HANDBOOK FOR INSTRUCTORS
DEPARTMENT OF CELL AND SYSTEMS BIOLOGY

If this is your first time teaching for the Department of Cell and Systems Biology, welcome! If you have taught with us in the past, welcome back. We hope that this handbook will be a useful guide while you set up, administer and teach your course(s).

This document is presented on the assumption that your courses are dual delivery or fully on-line.

CONTACTS

Here is a list of people who you may need to interact with before, during and/or after your course.

Tamar Mamourian CAO	tamar.mamourian@utoronto.ca	416-978-3501	hiring process, HR issues
Dinesh Christendat, Assoc Chair, Undergraduate	dinesh.christendat@utoronto.ca	416-946-8373	pedagogical issues
Janet Mannone Undergrad Coordinator	janet.mannone@utoronto.ca	416-978-8879	general course information
Genna Zunde Undergrad Assistant	genna.zunde@utoronto.ca	416-978-3477	prerequisite checks, marking schemes, final exams, TA info/contracts
Kenana Al Kakouni Course Administrator	kenana.alkakouni@utoronto.ca	416-978-6442	BIO130, 230, CSB349 administration
Peggy Salmon, Course Administrator	peggy.salmon@utoronto.ca	416-978-8608	BIO260, 270, 271, CSB325, 329, 343, 346, 351 administration; help with Quercus
Nick Provart Melody Neumann CSB members of OLA	nicholas.provart@utoronto.ca melody.neumann@utoronto.ca	416-978-3500 416-978-5551	assistance with online teaching
James McGuire or Adam Hotchin IT	biota@utoronto.ca	416-978-6060	computer issues
Richelle Coomey Receptionist	csb.reception@utoronto.ca	416-946-3692	keys, printing codes

SETTING UP A COURSE

If past course materials are needed, please contact Janet Mannone for the contact information of the previous year's instructor.

Quercus

- Quercus is a course management system used to post lectures, enter and track grades, and communicate with students through email or announcements. Once you are officially entered as the instructor of your course (done by Janet Mannone), you will be given access to your course on Quercus. This can take up to 2 days after you are entered.
- Login through q.utoronto.ca

- Training is available through the Centre for Teaching Support & Innovation (CTSI) at www.ctsi.utoronto.ca. Questions can also be directed to tts.artsci@utoronto.ca.
- You must make each of your courses available to your students. In Quercus, you do this by going to Home, then by using the Publish option under Course Status.
- If you are having difficulties, you can ask Peggy Salmon for assistance and/or email tts.artsci@utoronto.ca.

Resources for Online Instruction

A&S Online Learning Academy

In response to the rapidly changing environment, the Faculty created the Online Learning Academy. Led by Don Boyes, from the Department of Geography & Planning, the Online Learning Academy brings together professors and instructors to share their expertise in providing outstanding online learning opportunities for students.

Video Conferencing Resources

Do you have questions about which video conferencing option is the right one for you? The University of Toronto offers several solutions for hosting video meetings for teaching or for administrative work. Information Technology Services has made a chart that offers a quick and easy to follow comparison of platforms, along with service descriptions.

CTSI resources and webinars
https://teaching.utoronto.ca/

- The Centre for Teaching Support & Innovation has a number of upcoming webinars to support instructors to continue teaching virtually.

Libraries Support: Online teaching, learning and research
https://onesearch.library.utoronto.ca/news/get-help-libraries-your-online-teaching-learning-and-research

[How to] Keep Teaching – Quercus page (openly accessible)
Guides for Quercus and other online tools
- Getting started tip Sheets by topic
- Basic Video Guides
- Advanced user How-to-Guides

https://q.utoronto.ca/courses/85981

Prerequisites

- All CSB courses have a prerequisite check done to ensure that students with sufficient background are in the course.
- The course administrator will do the prerequisite checks. If there is no course administrator, the instructor does the prerequisite checks.

- For those done by the instructor, Genna Zunde will determine if there are students in your course who have failed the prerequisite check. If there are, she will send you an Excel file providing you with a list of these students and a pdf file of their academic records.
- Review the files from Genna and determine if the students on the list should be kept or removed from the course. There is also an option for "Pending." This is only used if the student is currently enrolled in the prerequisite course and a final grade has not been posted. We have to wait to learn if the student has passed the prerequisite course or not before making a decision.
- Some students may have transfer credits or may have taken courses at another campus (UTM, UTSC) that are equivalent to the prerequisites. In these cases, the student should be kept in the course.

Teaching Assistants

- If your course has TAs, you will need to contact them regarding possible training, grading, etc. **A contract must be created for each TA.**   Contact the course administrator or Genna Zunde if you need assistance with this.

Marking Scheme/Syllabus

- A marking scheme is required for every course and it must be communicated with the class at the beginning of the term. Marking schemes are submitted through the Course Information System (CIS) at cis.utoronto.ca. Genna will provide you with information on how and when to submit a marking scheme.
- Once discussed with your class, the marking scheme cannot be changed without a vote of the students. You must inform your students ahead of time that there will be a vote and the timing of the vote. The change is made if the majority of students who vote agrees to it.
- Each course should also have a detailed syllabus available to students at the start of classes

If you decide to use a program such as Turnitin, it must be made clear in your syllabus that students will have to submit their work through this platform.

COURSE DETAILS

Sessional dates

- The dates for the beginning and end of courses, the final exam period, study breaks, etc., are set by the Office of the Faculty Registrar (OFR; aka, the Faculty Office). A listing of the relevant dates can be found at https://csb.utoronto.ca/undergraduate-studies/important-dates/.

Timing of Lecture

- Classes start at 10 minutes after the hour (10:10, 2:10….) and end at the top of the hour (11:00, 3:00…).

Mid-term Tests

- Mid-term tests are set, organized and run by the instructor of the course. The instructor determines the dates and times (best to keep the test at the same time as the course if possible). If a test is set outside of the regular class time, students may have another regularly scheduled

class at that time. If they do have this conflict, the regularly scheduled class takes priority and you have to find another time for these students to write your test.

- If students miss your test, it is at your discretion how to handle this. It is common practice for the student to provide documentation to support why they did not write the test.   However, the rules on this are more relaxed at this time.
- Test grades are usually posted on Quercus for students to see. Students have up to 2 weeks after the posting to challenge the grade.

Final Exams/Final Assessments

- Usually, final exams are set, organized and run by the Faculty Office. For Fall 2020, the final examination period will be replaced by the final assessment period. This means that instructors will administer these final assessments online and decide how to deal with students who miss a final exam/assignment – e.g., rewrite/extension to submit after determining if the student has grounds for missing the work. There will not be classes scheduled during this time.
- For those of you wishing to have a time and date set centrally for a final assessment, this can be requested through CIS when you submit your marking scheme. Central booking (ACE) will create the schedule. However, there is a possibility of conflicts and it will be the responsibility of the course instructor or administrator to resolve these conflicts for each student.
- There will be no petitioning for a deferred exam.

Final Grades

- Usually, final grades are due 7 business days after the final exam. If there is no final exam, the grades are due 7 business days after the last day of classes. This past summer, a single due date for final grades was given and it is likely that this will be the case for the Fall courses.
- Grades are submitted electronically through eMarks (https://emarks.utoronto.ca). The undergraduate chair will approve all submitted marks; amended grades are also submitted this way.
- Final grades have to be a round number – no decimals, no letter grades.
- A grade close to the next GPA level can be rounded up to that level, but the decision is yours.
- A final grade of zero (0%) should only be assigned if the student has done no work in the course.

If a student is under suspicion of having committed an academic offense, the grade is entered as NGA (no grade available). This will be amended once the student's case has been heard and a decision has been made.

Rooms

- Lecture rooms are assigned to us. If you have a problem with your room (e.g., configuration, temperature, etc.), contact Janet for assistance.
- Information on how to hook up your laptop to a teaching station can be found at http://sites.utoronto.ca/teachingstation/handbook.html
- If the problem is with the teaching station (computer, AV issues), hit the help button and someone will talk you through it.

Academic Offenses

- The Undergraduate Associate Chair needs to be notified of all academic offences
- If the alleged offense is on a test or assignment worth 10% or less of the final grade, then it is dealt with within the department. Student Academic Integrity (SAI) must be informed if the student is found guilty.
- If the alleged offense is on a test or assignment worth more than 10%, then there is an initial meeting with the student within the department. After that, appropriate forms and evidence are sent to SAI and they handle the case.
- More details about what to do if you suspect an academic offense are available at https://www.academicintegrity.utoronto.ca/perils-and-pitfalls/what-to-do-if-you/what-to-do-if-you-suspect-an-offence/
- If you are dealing with an academic offense and need the forms, Janet can provide you with these
- If you suspect a case of academic misconduct and you are unsure how to handle it, contact Dinesh or Janet.
- Under the current circumstances, we anticipate that meetings will be done virtually.

Assignments

- If a student has failed to submit or is late submitting an assignment, the instructor decides if the work is accepted after the deadline and what, if any, documentation the student needs to provide. At this time, students can self-declare illness.
- The instructor also decides the penalty, if any, for work submitted late.
- Information about documentation and penalties should be clearly stated in the course syllabus.

Course Evaluations

- The university evaluates the teaching of all instructors, including sessional instructors, at the end of the term.
- Students complete course evaluations electronically. Instructors can select a subset of questions to gather direct feedback on their own teaching practice and/or course design. Only the instructor will see the answers to these questions.
- Results of the evaluations are released after final grades are submitted.

Accessibility

- Students who require special accommodation can register with Accessibility Services (AS). These students may provide you with a letter of accessibility. This letter outlines the accommodations a student may require. If they do not provide you with the letter, you are still obliged to accommodate the student when contacted by Accessibility Services.
- Concerns about accommodations can be discussed with the AS contact to find the best solution.

Students in Difficulty

- If a student contacts you about difficulties academically or personally and you are unsure how to handle this, you can talk to Dinesh or Janet for advice. More often than not, we will recommend that the student contact their College Registrar's Office for assistance as they deal with students' academic, financial and personal issues.
- In urgent situations, see http://www.studentlife.utoronto.ca/DistressedStudent.htm/

Difficult Students

- If you have a student in your course who is disruptive in lecture, lab and/or tutorial, contact Dinesh and Janet. We will contact people on campus with experience in this area for advice.
- In urgent situations, see http://www.studentlife.utoronto.ca/DistressedStudent.htm/

Summer vs Fall/Winter Courses

- Whether you teach a course in the Summer, Fall or Winter session, the number of lectures and labs given for the course remains constant. The Summer session is half the time (6 weeks) of the Fall or Winter sessions (12 weeks each), so a course that is taught in the Summer will have twice as many contact hours **per week** as its Fall/Winter counterpart.

Academic Handbook

- The OFR created an Academic Handbook to help instructors follow the rules and regulations of the Faculty of Arts and Science. You can find it at https://teaching.artsci.utoronto.ca/teachinginas/academichandbook-jitreminders/.

Undergraduate Office

- More teaching resources for CSB instructors are available at https://csb.utoronto.ca/undergraduate-studies/links/
- If there are issues not dealt with here, please let Janet know so that we can add information to this document.
- Always feel comfortable to contact us in the CSB Undergraduate Office if you have any questions or concerns. We are here to help!

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