire exit and leave the building.
- Do not use elevators during an evacuation. All inside fire exit stairwells are places of refuge which will provide at least one hour fire protection when all doors are closed.
- Check for people who did not/could not leave the classroom.
- If someone is unable to evacuate down the stairs:
  - Ensure that they take shelter on the landing of a fire exit stairwell.
  - Have someone stay with this person and immediately notify Campus Security or the Fire Department of the situation.
- Upon exiting, ensure all students move a safe distance away from the building.
- If any members of the class are thought to be missing, inform Campus Security, or the Fire Department.
- Do not allow the class to re-enter the building until the Fire Department or Campus Security gives clearance.

Other emergencies:
- In the event of emergencies other than a fire (for example: tornado, chemical spill, or armed intruder), the Emergency Notification System (ENS) will be activated:
  - A message will be broadcast on beacons, computers, and building speaker systems across campus
  - The message will also be posted to the U of R Facebook and Twitter accounts, as well as push notifications through the U of R app.
- Direct people who may be in the area to follow instructions as communicated via the ENS.
- Check for situation updates as they become available on the U of R Emergency Webpage at http://www.uregina.ca/emergency/
- Download the ENS software to receive ENS alerts to your computer http://www.uregina.ca/emergency/ens/index.html
- Download the UoR mobile app (available for iOS and Android) to receive ENS alerts on your smartphone http://www.uregina.ca/external/communications/app/

Sample Emergency Message:
TORNADO WARNING issued for Regina. Remain indoors. Take shelter in interior rooms or stairwells without windows.

University of Regina Armed Intruder Preparedness Video
Run - Hide – Decide (available in 6 languages)
While an armed intruder event is very unlikely to occur at the University of Regina, it is important that faculty, staff, and students know what to do in the event that it does.
The University of Regina, has produced a short training video depicting the correct actions to take in the event of an armed intruder on our campus.
http://www.uregina.ca/hr/hsw/emergency-management/armed-intruder/index.html

Health, Safety & Wellness Contact Information
Phone: 306-337-2370
Office: AdHum 435
Hours: Mon to Fri, 8:15am to 4:30pm
E-mail: health.safety@uregina.ca
Web: http://www.uregina.ca/hr/hsw

@Follow@UoR_HSE
(July 2016)
Building Evacuations During:

**Final Examinations**
Depending on the nature of the exam, and the time and length of the interruption, proctors have two options:

1. Cancel the exam, dismiss the students, and contact the Registrar to set a new date for the final exam (times are normally available towards the end of the schedule).
2. Keep the students together and silent until the building can be re-entered. Resume the exam, extending the end-time by the length of the interruption. This will only be an option if the interruption lasts no more than one hour (to avoid conflict with the start-time of other exams). Students who are unable to stay beyond the advertised end-time (e.g., because of childcare arrangements or work commitments) should be recommended to their faculty for a deferred exam.

**Mid-Term Examinations**
Depending on the nature of the mid-term exam and the time and length of the interruption, instructors have three options:

1. Resume the exam, if sufficient time allows as described in §5.6.6 of the U of R Academic Calendar: [www.uregina.ca/genca/tucal/](http://www.uregina.ca/genca/tucal/)
2. Cancel the exam and reschedule for another class period; or,
3. Cancel the exam and transfer the weight of the mid-term to another mid-term or to the final exam.

Incident Reporting
- Notice something on Campus that seems unsafe? Let us know! It can help ensure your safety and the safety of our campus community. Reporting a Safety Concern is easy: [http://www.uregina.ca/hr/hsa/safety-concern.html](http://www.uregina.ca/hr/hsa/safety-concern.html)
- Please report any and all incidents that involve injury to a person, damage to property or the environment, or had the potential to do so. Complete an Incident Report form [http://www.uregina.ca/hr/hsa/incidents.html](http://www.uregina.ca/hr/hsa/incidents.html) or contact Health, Safety & Wellness at 306-585-5487.

Ergonomic Services for Faculty & Staff
At the UoR we offer an ergonomic assessment to closely examine the relationships between individuals and their work environment. If you have questions or concerns related to ergonomics, contact Health, Safety & Wellness at [health.safety@uregina.ca](mailto:health.safety@uregina.ca)

Employee and Family Assistance Program (EFAP)
Free confidential counselling services are available for staff with benefits coverage, and their eligible dependents. If you are experiencing stress, anxiety, depression, grief or relationship issues, EFAP can help. To learn more or access the program, visit [http://www.uregina.ca/hr/services/pension-benefits/index.html](http://www.uregina.ca/hr/services/pension-benefits/index.html).

Violence & Harassment
Discrimination & Harassment Prevention Services promotes respectful behaviour for everyone on campus. Confidential consultations are available to anyone who feels that they have experienced inappropriate and disrespectful behaviour. Please contact the Coordinator at 306-585-5400 for assistance.

Sexual Assault: UR Safe, UR Supported, UR Strong
This program responds to, and helps educate our campus community on incidents of sexual assault, sexual violence and prevention. Further information can be found at [http://www.uregina.ca/ursafe/](http://www.uregina.ca/ursafe/)

Designated Smoking Areas
To respect the health of our campus community, smoking, which includes using electronic cigarettes, is only allowed in designated areas.

See maps of these areas by searching [http://www.uregina.ca/contact/maps-directions/](http://www.uregina.ca/contact/maps-directions/)

Safe Walk Along
Campus Security can be contacted to walk you to your vehicle or bus stop to ensure you get to your transportation safely. Call Campus Security at 306-585-4999 to request this service.

Working/Studying Alone
Are you studying or working alone day or night and would like somebody to ensure you are safe? The Lone Worker/Student Service is provided by Campus Security to enhance your safety. For more information, please contact Campus Security at 306-585-4999.

Hand washing
Hand washing is one of the best ways to remove germs, avoid getting sick, and prevent the spread of germs to others.

1. Wet your hands with clean, running water
2. Apply soap – lather your hands by rubbing them together
3. Scrub your hands for at least 20 seconds
4. Rinse your hands well under clean, running water
5. Dry your hands using a paper towel or air dry them.
EMAIL FOR INSTRUCTORS
As an instructor, you will be given a University of Regina email account. In accordance with the University of Regina policy on Freedom of Information and Protection of Privacy, all correspondence pertaining to student matters must be communicated through a University of Regina email address. All faculty and university related email will be sent to your University of Regina email address. This email address is also used to notify you of course cancellations and other important information. If you choose not to use this email, you must have it forwarded to an email account you use. For information please go to www.uregina.ca/is/staff/groupwise-email.

It is important to realize that the use of U of R email accounts for work purposes could be subject to a Freedom of Information and Protection of Privacy Act request. Hence, colleagues are reminded of the necessity of using U of R email and communicating with students and others in professional and appropriate ways.
18 Contact Information

To help with timely and accurate communication, please update changes to your phone number and mailing address with the administrative assistant to the Associate Dean (FDHR).

(Instructors can also update information on UR SELF-SERVICE)
Using UR Self-Service instructors can:
  • Access Personal Information
  • Access Pay information and Tax forms
  • Access Offer Letters

To access your UR Self-Service go to www.uregina.ca and click on the UR Self-Service link on the bar at the top of the page.

Teaching Preparation Centre

The Teaching Preparation Centre (TPC) is located in room ED 228 of the Education building. The role of the Centre is to assist Education students working on class assignments, projects, and in preparing materials for their field experiences. The TPC is also just a great place to come and get some work done. This supervised work area may be reserved by instructors or student groups as an alternative open space for special activities. We have seating for 90 guests.

Faculty & Staff Lounge (ED 229)

If you make use of the staff lounge, please ensure that you keep the lounge tidy by leaving furniture as you found it, washing any dishes for which you are responsible, cleaning any spills in the fridge or microwave, and generally leaving the area in good condition for the next users. Please keep the door shut when you leave the room.

No smoking on campus policy

https://www.uregina.ca/policy/browse-policy/policy-GOV-100-010.html