



Handbook for Instructors

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 most courses will be in-person.

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CONTACTS

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

Benjamin Eldridge Chief Administrative Officer	benjamin.eldridge@utoronto.ca	416-978-3501	hiring process, HR issues
Dinesh Christendat Associate Chair, Undergraduate	dinesh.christendat@utoronto.ca	416-946-8373	pedagogical issues
Melissa Casco Undergraduate Coordinator	m.casco@utoronto.ca	416-978-5636	general course information
Genna Zunde Undergraduate Assistant	undergrad.csb@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
Nalini Dominique-Guyah Course Administrator	nalini.dominique@utoronto.ca	416-978-8608	BIO260, 270, 271, CSB325, 329, 343, 346, 351 administration
James McGuire or Adam Hotchin	biota@utoronto.ca	416-978-6060	computer issues
Karima Elbanna, Receptionist	csb.reception@utoronto.ca	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.
- 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.

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.** Please 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 <http://cis.utoronto.ca>. The undergraduate assistant will contact you at the beginning of the term to provide you with information on how and when to submit a marking scheme and syllabus.
- 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 the plagiarism detection tool Ouriginal, it must be made clear in your syllabus that you will be using this tool for your course. For more information on how to use this plagiarism tool, please go to: <https://teaching.utoronto.ca/ed-tech/teaching-technology/pdt/pdt-faq/>

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). A listing of the relevant dates can be found at <https://artsci.calendar.utoronto.ca/sessional-dates>.

Mid-term Tests

- Mid-term tests are set, organized and run by the instructor of the course. The instructor determines the dates, the times and the location. It is best to keep the test at the same time as the course to avoid any conflicts with other courses.
- If you plan to have the test in a different room than the one of your lecture hall, please inform the undergraduate coordinator ASAP to request an additional room.
- 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.
- You print your own tests. The CSB receptionist in RW401 can provide you with a copy code so that you can do this on the departmental copiers.
- If your test requires students to answer questions in test booklets, you can get those from the CSB Undergraduate Office (RW424). Contact the undergraduate assistant to let her know how many you will need and when you want to pick them up so that they will be ready for you.
- In case a fire alarm goes off during your term test, please familiarize yourself with the departmental protocol for such an event prior to your test. It can be found at <https://csb.utoronto.ca/undergraduate-studies/resources/>.

- It is up to the instructor to determine how tests are returned to the students. However, it must be done in a way to ensure privacy. No student should be able to see another student's test. Nor should they ever see another student's name and student number together.
- 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. Generally, students are required to submit a completed U of T Verification of Student Illness or Injury form. Section 7 of the Academic Handbook provides details on this.
- 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/Assessments

- At the beginning of the term, you will be asked to submit details about final online assessments and final exams through CIS. It is not required to have a final exam/assessment. If you do not have a final exam/assessment you can go into CIS and indicate this.
- To minimize conflicts for students, the OFR sets the final exam and assessment schedule.
- Final online assessments are administered through Quercus by the course instructor. The final exams are organized and run by the OFR. To do this, they will need exam details:
 - Exam length (2 or 3 hours)
 - Whether the exam is restricted [see below for details of a restricted exam]
 - if students will write on the exam paper, scantron sheets and/or exam booklets?
- You will create the final exam paper. The exam paper is submitted through CIS to the Undergraduate Office for review of format but not content. If you submit it by the OFR deadline, the OFR will print the papers and bring them to the examination room (along with exam booklets and scantron sheets, if needed). If you miss the deadline, you may have to print the exams yourself and take them to the examination location(s).
- Instructors can decide if their final exam is restricted or not. If giving a restricted exam, the instructor must provide students with sample questions ahead of time. The restricted exam is not posted on an "Old Exams" website. However, students can answer the questions on the exam paper and will be allowed to see the questions again after the exam is written, but under strict supervision. Please contact the undergraduate assistant for more details. If you are a sessional instructor, it is most likely that your exam type will be the same as that set by the faculty instructor who usually teaches the course.
- At the exam, the OFR will have a Chief Presiding Officer (CPO). It is this person's responsibility to know the rules of running an Arts and Science final exam and to make sure that the rules are followed. If someone is found cheating or if there are any other anomalies, it is the CPO who will deal with reporting these issues and know how to handle them.
- Each course is assigned a certain number of presiding officers who are usually affiliated with the course. They attend the exam to get student signatures, answer questions, escort students to the washroom and watch that students are not cheating. The number of presiding officers is dependent on the size of the course. One of the presiding officers should be the instructor (if you are unable to be physically present at the exam to answer questions, it is helpful if you are available by phone). If more than one presiding officer is needed, TAs usually help with this.
- If a student is not in the examination room, they may be writing the exam with someone else such as Test and Exam Services. These exams will be delivered to the Undergraduate Office a few days after the regularly scheduled final exam. Once we receive them, we will pass them on to you as quickly as possible.

- If a student misses your final exam and contacts you, send them to their College Registrar's Office. This is not something an instructor deals with.
- Students who miss their final exam can petition to write a deferred exam at a later date (usually months later). It is your responsibility to grade these exams regardless of when they come in.
- After the final exam papers are graded, they need to be put in alphabetical order and returned to the CSB Undergraduate Office. They will be given back to the OFR where they are stored.
- Students have the right to request to see their final exam. If a student feels their exam paper has not been graded properly or the grades have simply been miscalculated (usually an addition error), then they can put in a request for a re-read or a re-check, respectively. When this happens, the original exam paper is sent to the undergraduate coordinator electronically from the OFR. The undergraduate coordinator will pass it on to you to look over and indicate if the student's final grade in the course should change as a consequence. Do NOT re-read a final exam paper given to you directly by a student.

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/>
- 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 CIS: <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/>

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/resources/>
- 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 the undergraduate coordinator 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!