



# Handbook for Instructors, Summer 2021

Undergraduate Education | 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 all courses are fully on-line.**

## Contents

CONTACTS .....	2
SETTING UP A COURSE .....	2
<b>Quercus</b> .....	2
<b>Resources for Online Instruction</b> .....	3
<b>Prerequisites</b> .....	3
<b>Teaching Assistants</b> .....	4
<b>Marking Scheme/Syllabus</b> .....	4
COURSE DETAILS .....	4
<b>Sessional Dates</b> .....	4
<b>Mid-term Tests</b> .....	4
<b>Final Exams</b> .....	4
<b>Final Grades</b> .....	4
<b>Academic Offenses</b> .....	5
<b>Assignments</b> .....	5
<b>Course Evaluations</b> .....	5
<b>Accessibility</b> .....	6
<b>Students in Difficulty</b> .....	6
<b>Summer vs Fall/Winter Courses</b> .....	6
ACADEMIC HANDBOOK .....	6
ADDITIONAL INFORMATION .....	6

## CONTACTS

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

Tamar Mamourian, CAO	<a href="mailto:tamar.mamourian@utoronto.ca">tamar.mamourian@utoronto.ca</a>	416-978-3501	hiring process, HR issues
Dinesh Christendat, Associate Chair, Undergraduate	<a href="mailto:dinesh.christendat@utoronto.ca">dinesh.christendat@utoronto.ca</a>	416-946-8373	pedagogical issues
Melissa Casco, Undergraduate Coordinator	<a href="mailto:m.casco@utoronto.ca">m.casco@utoronto.ca</a>	416-978-5636	general course information
Claresta Adityani, (Acting) Undergraduate Assistant	<a href="mailto:undergrad.csb@utoronto.ca">undergrad.csb@utoronto.ca</a>	416-978-3477	prerequisite checks, marking schemes, final exams, TA info/contracts
Kenana Al Kakouni, Course Administrator	<a href="mailto:kenana.alkakouni@utoronto.ca">kenana.alkakouni@utoronto.ca</a>	416-978-6442	BIO130, 230, CSB349 administration
Nalini Dominique-Guyah, Course Administrator	<a href="mailto:nalini.dominique@utoronto.ca">nalini.dominique@utoronto.ca</a>	416-978-8608	BIO260, 270, 271, CSB325, 329, 343, 346, 351 administration
James McGuire or Adam Hotchin	<a href="mailto:biota@utoronto.ca">biota@utoronto.ca</a>	416-978-6060	computer issues
Anna Kozelj, Receptionist	<a href="mailto:csb.reception@utoronto.ca">csb.reception@utoronto.ca</a>	416-946-3692	keys, printing codes

## SETTING UP A COURSE

If past course materials are needed, please contact Melissa Casco 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 we enter you as the instructor of your course, 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](http://q.utoronto.ca).
- The Help tab in the Quercus navigation menu will direct you to Quercus support resources.
- You must make each of your courses available to your students. In Quercus, you do this by going to Home, then choosing the Publish option under Course Status. If you are having difficulties, you can ask your course administrator or email [tts.artsci@utoronto.ca](mailto:tts.artsci@utoronto.ca).

## Resources for Online Instruction

### **A&S Online Learning Academy**

In response to our rapidly changing environment, the Faculty has launched the Online Learning Academy (OLA) to bring together professors and instructors to share their expertise in providing outstanding online learning opportunities for students: <https://www.artsci.utoronto.ca/faculty-staff/teaching/online-learning-academy>.

### **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: <https://uoft.me/videoresources>.

### **CTSI resources and webinars**

The Centre for Teaching Support & Innovation has a number of upcoming webinars to support instructors to continue teaching virtually: <https://teaching.utoronto.ca/>.

### **Libraries Support: Online teaching, learning and research**

This page summarizes support resources available to members of the U of T community. Use the many links to find more detailed information: <https://onesearch.library.utoronto.ca/news/get-help-libraries-your-online-teaching-learning-and-research>

### **Arts & Science Quercus Support - Faculty**

Guides for Quercus and other online tools: <https://q.utoronto.ca/courses/85981>

## Prerequisites

- All CSB courses have a prerequisite check done to ensure that only students with sufficient background are enrolled in the course.
- The course administrator will do the prerequisite checks. If there is no course administrator, the instructor will need to do the prerequisite checks.
- For those done by the instructor, the undergraduate assistant will determine if there are students in your course who have failed the prerequisite check. If there are, the undergraduate assistant 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 the undergraduate assistant to 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 the undergraduate assistant 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](http://cis.utoronto.ca). The undergraduate assistant 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 assessment 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/>.

### 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

- Usually, final exams are set, organized and run by the Faculty Office. For Summer 2021, 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 assessment/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 (LSM) 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.

- If a student can write a deferred assessment in time for it to be graded by the deadline to submit final grades, then a petition is not necessary. However, if a student cannot write within this timeframe, then they will have to petition through their College Registrar's Office to write the deferred assessment at a later date. If this happens, then the instructor/course administrator will have to administer the deferred final assessment during this later time period.

## Final Grades

- Final grades are due 7 business days after the final assessment. If there is no final assessment, the grades are due 7 business days after the last day of classes.
- Grades are submitted electronically through eMarks (<https://emarks.utoronto.ca>). The Undergraduate Associate 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 offence, 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.

## Academic Offences

- The Undergraduate Associate Chair needs to be notified of all academic offences.
- If the alleged offence 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 offence 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 offence 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 offence and need the forms, please contact the undergraduate coordinator.
- If you suspect a case of academic misconduct and you are unsure how to handle it, contact the Associate Chair or the undergraduate coordinator.
- 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 and Student Accommodation

- Students who require special accommodation may be registered with Accessibility Services (AS). These students should provide you with a letter of academic accommodation which 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. Not all students are registered with Accessibility Services but may need accommodation from time to time. It is expected that these students be accommodated also whenever possible.
- Concerns about accommodations can be discussed with the AS contact to find the best solution.
- ATS (Accommodated Testing Services) ensures that accommodations for test and exam situations are applied. Students are responsible for informing ATS of their scheduled tests. Professors will receive an email from ATS indicating when there are students requiring accommodation. Test details must then be supplied through the Accommodations tab on the Course Information System (CIS) at <http://cis.utoronto.ca>.

## Students in Difficulty

- If a student contacts you about difficulties academically or personally and you are unsure how to handle this, you can contact the Undergraduate Associate Chair or the undergrad coordinator 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/>

## 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://www.artsci.utoronto.ca/faculty-staff/teaching/academic-handbook>

## ADDITIONAL INFORMATION

- More teaching resources for CSB instructors are available at <https://csb.utoronto.ca/undergraduate-studies/links/>
- New faculty can attend workshops sponsored by the Centre for Faculty Development: <https://cfd.utoronto.ca/workshops>.
- If there are issues not dealt with here, please let Melissa 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!