

[go.unb.ca/teaching-tips](http://go.unb.ca/teaching-tips)

## Welcome to UNB!

### Things Faculty Ought to Know (but can be hard to find out)

#### Academic Affairs

##### **The Syllabus:**

***Grading procedures within 2 weeks:*** Within two weeks of the first day of lectures the instructor must provide students with a full explanation of the basis on which the final grade will be calculated, that is, the weighting of tests, examinations, assignments, attendance requirements and any other work which contributes to the final grade. Such notification shall be in writing distributed to the class in a regular class period. Email notification is satisfactory where email has been established as a common method of communication within the course. Notification on the internet for courses taught electronically is satisfactory.

***No tests or major assignments 10 days before classes end:*** No tests or major assignments may be given during the last ten days of classes. If, however, you regularly give weekly quizzes or tests, it is permissible to continue this practice during the last two weeks of classes, as long as the quizzes or tests are given during regular class time. Other exceptions could include courses requiring laboratory examinations of a practical nature, and courses in which oral examinations are given – in such cases, a mutually agreeable time may be arranged between the student and instructor.

**Class Work:** All term work is due no later than the last day of classes. A paper, assignment or take-home exam given in lieu of a final exam is due the last day of the exam schedule.

##### **Final Exam:**

***Type of exam by mid-point of classes:*** Instructors must notify students, preferably within the first two weeks of classes, but by the mid-point of the course, if the final exam is to be a take-home exam or one that is to be included in the university's official exam schedule. Students must be informed if the final exam is an open or closed book format by the mid-point of the course. Such notification shall be in writing distributed to the class in a regular class period. Email notification is satisfactory where email has been established as a common method of

communication within the course. Notification on the internet for courses taught electronically is satisfactory.

The final exam in any course may be waived by the instructor. Notice that an exam has been waived must be communicated to students within two weeks of the first class.

Instructors must notify students, in writing, as soon as possible and no later than two weeks prior to the end of classes, of the specific items, other than normal writing implements (such as pens, pencils, erasers), they may use in the exam room. These can include tables, formulae, memoranda, or other electronic or mechanical aids.

For full details, see <http://www.unb.ca/academics/calendars.html>

### Submitting Course Grades

You can export your e-Services course lists as a CSV file in order to create a spreadsheet (Academic tab, Course Options). You submit final course marks to the registrar in e-Services or by email. In D2L Brightspace, you can export the grade book as a CSV file, selecting the same columns as are in e-Services (student name, student number, final mark) and then upload the file to e-services to avoid manual entry. Or, you can attach your course spreadsheet to an email to [grades@unb.ca](mailto:grades@unb.ca).

Note that the LMS grade book does not constitute an official marks record for university purposes. You need to have an official record (typically a spreadsheet, which the LMS grade book can be exported as) and assignment materials and keep them for at least 90 days after the final mark has been released to the student by the Registrar

Final marks are to be submitted no later than five (5) working days after the date of the exam. Grades for courses with no exam and take home exams are due as set out by the Registrar's Office.

### Online Course Components

Every course automatically has a D2L Brightspace online course shell in which you can post materials to distribute to the class, such as the syllabus and handouts, and in which you can administer assignments and tests, have online discussions, conduct group work, calculate grades, and generally conduct as much of your course as you like. Access your D2L Brightspace courses by clicking Desire2Learn in the UNB Campus Portal (<https://my.unb.ca/group/mycampus/home>) or by entering this link in your browser address bar: [lms.unb.ca](https://lms.unb.ca)

**Granting student access:** Each term, for D2L Brightspace online course components, each instructor must make their course visible to students by clicking the Edit pencil symbol next to the course name, then selecting “Course is active” then clicking Save.

See the “How to Grant Student Access” video at <http://youtu.be/0rAVG1q9kaQ> for more details.

Instructors can't "add" students to their LMS course grade book just because students say they are registered. Students are added by Datatel, the registration software, after approval by the Registrar. Any students added manually to the LMS grade book are removed in the next twice-daily Datatel- D2L Brightspace update.

**Need Faculty/Staff Account to Teach with LMS:** If you are a student (or have a student) who is teaching a course at UNB (as is sometimes the case for PhD students), you need a separate faculty/staff UNB account in order to use D2L Brightspace to teach the course, as no student account can be given the role of instructor in the Learning Management System (LMS).

### Technical Support

UNB IT Service Desk (457-2222 Fredericton Campus, 657-2222 Saint John Campus) and [itservicedesk@unb.ca](mailto:itservicedesk@unb.ca) for all computer-related problems. It is suggested you first contact your Faculty or Department Level 1 Support person.

**Purchase of computer:** ITS Procurement Services: [ITSorder@unb.ca](mailto:ITSorder@unb.ca) or visit their website at: <https://secure.unb.ca/admin/its/facstaff/buy-hardware/index.html>.

**Office Software:** You can get the most recent version of Microsoft Office installed on your PC laptop at no charge. Contact your faculty or department Level 1 (Level 1 is the ITS support person in your faculty/department—your colleagues and the faculty/department Administrative Assistant will know who this is).

**Scan with Photocopier:** You can use photocopiers as printers or scanners. Use double-sided printing when possible.

### Parking and Security

UNBF Security and Traffic (453-4830) <http://www.unb.ca/fredericton/security/> to get your parking permit, to access your office when you forget your key, or have someone walk you to your car at night if you feel unsafe.

### Socializing

Aldan Nowlan House, a pub run by the UNB Graduate Student Association, 676 Windsor Street, Fredericton.

The Student Union Building has two bars the Cellar Pub and Grill next to the cafeteria and the College Hill Social Club located upstairs off the main lobby. The SUB also has food outlets, a coffee shop, a convenience store, clothing store, lounge, hair salon, and jewelry store.

The Learning Commons café at the Harriet Irving Library

Cafeteria: McConnell Hall (Dining Hall)

The Fredericton Choral Society (<http://frederictonchoralsociety.blogspot.ca/>)

The Fredericton Monday Night Film Series: Tickets and memberships are available at Tilley Hall, Room 102, UNB on Monday nights.

## Sports and Recreation

Campus Recreation Services (URec: <http://www.unb.ca/fredericton/urec/>)

Membership Services Desk in RJ CURRIE CENTER: (506) 453-4579

J.B. O'Keefe Fitness Centre (St. Thomas, <http://w3.stu.ca/stu/athletics/facilities/okeefe.aspx> 460-0315)

Swimming: Killarney Lake Park, Route 8, eight km (five mi.) north of the city of Fredericton, on Killarney Road.

Kayaking in Fredericton: Small Craft Aquatic Centre, Woodstock Road (460-2260)

Downhill skiing at Crabbe Mountain: <http://www.crabbemountain.com>

## Research

There are many ways to start your research. Most often you need research funds to hire students and get equipment. There are some programs, which give special acknowledgement to new faculty members:

Canada Foundation for Innovation (CFI) has a funding program called Leaders Opportunity Fund. This program is an infrastructure fund. It is designed to assist universities to attract excellent faculty to Canadian universities as well as retain the very best of today and tomorrow's leading researchers for Canada. The CFI will accept LOF proposals three times per year: March 1, September 15 and October 15. For more information: Gale Austin at UNB Research Services ([gaustin@unb.ca](mailto:gaustin@unb.ca), 458-7188).

Natural Sciences and Engineering Research Council (NSERC) offers Discovery Grants. The deadline for the fall competition is November 1. Normally a letter of intent to apply for the fall competition is due on August 1 but if you are new faculty, Ana Espejo from UNB Research Services will assist you in getting your application in for the fall ([espejo@unb.ca](mailto:espejo@unb.ca), 453-4674), web page (<http://www.nserc.gc.ca/index.htm>).

New Brunswick Innovation Foundation (NBIF) offers several funding opportunities for research.

Research Innovation Fund: <http://nbif.ca/en>

Research Technicians Initiative

Research Assistantship Initiative. You can get up to \$15,000 to pay for a graduate student involved in NB related research. Contact UNB Research Services for details (453-4674) or <http://tinyurl.com/175mfes>.

University Research Fund (URF): Offers grants to all faculty for the purchase of research equipment and supplies not provided for in departmental budgets, hiring of research assistants, especially graduate students, field trips and other travel directly related to the proposed research. Up to \$7,000 are granted (new faculty is favoured). Deadline for applications is November 12 each year. Contact UNB Research Services for details (453-4674) or <http://tinyurl.com/l75mfes>.

## Acquiring Student Help

### 1. **Work-Study Program** (hire a student for up to 10 hours per week)

The program is jointly administered by the Financial Aid Office and the Student Employment Service and provides departments, faculty and staff with 75% of the cost of hiring eligible full-time undergraduate and graduate students in demonstrated financial need to work part-time on campus ([http://www.unb.ca/fredericton/studentservices/employment/faculty\\_staff/work-study\\_faculty.html](http://www.unb.ca/fredericton/studentservices/employment/faculty_staff/work-study_faculty.html)).

2. **Summer Career Placements Program** (hire a student full time for the summer) Managed through UNB Student Employment Service. Watch for My UNB News announcements about program application deadlines and instructions.

3. **Student Employment Experience Development Program (SEED Program)** (hire a student full time for the summer). Managed through UNB Student Employment Service. Watch for My UNB News announcements about program application deadlines and instructions.

## Academic Offences:

- See the on-line UNB Undergraduate Calendar for a complete list of academic offences and procedures to follow: <http://go.unb.ca/tlsPb0XX5>.
- If you suspect a student has committed an academic offence, *contact your Assistant Dean or Department Chair first*. There are specific regulations and procedures which must be followed, see the Calendar link above.
- If the proper procedures are not followed, no action can be taken against the student.

### ***Help your students avoid inadvertent offences by:***

- Reviewing proper citation formats
- Discussing what constitutes an academic offence
- Reviewing the UNB policy for dealing with academic offences.

It is especially important to discuss this when students will be working in groups where the group may be held responsible for a possible offence committed by one of its members.

## Academic Offence FAQs:

At UNB academic offences are defined in the University Wide Academic Regulations, Section VIII, Academic Offence, and are categorized either as *Plagiarism* or *Other Academic Offences*.

### Q1. As an instructor, what do I do if I believe a student has plagiarized?

**A1. Make every reasonable effort to discuss the case with the student or group and follow one of two courses of action:**

1. Are you satisfied that the plagiarism was the result of a genuine misunderstanding? If so, then ...
  - A. Complete an academic offence incident report.  
<http://www.unb.ca/fredericton/registrar/resources/pdf/acadincident.pdf>
  - B. You or your representative then submit the academic offence incident report and attached information to the Registrar.
  - C. Where applicable, the Registrar will advise the appropriate Dean, and the Chair of the student's program or Department.
  - D. The Registrar will notify the student by registered letter of the regulations governing plagiarism, the possible consequences, the student's right to appeal, the right to appear before the appropriate Committee, and the procedures involved.
    - i. The Registrar will also include, with this registered letter, a copy of the academic offence incident report and attached information.
  - E. A student appealing the instructor's decision must do so in writing within three weeks of the date of the Registrar's notification. The student is urged to submit to the appropriate Committee a written statement regarding the case.
  - F. You may permit the student to submit a genuine piece of work to be graded in place of the one plagiarized.
    - i. If the student does not appeal, the time allowed for submission of work is three weeks from the date of the Registrar's letter of notification.
    - ii. In the case of an appeal, where the instructor's decision is upheld, the period of time allowed for submission is as determined by the appropriate Committee.

The Committee holds a hearing to which you may or may not be invited as a witness, and you and the student are notified of the findings which can range from grading the original work or the resubmitted work, with or without a note on the student's file, depending on the findings and whether the student appealed and the outcome of that appeal.

**Note:** While a case of genuine misunderstanding will not be considered a student's first offence, a second plea of ignorance by the student will be so considered.

2. Do you believe that the plagiarism was deliberate? If so, then ...
  - A. Steps A through E are the same as above.

...

- F. [Unlike the genuine misunderstanding situation, no genuine piece of work may be considered at this stage.] At the discretion of the Registrar, cases may be referred to the appropriate Committee for review and action.
- i. The Registrar will inform the student by registered letter of the referral to the Committee, and the wish of the Committee that the student be present when the case is heard.
  - ii. The Registrar will also include, with this registered letter, a copy of the academic offence incident report and attached information.

The Committee holds a hearing to which you may or may not be invited as a witness, and you and the student are notified of the findings which can range from grading the original work or accepting make-up work for no credit, with a note on the student's file and transcript, to an F in the course or suspension from the university, depending on the findings and whether the student appealed and the outcome of that appeal.

**Note:** Consideration of a request to withdraw from a course or courses involved in an academic offence will not be given until the case is resolved.

Students on the Fredericton Campus will submit appeals to the Senate Student Standings and Promotions Committee; on the Saint John Campus, appeals will be submitted to the Student Appeals Committee.

**Q2. As an instructor, what do I do if I catch a student cheating (for example, on an exam)?**

**A2. You and, where applicable, the invigilator or other appropriate person shall, where practical, discuss the matter with the student concerned.**

Are you satisfied that an academic offence has been committed? If so, then ...

- Complete an academic offence incident report.  
<http://www.unb.ca/fredericton/registrar/resources/pdf/acadincident.pdf>
- You or your representative then submit the academic offence incident report and attached information to the Registrar.
- Where applicable, the Registrar shall report it to the Chair of the Department and the Dean of the Faculty concerned.
- Each case will be referred by the Registrar to the appropriate Committee for review and appropriate action.
- The Registrar will inform the student by registered letter of the referral to the Committee, the student's right to respond and the wish of the Committee that the student be present when the case is heard.
  - The Registrar will also include, with this registered letter, a copy of the academic offence incident report and attached information.
- The student is urged to submit to the appropriate Committee a written statement regarding the case. A student appealing the instructor's decision must do so in writing within three weeks of the date of the Registrar's notification.

The Committee holds a hearing to which you may or may not be invited as a witness, and you and the student are notified of the findings which can range from having the test

graded to an F on the test or for the course, or suspension from the university, depending on the findings and whether the student appealed and the outcome of that appeal.

**Note:** Consideration of a request to withdraw from a course or courses involved in an academic offence will not be given until the case is resolved.