

QUICK GUIDE TO TEACHING RESOURCES

FOR SESSIONAL, TERM, AND FACULTY



University of
Lethbridge



Welcome to the University of Lethbridge! This brief guide highlights institutional teaching policies as well as places where you might seek additional resources on campus in support of your teaching endeavours. The University of Lethbridge prides itself on teaching excellence and we encourage you to ask questions and talk about your teaching.

UNIVERSITY OF LETHBRIDGE TEACHING POLICIES

Liberal Education

The University of Lethbridge is a [Liberal Education institution](#), and we recognize four main pillars of a Liberal Education. These include breadth across disciplines, the ability to connect and integrate knowledge across disciplines, critical thinking and problem solving, and education for citizenship. For more information please see pages 9-10 on Liberal Education in the current University of [Lethbridge Undergraduate Academic Calendar](#). If you want ideas on how to incorporate the Liberal Education message into your syllabus click [here](#).

Instructional Policies

There are some policies that all instructors on campus are required to follow when teaching at the University of Lethbridge. These policies are fairly succinct and serve to protect the interests of both students and instructors. These policies can be found in the current [University of Lethbridge Undergraduate Academic Calendar](#). Note in particular:

- Student Grade Appeal Policy (4.3)
- Student Discipline Policy (4.4 and 4.5)
- Assessment of Student Learning Policy and Procedures for Undergraduate Courses (4.8).
- [Academic Accommodations for Students with Disabilities](#)

COURSE OUTLINES

Instructors must provide a course outline to all students no later than the first class meeting, and to all students who subsequently join the class. The essential elements of the course as specified in the course outline shall not be altered after the Add/Drop deadline. However, recognizing that teaching excellence requires a degree of flexibility and responsiveness to both students' needs and emergent circumstances, adjustments to the course outline may sometimes be necessary, provided that no student is disadvantaged by the change.

[Section 4.8 of the Academic Calendar](#) outlines:

- ***content that must be included on all course***

outlines

- regulations surrounding the scheduling of assessments
- policy surrounding the return of graded student work
- the examination policy

You can find the official academic schedule, including dates for first and last classes, the end of the add/drop period, and any statutory holidays in the introductory section of the [Academic Calendar](#). Students can change classes during the add/drop period without penalty. Students may withdraw from a class up until the last day of classes. Unless

you have to cancel a class due to unforeseen circumstances, you should make alternate arrangements for missed classes.

If you have not previously taught at the University of Lethbridge, you may wish to ask

your Department Chair to review your course outline before distributing it to the class. Some Departments have specific requirements about what needs to be on a syllabus. For example, within the Faculty of Health Sciences, all course outlines must be reviewed in the Dean's office.

STUDENT ASSESSMENT

This section points you to resources regarding student assessment at the U of L.

University Policies

There are some requirements about the handing back of assignments, feedback requirements, etc... Please see 4.8 of the [Academic Calendar](#) to familiarize yourself with these student assessment policies.

Course Lists/Entering Grades

To access your course lists and to enter final grades you can access "[The Bridge](#)". Your University of Lethbridge username and password will allow you to log on to The Bridge. Follow the "Faculty & Advisors" link for course information.

Exams/Final Exams

In-class final exams during the last two weeks of the semester are only allowed if they are worth 20% or less of the final course grade. If you choose to have a final exam worth more than 20% this must be scheduled by the Registrar and will take place during the designated exam period (detailed at 4.8c of the [Academic Calendar](#)). Alternatively, midterm/final exams written through Moodle may be scheduled in the proctored testing centre. For more information contact the Teaching Centre. Your administrative assistant will contact you to find out if you need a final exam scheduled.

Grading Scale

The University of Lethbridge uses a 4-point grading system (detailed at 4.2a of the [Academic Calendar](#)). If you wish to grade by percentages, there is not an institutional standard grading scale that converts percentages to letter grades. Some Departments and/or Faculties have developed a common grading scale, so please check with your Department Chair/Dean to see if there is a particular grading scale that you should use.

On-line Learning Management System

Moodle is the on-line learning management system for the University of Lethbridge. Whether you choose to use Moodle as a resource in your class is up to your discretion. All courses automatically have a Moodle page that needs to be activated by the instructor should you choose to use it. See <https://moodle.uleth.ca/> and login with your University of Lethbridge username and password. Moodle has many functions for you to choose from including hosting on-line discussions, on-line assignments, managing the course gradebook, creating sign-up sheets for course assignments, hosting on-line tests, as well as being a place to post web links, course readings, the syllabus, or other course materials. Moodle is supported by the Teaching Centre. If you need support in using Moodle, would like a brief tutorial, or would like more information about the system, contact the Teaching Centre (details below). If you choose not to use Moodle you can also email the class by accessing this [link](#) and choosing your class and section.

Plagiarism

The University subscribes to plagiarism software that can be used by instructors. For more details on these products and how you can access them contact the Teaching Centre. If you wish to use plagiarism software, you must indicate this on the course outline and offer students the opportunity to choose alternate assessment methods. ([Academic Calendar](#) 4.8, a.2i). For details on the process of dealing with plagiarism see Section 4.8 of the [Academic Calendar](#).

Pre-requisite waivers

It is a good idea to check with your Chair before signing a waiver as some Departments and Faculties have policies surrounding pre-requisite waivers.

CAMPUS RESOURCES

Numerous resources exist on campus to support instructors in their teaching and students in their learning. Please do not hesitate to use these resources.

The Teaching Centre

The Teaching Centre exists to support, promote, and inspire excellence in teaching. If you would like support in developing your assignments, improving your teaching effectiveness, with teaching technology, developing your course outline, or anything else related to your teaching please drop by and someone will be happy to help you (L1126 – top floor of the Library). The [Teaching Centre's website](#) contains many useful resources as well as a schedule of events for workshops and peer support sessions. If you would like to be matched with teaching support please contact the Teaching Centre by dropping by the office, emailing teachingcentre@uleth.ca, or calling (403) 380-1856.

Information Technology(IT)

IT has a number of departments and offices on campus, but for most instructional needs you can call extension 2490 from on campus (including from classrooms if you need tech support during class), (403)-329-2490 from off campus, email help@uleth.ca, login to their [self-service portal](#), or drop by their office at TH218. This is where you can pick up your ID card, get your University email address, username and password set up, and where you can request access to the University's secure server to store files (some instructors save their PowerPoint slides/lecture materials to the secure server so that they can access this material from classroom computers).

Accommodated Learning Centre(ALC)

Instructors have a legal obligation to provide accommodations for students with a registered disability. If relevant, you will be notified of the specific accommodations required for individual students in a letter sent to your university email by the ALC. In most instances, the ALC will arrange the resources needed for these accommodations (ie. an alternate testing time, space, and supervision). If you have any questions you can contact their office at (403) 329-2766, visit their [website](#), email alc@uleth.ca or go to B760. Further information is available in the [Students with Disabilities Policy](#).

Counselling Services

If you notice a student in distress please refer him/her to Counselling Services. This is a free and confidential service offered to our students. You can visit the [Counselling Service's website](#) for further information and to read faculty guides for dealing with students in distress.

Copyright

The University of Lethbridge holds many license agreements with publishers and vendors. To check to see if you have copyright permission to post publications on Moodle or to distribute to students visit the [copyright information page](#). This link also contains contact information for the University's copyright advisors and [fair dealing guidelines](#) should you have any questions.

Student Success Centre

The Student Success Centre supports students with their academic studies. You can refer any students who you feel may benefit from individual tutoring or a learning strategist. Appointments can be booked on-line by visiting their [website](#).

The Academic Writing Centre

The Academic Writing Centre offers individual consultation on writing with students from any discipline. You can refer students to their [website](#) where they can book appointments.

The Bookstore

The University of Lethbridge Bookstore will take care of ordering your textbook(s) and/or class supplies. They can also create custom course packs and search out pricing and availability of textbooks. As order deadlines are many months before the beginning of term, it is important to contact the bookstore as soon as possible if you need assistance in choosing your textbook/course pack. Their contact information is 403-329-2611, you can visit their [website](#), or email them at bookstore@uleth.ca. Your Department Administrative Assistant will let you know when textbook orders are due and they can help you to place the order.

Security Services

To call University Security the number is 403-329-2345 (or 2345 on campus). Visit their [website](#) for information on their [Safe Walk](#) program or if you wish to notify them that you are [working alone](#) on campus during the weekend or late at night.

HOW YOU MIGHT USE THIS TEACHING OPPORTUNITY TO FURTHER YOUR TEACHING SKILLS/TEACHING DOSSIER

Teaching can be a very enriching experience, and there are many resources at the University of Lethbridge to help you further your skills and build your teaching dossier.

- the Teaching Centre can help you with many aspects of your teaching, some of which include developing effective assignments, offering technical support for your teaching, helping you trouble-shoot problems you encounter in class or with assignments, attending your classes and offering you feedback on any aspect of teaching that you would like help improving, building your teaching dossier, and discussing pedagogy and teaching goals for your classes. Please feel free to contact them (details above) for confidential help in whatever way you may need to further develop and strengthen your teaching.
- you can request a peer review of your teaching from the Teaching Centre or through the Chair of your Department. Some Faculties provide lists of experienced peer reviewers.
- the Teaching Centre has video equipment that they will loan you to record your teaching so that you can evaluate your own classroom behaviours and habits.
- there are numerous faculty peer consultation programs on campus; contact the Teaching Centre so that they can suggest the right one for you.
- student evaluations of every course are completed towards the end of term and are arranged by your administrative assistant. Some Departments/Faculties will provide in-class, versus on-line, evaluations upon the request of untenured instructors. The Teaching Centre can help instructors interpret the results of their student evaluations and suggest additional methods of assessing your teaching.

This brief guide is intended as an overview of some of the most used teaching resources on campus. This is not a comprehensive list of resources available for faculty; additional resources may exist on Faculty resource pages, Student Services pages, the Faculty Association website, the University of Lethbridge Human Resources website, and in many other places.