

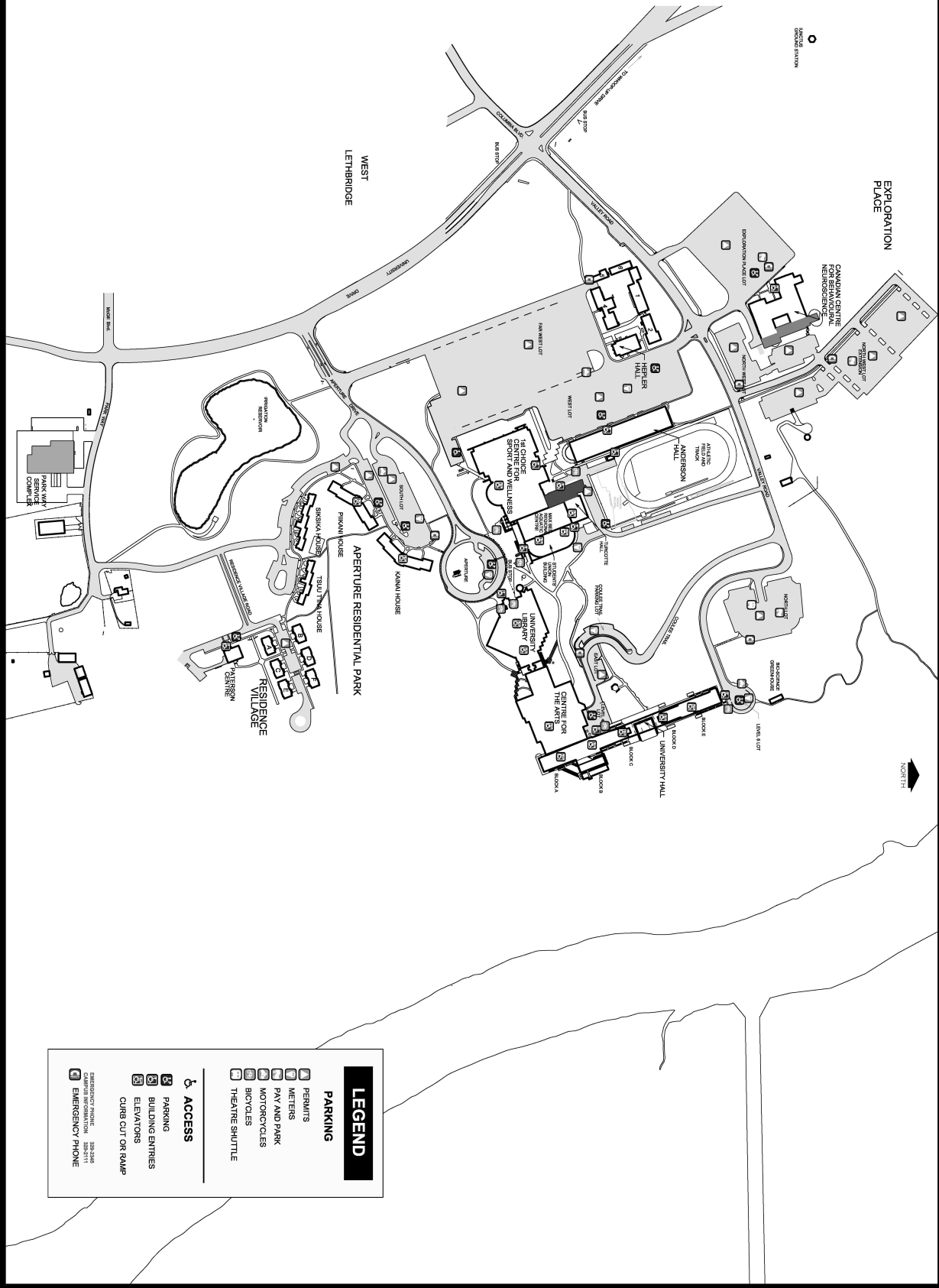
Instructor's Orientation Handbook



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University of
Lethbridge





LEGEND

PARKING

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- PERMITS
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Instructor's Orientation Handbook

2009-10 Edition

The University of Lethbridge
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Available online at: <http://www.uleth.ca/vpa/instructor.pdf>

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1. Introduction

The Instructor's Orientation Handbook is a reference designed to provide information for instructors new to The University of Lethbridge. It is organized into seven sections, including this introduction, and each section has several topics that are arranged alphabetically.

CALENDAR

The *University of Lethbridge Calendar* provides comprehensive information on a range of topics of interest to students, faculty, prospective students, and the public. The Registrar's Office and Student Services produces the Calendar, which is governed by the General Faculties Council *Calendar Policy*. The U of L considers the Calendar as the "contract" the University has with its students. Several sections of the Calendar are particularly relevant to new instructors:

<i>Academic Schedule</i>	http://www.ulethbridge.ca/ross/calendar/schedule.pdf
<i>Course Add/Drop</i>	Part 2: http://www.ulethbridge.ca/ross/calendar/part02.pdf
<i>Academic Regulations</i>	Part 4: http://www.ulethbridge.ca/ross/calendar/part04.pdf
<i>Policies & Program Requirements</i>	Part 4: http://www.ulethbridge.ca/ross/calendar/part04.pdf
<i>Course Information</i>	Part 15: http://www.ulethbridge.ca/ross/calendar/part15.pdf
<i>General Services</i>	Part 17: http://www.ulethbridge.ca/ross/calendar/part17.pdf
<i>University Organization</i>	Part 19: http://www.ulethbridge.ca/ross/calendar/part19.pdf
<i>Frequently Called Numbers</i>	http://www.ulethbridge.ca/ross/calendar/directory.pdf
<i>Campus Map</i>	http://www.ulethbridge.ca/ross/calendar/UofLmap.pdf

The department or faculty/school provides copies of the Calendar to all faculty members. They are also available in offices throughout the University, and can be purchased through the Bookstore, or by mail order.






The Calendar is online at <http://www.ulethbridge.ca/ross/calendar/index.html>.

USEFUL WEB LINKS

These sites all have quick links from the University home page.

Faculties & Schools	Future Students	Current Students	Administration	Alumni & Friends	Visitors
---------------------	-----------------	------------------	----------------	------------------	----------



-  The **U of L website** is <http://www.ulethbridge.ca>.
-  The **U of L Noticeboard** is <http://www.ulethbridge.ca/notice>. To stay up-to-date on current university news and events, set your Internet browser's home page to the Noticeboard.
-  The **Registrar's Office and Student Services web page** (<http://www.ulethbridge.ca/ross>) offer some valuable web links, including the Calendar, program planning guides, timetables, and exam schedules.
-  The **Bridge (Web Information System)** allows you to securely view your benefits information, leave balances, pay stubs, direct deposit information, professional supplement balances, and T4 information.
 Log in to the Bridge at https://www.ulethbridge.ca/bridge/twgkwbis.P_WWWLogin, using your user name and password.
 See also "The Bridge (Web Information System)", page 13.
-  The **Library's website** at <http://www.ulethbridge.ca/lib> offers: campus services for faculty and instructors; access to the Library Catalogue; electronic resources; a virtual tour; "help" guides; and an electronic reference service.

2. About The University of Lethbridge

ACADEMIC UNITS

Faculty of Arts and Science	Calendar section: http://www.ulethbridge.ca/ross/calendar/part07.pdf Website: http://www.ulethbridge.ca/fas Office: A570; Phone: 2240
Faculty of Education	Calendar section: http://www.ulethbridge.ca/ross/calendar/part08.pdf Website: http://www.ulethbridge.ca/edu Office: TH421; Phone: 2251
Faculty of Fine Arts	Calendar section: http://www.ulethbridge.ca/ross/calendar/part09.pdf Website: http://www.ulethbridge.ca/ffa Office: W672; Phone: 2126
School of Graduate Studies	Calendar section: http://www.ulethbridge.ca/ross/calendar/part14.pdf Website: http://www.ulethbridge.ca/sgs Office: A725; Phone: 2793
School of Health Sciences	Calendar section: http://www.ulethbridge.ca/ross/calendar/part10.pdf Website: http://www.ulethbridge.ca/hlsc Office: AH165; Phone: 2699
Library	Calendar section: http://www.ulethbridge.ca/ross/calendar/part17.pdf Website: http://www.ulethbridge.ca/lib General Services Desk: L1007; Phone: 2265
Faculty of Management	Calendar section: http://www.ulethbridge.ca/ross/calendar/part11.pdf Website: http://www.ulethbridge.ca/man Office: E566; Phone: 5148

ADMINISTRATIVE UNITS AND DEPARTMENTS

Ancillary Services

Bookstore

The Bookstore (SU210A; ph. 2611) stocks all required textbooks and course materials. It is also a general bookstore, carrying stationery, art supplies, clothing, gifts, and supplies. Regular hours are 8:30 am to 4:30 pm, Monday to Friday, with extra hours for semester openings and Convocation.

See Also:

- “Textbook Requisitions” (page 16).
- “Custom Coursepack Centre” (page 23).
- Bookstore website (<http://www.ulethbridge.ca/bookstore>).

Catering & Food Services

Catering and Food Services (A681; ph. 2491; email: foodserv.ancil@uleth.ca) “provides quality food services to the University community and guests, and general public” at several on-campus food service outlets and through on- and off-campus catering. For an overview of services, locations, and menus, see <http://www.ulethbridge.ca/food>

See Also:

- “Food Services Outlets” (page 16).

Conference & Event Services

Conference and Event Services (K100; ph. 2244; email cnf@uleth.ca) offers special event coordination services, with a team of conference planners to liaise between your conference committee and all agencies involved in conference and event coordination. From help creating promotional brochures to advice on selecting the perfect menu, Conference and Event Services can help plan and implement your special event.

For a complete list of their services, see the Conference and Event Services web page: <http://www.ulethbridge.ca/conference>

Housing Services

Housing Services (C420; ph. 2584; email: housing@uleth.ca) provides convenient, clean, and competitively-priced accommodation to students and guests of the University of Lethbridge, with programs and services that contribute to the personal and academic growth of our residents. Campus housing is available for casual guests and faculty members visiting campus during summer (May to August). A variety of accommodation is available, from apartments to town homes.

Housing Services web page: <http://www.ulethbridge.ca/housing>

Printing Services

Printing Services (SC1108; ph. 2626; email: printing@uleth.ca) is a full service printing operation, offering a range of offset printing and wide format poster printing, including business cards, letterheads, posters, and books.

Printing Services web page: <http://www.ulethbridge.ca/printing>

Copy Centre

The Copy Centre (W630; ph. 2618; email: copycentre@uleth.ca) offers high speed photocopying, collating, folding, stapling, hole punching, and other printing services, including custom printing.

Copy Centre web page: <http://www.ulethbridge.ca/printing/copycentre.cfm>

Career Resources Centre

The Career Resources Centre (B610; ph. 2000) serves students at all stages of their career development. The Career Resources Centre is home to four programs:

1. Applied Studies Program (Diana Young, Director; B638; ph. 2515).
2. Arts and Science Cooperative Education (Diana Young, Director; B638; ph. 2515).
3. Career and Employment Services (Pat Tanaka, Director; B625; ph. 2187).
4. Management Cooperative Education (Steve Craig, Director; B610; ph. 1810).

Career Resource Centre web page: <http://www.ulethbridge.ca/crc>

See Also:

- Part 17 of the Calendar (<http://www.ulethbridge.ca/ross/calendar/part17.pdf>).

Curriculum Re-Development Centre

The Curriculum Re-Development Centre (CRDC) (L1108; ph.1856) provides the facilities, equipment, and advice for effectively integrating technology into teaching. A design and production group, the CRDC develops websites, graphics, interactive media, cd-roms, and so forth. On request, the CRDC will also advise on sources of funding for the support of technology-related teaching or research projects.

CRDC web page: <http://www.ulethbridge.ca/crdc>

Facilities

Facilities is responsible for maintaining the entire campus in a manner that contributes to the attractiveness and function of the educational environment. Facilities has six main departments:

- Facilities - Executive Director's Office (TH116; ph. 2604; web: <http://www.ulethbridge.ca/pln/Services/director.htm>)
- Facility Operations & Maintenance (http://www.ulethbridge.ca/pln/Services/utilities_overview.htm)
 - Service Centre (TH101; ph. 2602; web: <http://servicedesk.uleth.ca>)
 - Building Maintenance
 - Caretaking Services (web: <http://www.ulethbridge.ca/pln/crt>)
 - Grounds & Motor Vehicle Pool (Motor Vehicle Pool – SC1360; ph. 2651)
 - Facility Operations Centre (B470; ph. 2600)

- Electrical Department
- Mechanical Department
- Operation & Controls Department
- Infrastructure & Engineering
- Major Construction Projects
- Planning & Capital Projects
(TH115; ph. 7104; web: <http://www.ulethbridge.ca/pln/plan/overview.htm>)
- Security & Parking (L911; ph. 2603)
 - Emergency: ph. 2345
 - Security web: <http://www.ulethbridge.ca/pln/sec>
 - Parking web: <http://www.ulethbridge.ca/pln/prk>

Financial Services

The Financial Services department (AH178; ph. 2206) is responsible for: the cashier function; assessing tuition fees; the banking function; payments to suppliers; employee reimbursements; research accounting; financial systems; and financial reporting.

Financial Services web page: <http://www.ulethbridge.ca/fsr>

Human Resources

Human Resources (AH135; ph.2274) is responsible for recruitment, compensation, benefits, and employee relations. Human Resources contains three sub-departments or programs: Risk and Safety Services; Payroll and Benefits; and the Employee Assistance Program.

Human Resources website: <http://www.ulethbridge.ca/hum>

Risk and Safety Services (AH128; ph. 7176; email: anne.baxter@uleth.ca) seeks to promote a culture of proactive response to ongoing operational risk issues and to provide a safe campus for employees, faculty, students, and the public. The department makes every reasonable effort to prevent injuries and protect the University community from accidents. Risk and Safety Services has several key responsibilities:

- A resource for academic and administrative departments for contract administration, off-campus travel, and other U of L activities.
- Assess risks and manage the primary insurance contracts.
- Administer the self-insurance program and negotiate claims.
- Administer the Alcohol Policy and authorize applications for the serving of alcohol.

Risk and Safety Services web page: <http://www.ulethbridge.ca/hum/riskandsafetyservices>

Safety Officers (AH129; ph. 2305/2190)

Payroll and Benefits is responsible for employee compensation and benefits. For more information, contact Payroll and Benefits (AH135; ph. 2480; email: joyce.eves@uleth.ca).

Payroll web page: <http://www.ulethbridge.ca/hum/pay>

Benefits web page: <http://www.ulethbridge.ca/hum/ben>

The **Employee Assistance Program** (D414 ph. 2494; email: eap@uleth.ca) provides help for employees having trouble on the job or at home with a personal or family problem. Counselling is available for short term and crisis situations, and may be available for longer-term situations or family members, depending on the circumstances.

Employee Assistance Program web page: <http://www.ulethbridge.ca/hum/eap>

Information Technology Department

The Information Technology department (E610; ph. 2490) maintains the U of L's high-speed network of state-of-the-art computing equipment for students, faculty, and staff. For more information, see the Information Technology website (<http://www.ulethbridge.ca/it>).

Campus computer labs are found in several locations:

- *Study Centre:* Atrium, level 6, University Hall.
- *E6 Main Computer Labs:* E610-E648, University Hall.
- *B5 Labs:* B515, B516, B519, B520, University Hall.
- *Macintosh Lab:* B770, University Hall.
- *Anderson Hall Computer Labs:* AH150, Anderson Hall.

For a map of computer lab locations, see <http://www.ulethbridge.ca/it/labs/map/directions.html>

These labs are used for classroom instruction, and are open to students when no classes are scheduled. Regular hours and detailed schedules for all labs are posted on the Student Computer Labs web page (<http://www.ulethbridge.ca/it>).

The **IT Solutions Centre** (E610; ph. 2490; email: help@uleth.ca) provides help with computer-related problems and questions. For on-campus assistance with computer and hardware problems, to have a computer moved, or to install hardware, call the IT Solutions Centre or go to: <http://www.ulethbridge.ca/it/thehelpdesk/index.html>

The Solutions Centre also provides assistance in several other ways:

1. Computer warranty repairs.
2. Faculty/staff non-personal computer repair.
3. Answering questions related to email accounts.
4. Exam scanning.
5. Voicemail setup and support.

For information on the status of the campus network, access to Internet, e-mail assistance, help with your office computer, classroom computers or projectors, or help with other computer difficulties, contact the IT Solutions Centre.

Communication Technologies (Telecom) is responsible for all data and voice connectivity across campus. For more information, or assistance with telecommunications issues, contact the IT Solutions Centre at 2490.

Institutional Analysis

Institutional Analysis (A758/A715; ph. 2063) provides statistical reporting and analytical research that inform the decision-making, policy formulation, budgeting, and planning at The University of Lethbridge.

The department's major functions are: publishing The University of Lethbridge Facts Book; compiling and submitting statistical reports for Alberta Advanced Education; and providing ad hoc advice to senior administrators and others in the university community.

Institutional Analysis web page: <http://www.ulethbridge.ca/analysis>

Internal Audit

The Internal Audit department (A756; ph. 7132) conducts its practice according to: its terms of reference approved by the Audit Committee (a subcommittee of the Board of Governors); the Institute of Internal Auditors' (IIA) Code of Ethics; and the IIA's attribute and performance standards. The department is accountable to the Vice-President (Finance and Administration) and the Audit Committee for adhering to the terms of reference, code, and standards.

Internal Audit web page: <http://www.ulethbridge.ca/audit>

International Centre for Students

The International Centre for Students (SU040; ph. 2053; international@uleth.ca) is committed to assisting international students in meeting their academic and personal goals, and to fostering cross-cultural understanding and learning among students, staff, and faculty in the University and surrounding community.

The centre is the first point of contact for students outside Canada seeking information about the U of L, and a resource and support for international students throughout their U of L careers. The centre is also responsible for non-credit programs in English as a Second

Language, courses in university level writing, and writing services to support international students, faculty, and staff.

International Centre for Students web page: <http://www.ulethbridge.ca/global>

See Also:

- Part 6 of the Calendar (<http://www.ulethbridge.ca/ross/calendar/part06.pdf>).

Library

Located in the Library Information Network Centre (LINC), the Library offers a number of services and instructional programs. Subject librarians are available to discuss the Library's instruction program, policies, procedures, and services. The Library also provides course reserves; interlibrary loans; information and reference; tours; audiovisual and equipment loans; and listening centre facilities.

The Library offers full credit information literacy courses in the Faculty of Arts and Science and the Faculty of Education, and an active program of instruction for individual courses and specific course assignments.

The Library website (<http://www.ulethbridge.ca/lib>) has a list of campus services for faculty and instructors. It also provides: access to the Library's online catalogue; electronic indexes and databases; e-journals, e-books, and other electronic resources; a virtual tour; a listing of subject librarians; "help" guides; and an electronic reference service.

The Faculty of Education's Curriculum Laboratory is also located in the Library.

See Also:

- "Audio-Visual Equipment and Software" (page 19).
- Part 17 of the *Calendar* (<http://www.ulethbridge.ca/ross/calendar/part17.pdf>).

Materials Management

The Materials Management department (SC1115; ph. 2411) is responsible for procuring goods and services and mail services, and for shipping and receiving.

Materials Management web page: <http://www.ulethbridge.ca/fin-mm>

See Also:

- "Courier Services" (page 13)
- "Mail Services" (page 14)

Registrars Office and Student Services

The Registrar's Office and Student Services (ROSS) is responsible for a number of units that assist students with everything from an introduction to the University, to registering in courses, to applying for Convocation when degree requirements have been met. ROSS also houses many of the services that students will access in their time at the University including counselling, scholarships and student loans, and providing program and career information.

ROSS is made up of a number of units:

- | | |
|--------------------------------|--|
| • Admissions | • Native Student Advising |
| • Career & Employment Services | • Records/Registration |
| • Counselling Services | • Recruitment and Student Life & Convocation |
| • Disabilities Resource Centre | • Scholarships and Student Finance |
| • Document and Systems Support | • Student Information System |

Run by Counselling Services (SU140; ph. 2845), the **Counselling Centre** provides counselling to students. Though it operates on an appointment basis, counsellors see students experiencing a crisis as quickly as possible. Students with disabilities are encouraged to identify themselves to the Disabilities Resource Centre.

See Also:

- “Advising” (page 17).
- Part 17 of the *Calendar* (<http://www.ulethbridge.ca/ross/calendar/part17.pdf>).

Research Services

The office of Research Services (D610; ph. 2747) administers research and creative activities at The University of Lethbridge. The office provides information on major granting councils, grants, scholarships, and fellowships, and can help prepare and administer funding applications.

Research Services web page: <http://www.ulethbridge.ca/rch>

Sport and Recreation Services

Sport and Recreation Services provides opportunities for students, faculty, staff, and their families to participate in a variety of recreational activities.

To access U of L recreation facilities, faculty and staff can purchase a ONE Pass. If you choose to purchase a ONE Pass, it will be added to your Campus Card. ONE Pass holders have access to the Fitness Centre, Max Bell Aquatic Centre, Triple Gymnasium, Ascent Climbing Centre and Bouldering Cave, and indoor track.

In addition to ONE Pass memberships, Sport and Recreation Services operates a variety of recreation programs for all ages. An Activity Guide with available programs is published twice a year (Fall/Winter and Spring/Summer) and can be found at various locations around campus and on the Sport and Recreation website.

Office Locations and Phone Numbers:

- 1st Choice Savings Centre for Sport and Wellness, Customer Service Centre (PE160, ph. 2706)
- Pronghorn Athletics (PE210; ph. 2681)

Sport and Recreation web page: <http://www.ulethbridge.ca/sportrec>

See Also:

- “Campus Card” (page 13).

University Advancement

Comprised of Development, Communications, and Alumni Relations, University Advancement (A735; ph. 2582) promotes the best interests of the U of L and its student body. Advancement encourages the friends of the U of L to participate actively in the University, which helps raise funds, builds awareness, and ensures resources are available to meet the institution’s growing needs (<http://www.ulethbridge.ca/advancement>).

Alumni Relations (A735; ph. 2582) keeps in touch with U of L alumni through various initiatives, activities, and publications. For more information, see the Alumni Relations web page (<http://www.ulethbridge.ca/alumni/>).

The **Communications** office (A735; ph. 2582) offers services in four main areas: (1) communications and marketing; (2) media relations; (3) web and print design; and (4) special events. The Communications Office has resources for your communications and marketing needs. See the Communications Office website (<http://www.ulethbridge.ca/advancement/comm/>) for information on visual identity guidelines, logos, templates, photo library, web standards, and editorial standards.

The **Development** office (A735; ph. 2582) is committed to furthering initiatives, building relations, and establishing a positive institutional reputation worldwide. See the Development web page for more information (<http://www.ulethbridge.ca/giving>).

CAMPUS LIFE

Tickets for all cultural events at the U of L are usually available at the University Theatre Box Office (W510; ph. 2616). Tickets for Pronghorn Athletics are available at the Customer Service Centre (PE160, ph. 2706) and usually from the Ticket Office at the event.

Art

With over 13,000 objects, the University of Lethbridge Art Collection is one of the most significant holdings of art in Canada and the largest of any university in Canada. The collection includes pieces from Canada, America, and Europe, and a variety of media—drawing, printmaking, painting, photography, sculpture, and installation.

There are two art galleries at the U of L: the Main Gallery (W600 in the Centre for the Arts); and the Helen Christou Gallery (Level 9, LINC). To check current and future art exhibitions in these spaces, go to the Faculty of Fine Arts online Upcoming Events (<http://www.ulethbridge.ca/finearts/events>).

The Faculty of Fine Arts also presents a visiting artist series which includes a public lecture or a performance by the artists. Check the Upcoming Events for more details.

Athletics

Pronghorn teams compete throughout the year in soccer (men's and women's), basketball (men's and women's), hockey (men's and women's), rugby (women's), swimming, and track and field. To check game schedules, go to Schedules & Scores on the Horns website (<http://horns.uleth.ca>) or pick up a guide from the Customer Service Desk (PE160, ph. 2706).

Lectures

The U of L has about 39 lecture and colloquium series that schedule events; this includes eight major public lecture series (see "Lecture Series," p. 10). Tickets for lectures are available through the Theatre Box Office (W510; ph. 2616).

Music

Details of concerts and recitals are available at the Faculty of Fine Arts online Upcoming Events (<http://www.ulethbridge.ca/finearts/events>).

Members interested in joining an ensemble should contact the Department of Music (W850; ph. 2495).

Theatre

The Department of Theatre and Dramatic Arts mounts stage productions, including those of plays written by U of L faculty. Details are available at the Faculty of Fine Arts online Upcoming Events (<http://www.ulethbridge.ca/finearts/events>).

CORE CAMPUS EXPANSION PLAN

In 2001 the Board of Governors approved the *Core Campus Expansion Plan*. The plan determined appropriate locations and support infrastructure for future buildings needed to accommodate potential growth. The plan had several key findings, including:

- The core campus area can comfortably grow by an additional 67,000 gross square metres (gsm) of academic, support, and research space within a ten minute walking distance between classes.
- An additional 43,700 gsm of research space can be provided within the Exploration Place research park, which is beyond the ten-minute walking distance.
- Based on building expansion areas and present space use rates, the campus can comfortably accommodate a campus population of about 11,300.

The Core Campus Expansion Plan is available online: <http://www.ulethbridge.ca/exp/>

FACILITIES

1st Choice Savings Centre for Sport and Wellness

Attached to the west side of the Physical Education Building, the 1st Choice Savings Centre for Sport and Wellness opened in 2006, combining more than 6,500 sq.m. of new space and over 5,100 sq.m. of renovated space. The 1st Choice Savings Centre houses many notable facilities:

- Research and teaching facilities for Kinesiology including laboratories.
- Triple gymnasium with retractable seating for approximately 2,000 spectators.

- Max Bell Aquatic Centre
- Climbing centre.
- Fitness centre.
- Sports medicine clinic.
- Four-lane indoor track.
- Classrooms.
- Food services facilities.

Dedicated parking space is available for community members.

Located in the 1st Choice Savings Centre for Sport and Wellness, the Fitness Centre has exercise machines, free weights, and cardio equipment for your workout regime. There are also fitness consultants available to answer questions and help with your exercise program. Call 2706 for more information, or see the Sport & Recreation web page at

<http://www.ulethbridge.ca/sportrec>.

Food Service Outlets

There are five main eating areas:

Eating Area:	Location:	Opening Hours (During Academic Year):
Coulee Junction (CJ's)	University Hall, level 6, off the Atrium	Monday to Thursday 7:30 am to 8:00 pm Friday 7:30 am to 6:30 pm Saturday 9:00 am to 6:30 pm Sunday 9:00 am to 6:30 pm
Fresh Express	University Hall, level 6, north hallway, section C	Monday to Thursday 7:45 am to 3:15 pm Friday 7:45 am to 2:00 pm
The Station	Across from Security in LINC, level 9	Monday to Thursday 8:00 am to 3:00 pm Friday 8:00 am to 2:00 pm
Food Court	Students' Union Building, level 2	Hours vary for the Food Court kiosks.
Tim Horton's	1 st Choice Savings Centre, level 2	Monday to Thursday 7:00 am to 9:00 pm Friday 7:00 am to 7:00 pm Saturday 10:00 am to 5:00 pm (Open until 8:00 pm on Friday and Saturday game days)

For more information on food service outlets, see <http://www.ulethbridge.ca/food>. If you need to provide food or beverages for events on campus, contact the Food Services and Catering office (A681; ph. 2491).

Health Centre

The Health Centre (SU020; ph. 2484; email: health.centre@uleth.ca) provides physician clinic services, nurse services, health insurance information, and on-campus health education. In addition to physician and nursing services, services include referrals and appointment arrangements with specialists, chiropractic care, massage therapy, medical acupuncture services, and dietician clinics.

Health Centre web page: http://www.ulethbridge.ca/ross/health_centre

Music Conservatory

The U of L Music Conservatory (W850; ph. 2304; music.conservatory@uleth.ca) offers non-credit individual and group instruction to students of all ages and ability levels. Registration for classes is through Sport & Recreation Services (PE160; ph. 2709).

Conservatory web page: <http://www.ulethbridge.ca/ffa/conservatory>

University Theatre

One of five performance spaces in the Centre for the Arts, the University Theatre has a fully equipped proscenium stage and is a teaching facility for the Department of Theatre and Dramatic Arts and the Department of Music. Visiting artists complement and support the programs of the Faculty of Fine Arts and the University.

Theatre and musical productions are open to the public. Check the Noticeboard (<http://www.ulethbridge.ca/notice>) and Faculty of Fine Arts website (<http://www.ulethbridge.ca/ffa>) for details. Tickets are available from the Box Office (W510; ph. 2616), whose usual hours of operation are Monday to Friday 12:30 to 3:30 pm, and for one hour before performances.

GENERAL LIBERAL EDUCATION REQUIREMENT (GLER)

In keeping with the liberal education philosophy of The University of Lethbridge, all students in an undergraduate degree program must complete the courses necessary to meet the General Liberal Education Requirement, as outlined in the Academic Regulations section of the Calendar (<http://www.ulethbridge.ca/ross/calendar/part04.pdf>).

GOVERNANCE

The Governance web page (<http://www.ulethbridge.ca/gov>) provides meeting dates, minutes, and information on the governing bodies of the University, which are discussed below.

Board of Governors

The Board of Governors is responsible for governance of the University and its property, revenue, business, and affairs.

Deans' Council

This council is comprised of the Deans and Associate Deans of the U of L's faculties and schools and the University Librarian. Normally meeting on a weekly basis, the Deans' Council is an advisory body to the General Faculties Council (see below).

Faculty and School Councils

The *Post-Secondary Learning Act* mandates each faculty and school to have its own Council. These councils meet regularly and are empowered to determine the programs of study and other related matters for which the faculty or school is responsible. Contact your faculty or school office for more information.

General Faculties Council

The General Faculties Council (GFC) is responsible for the academic affairs of the University, and includes elected representation from across the U of L. Section 23 of the *Post-Secondary Learning Act* provides detailed information including the Council's composition, election of members, and powers. The *Post-Secondary Learning Act* is available from the Alberta Queen's Printer (<http://www.qp.alberta.ca/index.cfm>). GFC Bylaws and Minutes are available online:

- GFC Bylaws (<http://www.ulethbridge.ca/gfc/>).
- GFC minutes (http://www.ulethbridge.ca/gfc/Documents/council_minutes/council_minutes.htm).

LECTURE SERIES

There are about 39 lecture and colloquium series run on campus, ranging from small departmental colloquiums to large-scale public lectures. There are eight major lecture series:

- Alex Johnston Lectures.
- CMA Leadership and Innovation Speaker Series.
- Discovery Lecture Series.
- F.E.L. Priestly Series.
- Graduate Students Association Special Guest Program.
- Owen G. Holmes Lectures.

- Tagg Yoshida Lectures.
- Women Scholars Group Speaker Series.

The **Lecture Series Committee** (LSC) strives to coordinate lecture series to ensure effective planning of events on campus. Though the responsibility for organizing lectures remains with the respective lecture series committees, the LSC is a forum to coordinate lecture event planning, ensure lecture series committees are discharging their duties effectively, and report annually on the lecture series activity at the U of L to the GFC, Board of Governors, and the community. The committee is also responsible for managing and organizing the Discovery Lecture Series and the Owen G. Holmes Lectures. LSC membership consists of a representative of the major lecture series and a faculty or school representative where no such series currently exist.

For more information on the LSC or on any aspect of organizing a lecture, contact the Chair of the committee, Paul Sparrow-Clarke (ph. 1840). For help in publicizing a lecture, contact Bob Cooney in the Communications Office (ph. 7173).

MANDATE STATEMENT

The University of Lethbridge is a Board-governed institution functioning under the *Universities Act* as a member of the system of Alberta universities. It offers instructional programs at the Bachelor's level in the humanities, the social sciences, the natural sciences, and mathematics within its Faculty of Arts and Science. It also awards University certificates, diplomas, and undergraduate degrees in Education, Fine Arts, Health Sciences, Management, and Nursing. At the graduate level, The University of Lethbridge offers a Master of Education (MEd), Master of Arts (MA), Master of Science (MSc) and a special case Doctor of Philosophy (PhD). It stimulates and supports basic research and scholarly activity in all disciplines in which it gives instruction, and conducts certain lines of applied research of special relevance to the region or to the province.

The University offers collaborative programs with various community colleges, including post-diploma degrees in Agricultural Studies, Environmental Science, Fine Arts, Management, and Nursing. It encourages, through its Management, Education, and Arts and Science faculties, active development of educational opportunities in Native American Studies for Native American students through off-campus and on-campus programs.

The University of Lethbridge provides non-credit continuing education programs throughout the region. It also supports artists' workshops and makes its cultural programs and facilities available to the wider community.

Approved by the Minister, May 23, 2001

NOTICEBOARD

The Noticeboard section of the University website (<http://www.ulethbridge.ca/notice/>) provides daily news. To stay aware of what's current at the University, set this page as your browser home page.

POST-SECONDARY LEARNING ACT

The *Post-secondary Learning Act* combines and updates the *Universities Act*, the *Colleges Act*, the *Technical Institutes Act*, and the *Banff Centre Act*. This provincial Act governs Alberta's post-secondary system. It provides the legislative authority for establishing Alberta universities, the requirements for their administrative organization, and the powers and responsibilities of senior officers, boards, and councils.

For the complete Act, see the Queen's Printer website (<http://www.qp.alberta.ca>).

PROGRAMS

A list of programs can be found under 'The University' section in the introduction to the Calendar (<http://www.ulethbridge.ca/ross/calendar/intro.pdf>). Details on majors and requirements for the degree programs are available in the respective sections of the Calendar.

STATEMENT OF PHILOSOPHY

In the process of transmitting and advancing higher learning, The University of Lethbridge endeavours to cultivate humane values; it seeks to foster intellectual growth, social development, aesthetic sensitivity, personal ethics and physical well-being; it seeks to cultivate the transcendental dimension of the scholar's personality.

Flexibility and openness to innovation will be the distinguishing feature of The University of Lethbridge.

Notwithstanding its intention to offer diverse subject matter contributing to the acquisition of professional skills, the University regards learning as an end in itself, not merely as a means to material ends. Its primary aims are to foster the spirit of free inquiry and the critical interpretation of ideas.

The undergraduate is, and should remain, the focus of the University's endeavour. Students are invited to participate in all phases of university life. The highest degree of interaction between students and faculty is encouraged, and should not be confined to the physical limits of the campus.

It is desirable and necessary that the University should relate closely to the local community. Nevertheless, its outlook should not be determined by any regional or sectional interest. Through exposures to cosmopolitan influences and diverse cultures, scholars are best able to evaluate their own social and cultural milieux.

The University asserts its right and responsibility for free expression and communication of ideas. It is self-evident that a university cannot function without complete autonomy in this domain. (Taken from the 2009-10 Calendar.)

STRATEGIC PLAN

The University of Lethbridge Strategic Plan, 2009-2013 lays out the fundamental principles of the University and a vision for its future. Strategic directions and priorities are also established in an effort to achieve these goals. The plan is in [Appendix One](#) (page 27) and also available on the University of Lethbridge webpage (<http://www.uleth.ca/strategicplan/>).

3. Administrative Information

ACCIDENTS

Any campus accident or incident should be reported to Risk and Safety Services. If you are involved in a campus accident or incident, complete the *Campus Accident/Incident Report* (http://www.uleth.ca/hum/riskandsafetyservices/Services/report_form.html) and return it to Risk and Safety Services (AH127; ph. 7176) within 24 hours. If you need help, call Risk and Safety Services.

Risk and Safety Services website: <http://www.ulethbridge.ca/hum/riskandsafetyservices>


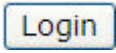
AMERICAN EXPRESS CORPORATE CARDS

American Express corporate cards are available to faculty and staff members traveling on University of Lethbridge business. Contact Frank VandenHeuvel in [Financial Services](#) (AH183; ph. 2398) for an application form or additional information. Your department head or your dean must authorize the application.

THE BRIDGE (WEB INFORMATION SYSTEM)

The Bridge provides online access to your employee information. This includes: personal information; benefits and deductions; job information; pay; direct deposit and T4 information; professional supplement balance; and leave balance. The Bridge also allows a researcher to view his or her researcher account balances and research transaction details, or to requisition goods and services.

To log in to the Bridge:

- (1) From any uleth web page, click  from the toolbar near the top of the page. The User Login page opens.
- (2) Enter your **Username** and **Password** and click  to log in to the Bridge main page.

CAMPUS CARD

The U of L Campus Card is the official picture ID for The University of Lethbridge. All students, faculty, and staff need one to receive services at the U of L. Campus Cards allow access to recreation services and the Library (including audio-visual bookings). Monetary amounts can be encoded on the card for pre-payment of photocopying or Food Services purchases.

You can get a Campus Card by presenting photo identification and a copy of your letter of appointment at one of the Campus Card production locations: University Hall Computer Labs (E644); and Anderson Hall Computer Labs (AH150).

Campus Card web page: <http://www.ulethbridge.ca/it/services/campuscard/index.html>

COURIER SERVICES

The Mail Services department provides courier services, with Purolator the courier of choice for the U of L. Make arrangements through the Mail Services office (SC1280; ph. 2381), your department, or your faculty/school office.


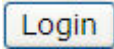
See Also:

- “Mail Services” (page 14).
- “Materials Management” (page 6)

EXPENSE CLAIMS

Expense claims are submitted online through the Bridge with accompanying documentation then forwarded onto Financial Services. Original copies of all receipts must be submitted in the white online expense/professional development claim envelope with your name, department, and the last 4 digits of the claim number on the envelope. You can log on to the Bridge to check the status of the claim.

To access online expense claim submission:

- (1) From any uleth web page, click  from the toolbar near the top of the page. The User Login page opens.
- (2) Enter your **Username** and **Password** and click  to log in to the Bridge main page.
- (3) Click **Financial Services**.
- (4) Click **Personal Reimbursements**.
- (5) Click **Online Expense Claim**. The expense claim system will be launched in a new window.

For instructions on how to use the online expense claim system, see the *Online Personal Reimbursement System User Manual* available on the Financial Services web page (<http://www.uleth.ca/fsr/Documents/NechoExpense%20User%20Manual.pdf>).

See Also:

- “The Bridge (Web Information System)” (page 13).

KEYS

Facilities will issue keys, through a requisition from your Dean or department office, depending on your need to access to various classrooms, laboratories, and other facilities. Discuss your requirements with your Dean or department office.

Podium keys provide access to classroom equipment. You can pick podium keys up at the IT Solutions Centre (E610; ph. 2490). You will sign for the key, which will be yours to use while employed at The University of Lethbridge.

MAIL SERVICES

Mail Services (SC1280; ph. 2381) deliver and pick up mail Monday to Friday, between 10:30 am and 12:00 pm, from all departments on campus. Each department supplies two mailbags for delivery service.

Mail Services website: <http://www.ulethbridge.ca/fin-mm/Services/mailing1.htm>

See Also:

- “Courier Services” (page 13).
- “Materials Management” (page 6).
- Part 17 of the *Calendar* (<http://www.ulethbridge.ca/ross/calendar/part17.pdf>).

MOVING EXPENSES

Moving expenses are covered as outlined in your contract letter. For more information, contact your faculty, school, or department office, or Financial Services (AH178; ph. 2206).

See Also:

- *Relocation Allowance Regulations* (<http://www.ulethbridge.ca/fsr/Documents/removal.htm>).
- Manuals on the Human Resources website (<http://www.ulethbridge.ca/hum/listDocs?type=12>).

OFFICE EQUIPMENT

For office equipment, furnishing, and supply needs contact your faculty, school, or department office.

PARKING


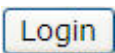
Everyone parking on campus requires a permit. Annual, semester, monthly, weekly, and daily parking permits are available, as is some metered parking. Parking is available as a payroll deduction for Faculty and staff. Parking regulations are strictly enforced. For more information, or to obtain a *Campus Parking Guide*, contact Security and Parking Services (L911; ph. 2603).

Parking web page: <http://www.ulethbridge.ca/pln/prk>

PROFESSIONAL SUPPLEMENT FUNDS

A Professional Supplement is a non-taxable benefit given to eligible members of the University as reimbursement for expenses related to teaching, research, and professional duties. For more information, contact Carol Gaetz in Financial Services (AH178A; ph.1870).

The Bridge, the U of L Web Information System, allows you to view your Professional Supplement balance and transaction history for the past five years. To access this information:

- (1) From any leth web page, click  ie toolbar near the top of the page. The User Login page opens.
- (2) Enter your **Username** and **Password** and click  to log in to the Bridge main page.
- (3) Click **Employee**.
- (4) Click **Professional Supplement Balance**.

See Also:

- “The Bridge (Web Information System)” (page 13).

ROOM BOOKINGS

For room bookings call the Registrar's Office and Student Services (SU140; ph. 5700).

SAFEWALK

Safewalk (ph. 1888) offers escorts to and from any location on campus. The program runs from late September until late April. Operating hours are Monday to Friday 8:30 pm to 12:30 am and Sunday 8:00 pm to 11:00 pm. Security Services (ph. 2345) provides escorts outside of the Safe Walk hours.

SOFTWARE PURCHASES

The University of Lethbridge has site licenses for various types of software. Contact the IT Solutions Centre (E610; ph. 2490; help@uleth.ca) for more information.

TELEPHONE AND FAX CHARGES

Each year, faculties, and schools allocate a limited amount of telephone/fax service for U of L business. Faculty members and staff are invoiced for costs beyond this limit. You should provide estimated telecommunications charges as part of anticipated expenses in research proposals. Telecommunication rental charges are not an eligible expense for some research grants.

Your department or Dean's office can give you information on the phones and fax machines you should use.

TEXTBOOK REQUISITIONS

To allow time for the Bookstore to process and order textbooks for various courses, observe the deadline dates for submitting requests. Textbook requisition forms can be obtained from your department administrative assistant.

Departments or faculties/schools must pay late charges if the due dates are missed, or if the texts are dropped from the outline. Generally, the Bookstore requires textbook information by the following deadlines:

<i>Spring Semester:</i>	Last Friday in Sept.
<i>Summer Session I:</i>	First Friday in March.
<i>Summer Sessions II and III:</i>	First Friday in April.
<i>Fall Semester:</i>	First Friday in April.

These deadlines are extended for new appointments. Bookstore staff are happy to obtain the price and availability of the textbooks you are considering prior to the applicable due dates, phone 5146.

See Also:

- “Bookstore” (page 2).
- “Custom Coursepack Centre” (page 23)

WORKING ALONE

The U of L has an online “Working Alone System” to help protect you when you work alone on campus. You can sign in to the system to alert Campus Security that you are working alone in your area, and sign out to inform them that you are leaving.

To access the system go to: <http://www.ulethbridge.ca/workingalone>

4. Academic and Policy Information

Note: This section does not contain an exhaustive list of policies. Policies are available on the Vice President (Finance and Administration) web page (<http://www.ulethbridge.ca/vpadmin/listDocs?type=9>), and in Part 4 of the Calendar (<http://www.ulethbridge.ca/ross/2007-08/calendar/part04.pdf>).

ACADEMIC SCHEDULE

The *Academic Schedule* section of the Calendar includes important dates in the current academic year, and some in the subsequent two academic years. Since students and faculty must observe and plan around these dates, acquaint yourself with those relevant to you.

See Also:

- *Academic Schedule* in the Calendar (<http://www.ulethbridge.ca/ross/calendar/schedule.pdf>).

ADVISING

Each faculty, school, or department has an academic advising unit to address concerns related to academic programs. If students request academic advisory services, refer them to the appropriate advising office. Disciplinary advising is also handled through the academic advising units. For career advising, refer students to the [Career Resources Centre](#) (B610; ph. 2000). For personal counselling, students should be referred to Counselling Services (ph.2845).

See Also:

- “Career Resources Centre” (page 3).
- Online list of advisor contacts (<http://www.ulethbridge.ca/reg/stuserv/advising.html>).

EXAMINATION POLICY

The University of Lethbridge *Examination Policy* describes how to conduct examinations and transmit grades. The policy can be found in the Calendar, Part 4 (<http://www.ulethbridge.ca/ross/calendar/part04.pdf>).

FACULTY HANDBOOK

The Faculty Handbook specifies the principles and procedures for academic personnel decisions, and related matters. All members of the University of Lethbridge Faculty Association (ULFA) including faculty members, professional librarians, and academic assistants receive a copy of the current Faculty Handbook when they begin their positions at the U of L.

See Also:

- “University of Lethbridge Faculty Association” (page 18).
- Handbook online (http://www.ulethbridge.ca/hum/Help/faculty_manual/Faculty_Handbook_2007.pdf).

FUNDAMENTAL PRINCIPLES OF STUDENT CITIZENSHIP

The *University of Lethbridge Principles of Student Citizenship* is designed as a code of conduct for U of L students. The *Fundamental Principles of Student Citizenship* are in Appendix Two (page 35).

Principles of Student Citizenship

(http://www.ulethbridge.ca/ross/policies/student_citizenship.pdf)

INCLUSIVE LANGUAGE POLICY

Inclusive language is that which does not discriminate based on characteristics of gender, age, race, ethnicity, religion, or minority. All faculty are encouraged to use inclusive language according to the University's *Inclusive Language Policy*.

See Also:

- *Calendar*, Part 4 (<http://www.ulethbridge.ca/ross/calendar/part04.pdf>).

PERSONAL SECURITY POLICY

The *Personal Security Policy* is geared towards providing a U of L that is free of threats to personal security. Members of the U of L community must become familiar with this policy and ensure they do not infringe on the rights of others to study and work in an environment in which personal security is respected.

The preamble to the policy sets forth its rationale and defines personal security:

“The University of Lethbridge is committed to providing a living, learning and working environment that is free of threats to personal security and is supportive of productivity, academic achievement, and the dignity, self-esteem and fair treatment of all members of its community. The *Personal Security Policy*, developed by the University in consultation with employee and student groups, gives practical application to that commitment.

‘Personal security’ means freedom from violence, the threat of violence, harassment, hazing, abuse of supervisor’s authority, verbal abuse, and discrimination in contravention of the *Alberta Human Rights, Citizenship and Multiculturalism Act*.”

The complete policy is available at <http://www.ulethbridge.ca/policymanual/policyview?id=337>.

REGISTRATION

Students wanting academic advice during registration should seek it from the faculty, school, or department academic advising office (see “Advising”, page 17). For other kinds of information, such as deadlines and procedures, students should ask at the ROSS Information Centre (SU140; ph. 5700). For more information, see Part 2 of the *Calendar* (<http://www.ulethbridge.ca/ross/calendar/part02.pdf>).

STUDENT DISCIPLINE POLICY

The U of L *Student Discipline Policy* describes five principle academic offenses:

1. Plagiarism.
2. Cheating.
3. Duplication (submitting an assignment that has been submitted for another course).
4. Procurement and distribution of confidential academic material.
5. Misrepresentation.

The policy also outlines the discipline procedures for students that are believed to have committed an academic offense. For the complete *Student Discipline Policy*, see Part 4 of the *Calendar* (<http://www.ulethbridge.ca/ross/calendar/part04.pdf>).

TRANSFER CREDIT

The Registrar’s Office and Student Services (SU140; ph. 5700) assesses student transfer credit for courses taken at other post-secondary institutions.

UNIVERSITY OF LETHBRIDGE FACULTY ASSOCIATION (ULFA)

The University of Lethbridge Faculty Association (ULFA) is an organization of U of L academic staff that has the authority to negotiate on behalf of its members with the Board of Governors for the Faculty Handbook provisions and economic benefits. Members pay dues and receive negotiated benefits. Sessional instructors are not members of ULFA. For more information see <http://www.ulfa.ca>.

See Also:

- “Faculty Handbook” (page 17).

5. Planning and Teaching a Course

ADD/DROP PERIOD

At the beginning of each semester, students have one week to add or drop classes. The class lists during this period are unofficial and subject to change.

The add/drop period for each term is given in the “Academic Schedule” section of the Calendar (<http://www.ulethbridge.ca/ross/calendar/schedule.pdf>) and posted electronically on the Noticeboard (<http://www.ulethbridge.ca/notice/>).



ATTENDANCE

The U of L does not have a common, official student attendance policy. Faculty members may declare attendance compulsory, or indicate penalties for absences. You must indicate your attendance policy in your course outline.

AUDIO-VISUAL EQUIPMENT

Audio-visual equipment booking for instructors and students can be arranged through the General Services Desk (Level 10, ph.2265) any time the [Library](#) is open. Many classrooms also have fixed equipment including data and overhead projectors, VCRs, and Smartboards.

To book equipment online:

1. Go to the Library homepage  from any uleth website.
2. Search the catalogue by Subject using the name of the device you want to borrow (e.g. camcorder).
3. Choose a record from the results list. From the item record you can choose to book the item .

For information, see <http://www.uleth.ca/lib/services/display.asp?PageID=57>, or call the General Services Desk at 2265. Bring your Campus ID card when picking up equipment or software.

See Also:

- “Library” (page 6).
- “Classroom Equipment” (page 20).

BLACKBOARD

Blackboard allows you to create an online, interactive learning environment (a virtual classroom). It combines course development and delivery tools with a comprehensive course administration system. With Blackboard, you can create courses online or complement a classroom-based course. You can use Blackboard to:

- Provide course materials that include text, complex equations, images, video, and audio.
- Evaluate students using quizzes and assignments.
- Communicate with students through discussions, email, chat sessions, and an interactive whiteboard.
- Facilitate learning using a searchable index, glossary, and image database for each course.
- Encourage student interaction by allowing students to create homepages and online presentations.
- Share course content with other designers and institutions.
- Record, maintain, and communicate grades.
- Implement student self-evaluations through self-tests and progress tracking.
- Get data to analyze the effectiveness of your course.

Blackboard used to be called WebCT and many on campus still refer to it by that name.

To create a course using Blackboard, complete an online Course Request Form within the Bridge. The form can be found in the “Faculty & Advisors” tab under “Add selected CRN to WebCT”.

If you need help with Blackboard, contact the CRDC (L1108 [Library Information Network Centre]; ph.1856).

Courseware web page: <http://courseware.ulethbridge.ca/>

CLASS HOURS

Class hours are prescribed for each course of study. It is important to ensure the entire time is covered and that class sessions begin and end on time. Your department, faculty, or school can give you the specific requirements for your courses.

CLASS LISTS

Class lists are available through the Bridge (the U of L web information system). For more information on the Bridge, including how to log in to the system, see “The Bridge (Web Information System),” page 13.

CLASS WEB SPACE

Every professor has web space dedicated for each class that he or she is teaching. This web space is available at <http://classes.uleth.ca>.

For help in setting up and managing class web space, go to <http://www.uleth.ca/it/services/classinfo.html> or contact the IT Solutions Centre (E610; ph.2490; help@uleth.ca).

For assistance loading your web pages contact the CRDC (L1108; ph.1856).

CLASSROOM ASSIGNMENTS

The Registrar's Office and Student Services (ph. 5700) assigns classrooms. If a classroom assigned to you is locked, contact Security Services (ph. 2603).

CLASSROOM EQUIPMENT

Available classroom equipment includes:

- Overhead projector.
- Television.
- Video or data projector.
- VCR.
- Desktop computer.
- Ethernet cable.
- Sound / amplifier.
- Microphone.

Not all of this equipment is installed in each classroom. A list of classroom equipment and instructions on its use is at

<http://www.ulethbridge.ca/it/classroomsupport/instructions/instructions.htm>.

Instructions for the equipment in each classroom can be found on the wall or desk near the equipment or in the podium. For support call 2490.

The CRDC is also available to help effectively integrate different technologies into your classes (http://www.ulethbridge.ca/crdc/?page_id=108).

CONFIDENTIALITY OF STUDENT INFORMATION

To ensure confidentiality of student records, instructors only have access to the student information necessary for instructional purposes. This does not include transcripts, telephone numbers, addresses, and other course marks. If you need to initiate contact with a student, do this through your Dean's office, which will make a call or email request that the student contact you or will forward written correspondence to the student.

The confidentiality policy is available at: <http://www.uleth.ca/ross/policies/confidentiality.html>.

COPYRIGHT

Copyright Act and Access Copyright

Canada's *Copyright Act* protects a variety of creations and gives the copyright owners (usually the author or publisher) the sole right to copy or to authorize someone else to copy their work. One important legal exception to this is known as "**fair dealing**."

According to fair dealing, copying of copyright-protected material for the purposes of private study, research, criticism, review, or news reporting does not infringe copyright. In Canada, fair dealing is not clearly defined, but it usually involves copying only a reasonable portion of a work. For the copying of works that don't fall under fair dealing, the U of L has a licence with a copyright collective known as **Access Copyright**.

The Access Copyright licence allows professors, students, and staff at the U of L to make copies other than those allowed under fair dealing. It permits, for example, multiple copies of an article for a class, library reserve, or administrative use, though the licence limits the portion of a work that can be copied. When photocopied materials are sold (e.g. course packs), the U of L must keep records and pay Access Copyright a preset amount for each page copied.

The Access Copyright licence does not cover all works. Some categories of works are not included, such as sheet music and unpublished works. An **exclusion list** attached to the licence lists works that authors and publishers have excluded from coverage. You must check this list before doing copying that does not fit into the fair dealing guidelines. The exclusion list is available on the Library web site at http://www.ulethbridge.ca/lib/about_us/exclusions.pdf.

In summary, the Copyright Act and the Access Copyright licence **allow four types of copying**:

1. Fair dealing—copying for research, private study, criticism, or review.
2. Works in the public domain. Copyright protection normally ends fifty years after the death of the author.
3. The text of federal and Ontario laws, statutes, and judicial decisions.
4. Up to 10% of a work for personal use, **or** 15% if the work including the copy is to be sold, **or** the following, whichever is greater—a newspaper article, short story, play, poem, essay, or article from a book or periodical issue; an entire entry from an encyclopedia, dictionary, annotated bibliography, or similar work; or an entire chapter that is less than 20% of a book.

The licence does not cover digital materials, including those used for Blackboard.

Copyright applies to digital materials. You can digitize material only if you are the copyright owner. Otherwise, you must get permission to digitize the material from the copyright owner. For a sample permission letter for Blackboard, go to http://webct.rdc.ab.ca/word_docs/copyrightLetter.doc.

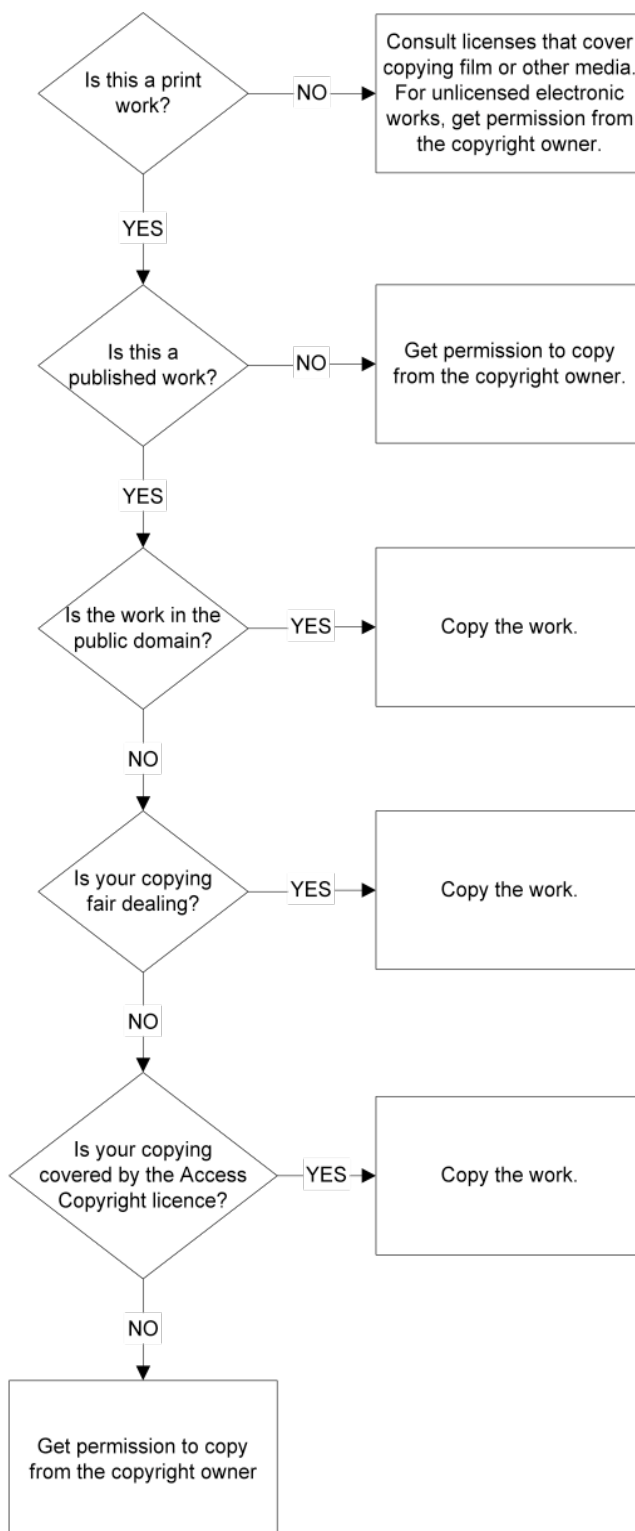
Information about copyright and the Access Copyright licence can be found from the Library including:

- Copyright Plans, Policies & Publications on http://www.uleth.ca/lib/about_us/display.asp?PageID=105
- Copyright Information Brochure for Faculty and Administration <http://www.uleth.ca/lib/services/brochurefaculty.pdf>

Internet and Copyright

Most material on the Internet is protected by copyright. This includes news group postings, emails, images, music, video clips, and software. You must get permission from the copyright owner to use text, images, sound, and video that have been created by others.

Copyright Flowchart



COURSE DESCRIPTIONS

The Calendar has course descriptions for all U of L courses. Actual course content must match the course description. You can get more information about course content through the department, faculty, or school that offers the course. All changes to course descriptions must be legislated, to take effect in the subsequent academic year.

See Also:

- Part 15 of the Calendar (<http://www.ulethbridge.ca/ross/calendar/part15.pdf>).
- Course Descriptions (<http://www.ulethbridge.ca/ross/courses/index.html>)
- “Timetable” (page 24).

COURSE EVALUATIONS

Course evaluation results are distributed to faculty members after students’ grades have been submitted. For more information, see the Faculty Handbook, or consult your department or Deans’ office.

COURSE OUTLINES

Instructors must provide each student with a course outline at the beginning of the course. Outlines must include: recommended and required texts; dates (even if approximate) of examinations; due dates of graded work; weighting of examinations and other graded work; how weighted grades are calculated to determine final letter grades; and the attendance policy. Failure to adhere to the course outline can provide grounds for a grade appeal.

See Also:

- Part 4 of the Calendar (<http://www.ulethbridge.ca/ross/calendar/part04.pdf>).

CUSTOM COURSEPACK CENTRE

A part of the Bookstore, the Custom Coursepack Centre offers a Custom Coursepack Service to all instructors. This service helps instructors compile and format customized course materials, resulting in a course-specific reader or lab manual. The Custom Coursepack Centre helps instructors coordinate design, copyright permission, production, and delivery.

For more information, contact the Custom Coursepack Centre (W625; ph. 7136; clrc@uleth.ca), or see the website at <http://www.ulethbridge.ca/bookstore/customcoursepack.html>.

See Also:

- “Bookstore” (page 2).
- “Textbook Requisitions” (page 16)

INDEPENDENT STUDY COURSES

When students wish to undertake an individual study, they generally initiate independent study courses, in consultation with the department or faculty member with whom they wish to study. The academic rigor of independent studies must be equivalent to that of other courses. Forms and procedures for independent study courses are available from your faculty or school office.

MISSED OR CANCELLED CLASSES

If you are unable to instruct a class, or have arranged for a substitute instructor, notify your department or faculty/school office. This allows the office to assist with advising students and rescheduling the missed classes.

See the *Timetable Policy*, particularly the requirements regarding instructional minutes. Copies of the policy are available from the Registrar’s Office and Student Services (SU140; ph. 5700).

OFFICE HOURS

The University of Lethbridge expects that instructors and faculty members will be available to consult with their students outside of scheduled class hours. Faculty, school, and department

requirements for office hours vary; contact your appropriate office. Include your office hours on your course outline.

TIMETABLE

The normal weekly lecture time is three hours, excluding laboratory and tutorial sessions. Classes normally start at 8:00 am, and run on a 50-minute schedule on Mondays, Wednesdays, and Fridays, and on a 75-minute schedule on Tuesdays and Thursdays. Classes may also be scheduled on Saturdays or evenings. Special timetabling is arranged for summer session. The current semester timetable is available at the Registrar's Office and Student Services (SU140; ph. 5700) and online (<http://www.ulethbridge.ca/ross/timetable.html>).

A GFC timetable policy governs the timetabling process. Copies of the policy are available from the Registrar's Office and Student Services.

UNDERGRADUATE ASSISTANTS

If you require an Undergraduate Assistant (or student marker), contact your department or faculty/school office for approval, rates of pay, and procedural information before beginning recruitment.

6. Examination and Grading

EXAMINATION POLICY AND PROCEDURES

Detailed definitions of the types of examinations conducted at the U of L and related information are in the *Examination Policy* section in Part 4 of the Calendar (section 9) (<http://www.ulethbridge.ca/ross/calendar/part04.pdf>).

You must be familiar with this part of the Calendar. Of special importance are the rules regarding the maximum weight that can be assigned to examinations in the last two weeks of classes, and the regulations for the return of materials to students.

FINAL EXAMINATION SCHEDULES

The Registrar's Office and Student Services schedules final examinations. Final exams *must* be written at the time and place scheduled by the Registrar.

Final exam schedules are available on bulletin boards outside the Registrar's office (SU140) and are online at http://www.ulethbridge.ca/ross/final_exams.html.

FINAL GRADES

Final grades are submitted through the Bridge (web information system). An online Web Grade Entry Tutorial and a printable version of the instructions are available through the Bridge (see "The Bridge (Web Information System)", page 13) under "HELP" in the "Faculty and Advisors" tab.

If you have questions or concerns regarding the Web Grade Entry process, contact Records/Registration in the Registrar's Office (329-2230).

GRADE APPEAL POLICY

Grade appeals handle claims that a student's course grade has been improperly determined. Students wishing a grade appeal must talk to the Dean of the faculty or school in which the course is taught. Details related to appeal of grade are included in the *Student Conduct and Appeals* section in Part 4 of the Calendar (<http://www.ulethbridge.ca/ross/calendar/part04.pdf>).

GRADED MATERIALS – OWNERSHIP

Materials created by students (e.g., examination responses, papers) are the intellectual property of the students, and instructors must provide for the safe and confidential return of these materials to the students. Details related to the return, retention, and destruction of graded work are found in the *Examination Policy and Procedures* section in Part 4 of the Calendar (<http://www.ulethbridge.ca/ross/calendar/part04.pdf>).

GRADING SYSTEM

Although ultimate responsibility for grades lies with faculties and schools, instructors have primary responsibility for evaluating the academic performance of students. The University of Lethbridge uses a letter system of grading (Table 1).

Table 1: U of L Grading System

Letter Grade		Grade Points
A+		4.0
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Satisfactory	2.0
C-		1.7
D+	Poor	1.3
D	Minimal Pass	1.0
F	Failure	0
WF	Withdrawal Fail	0

The U of L has no standardized equivalencies between letters and numerical scores. Some faculties or schools do set their own equivalencies; check with the Chair of your department or the Dean of your faculty or school.

There are also several “Non-Grade Designations” for which no grade points are assigned (see Table 2).

See Also:

- Part 4 of the *Calendar*
(<http://www.ulethbridge.ca/ross/calendar/part04.pdf>).

Table 2: Non-Grade Designations

AI	Administrative Incomplete	Given by the Registrar when grades have not been received by the Registrar's Office by the deadline. This temporary designation is replaced by the actual letter grade as soon as possible.
AU	Audit	
I	Incomplete	Awarded in cases where illness or other extenuating circumstances make it impossible for the student to complete the required course work by the end of a semester. The student must complete the course work by an agreed upon deadline.
Cr	Credit	For Credit/Non-Credit courses, indicates a grade of “C” or better.
NC	Non-Credit	For Credit/Non-Credit courses, indicates a grade between “C-” and “D”.
P	Pass	For Pass/Fail courses, indicates satisfactory completion of the course objectives.
F	Fail	For Pass/Fail courses, indicates unsatisfactory performance.
W	Withdrawal	Designates withdrawal from a course after the Add/Drop period up to and including the ninth week of classes. Students submit written requests for withdrawal to the Registrar.
WC	Withdrawal with Cause	Awarded in cases where illness or other extenuating circumstances make it impossible for the student to continue in the course, and where an “Incomplete” designation is not appropriate.
X	Continuing	Used for courses that extend over one semester.
X	Permanent	Indicates that the student is active in the program, but is not taking courses or is taking courses at another institution.

7. Convocation

Convocation is a ceremonial assembly of members of the U of L, and is usually called for the purpose of conferring degrees, diplomas, and certificates. The faculties and schools authorize the granting of degrees, diplomas, and certificates, while the Chancellor presides at Convocations and confers the credentials.

Convocation ceremonies are held twice a year, in the Spring and in the Fall. The Spring ceremonies are held the Wednesday, Thursday, and Friday following the week of the Victoria Day long weekend; Fall ceremonies are held the Saturday following Thanksgiving.

The specific dates for these ceremonies are included in the *Academic Schedule* section of the Calendar (<http://www.ulethbridge.ca/ross/calendar/schedule.pdf>), with further information in Part 5 (<http://www.ulethbridge.ca/ross/calendar/part05.pdf>).

The U of L Senate authorizes honorary degrees in recognition of public service, scholarly work, and creative achievements. The Chancellor confers honorary degrees at Convocation.

Appendix One: The University of Lethbridge Strategic Plan, 2009-2013

WHO WE ARE

A Board-governed public university functioning under Alberta's Post-Secondary Learning Act, the University of Lethbridge is a premier institution of higher education and research. A comprehensive university founded on the principles of liberal education, the U of L emphasizes inspiring teaching, a personalized and interactive learning environment, and student engagement in learning, creative activities, and research.

We provide undergraduate and graduate programs in education, fine arts, health sciences, humanities, management, nursing, sciences, and social sciences, leading to academic degrees at the Bachelor, Masters, and Doctoral levels. We offer targeted programming at our campuses in Calgary and Edmonton and through distance delivery. The University collaborates with FNMI peoples to develop programs that are relevant and accessible to them.

The University of Lethbridge fosters an environment that meets the educational and personal needs of students through excellent teaching, exposure to research, interaction with professors and instructors, academic advising, counseling, and cultural, recreational and extracurricular programs. We value and support many approaches to teaching and learning, and strive to be a leader in using teaching tools, techniques, and technologies to facilitate, ameliorate, and refine the educational experience.

We establish and sustain facilities for pursuing original research and creative activities, and conduct re-search in all disciplines, developing and sustaining centres of research excellence in areas where we have special expertise or that have particular relevance to the region.

We build mutually supportive relationships and partnerships with governments, institutions, communities, organizations, and individuals, to evolve and improve the value of the University to the region, the province, the country, and the world.

WHY WE EXIST

The University of Lethbridge exists to build a better society.

We do this in six essential ways:

1. We prepare students for their personal and professional paths.
2. We develop creative discoverers and independent learners at the undergraduate and graduate levels.
3. We create, discover, disseminate, and apply knowledge through excellence in basic and applied re-search of regional and global impact.
4. We encourage and nurture creative expression.
5. We pursue community engagement.
6. We value, encourage, and celebrate the talents and efforts of our students, faculty, staff, and alumni.

WHERE WE ARE GOING

The University of Lethbridge will continue to build a comprehensive university that advances its sense of community, engagement, diversity, and connection.

The University of Lethbridge will be the institution of choice for those seeking an intimate and supportive environment, excellence in research and creative activity, an engaging and challenging learning experience, and respect for diversity. We will continue to broaden the scope of our programs and research while staying committed to our founding principles of liberal education and retaining the intimate academic experiences on which we have established a tradition of excellence.

We will welcome our students to a community of scholars that offers relevant and academically challenging programs. Opportunities for engagement in learning and research will exist across all disciplines and levels of program, from undergraduate to graduate. Rigorous research and creative work will continue to form the basis for inquiry and teaching across the learning contexts we provide.

Our University will continue to increase the diversity of its scholarly activity and contributions. In achieving this we will be defined by collegiality.

The University of Lethbridge community—which includes all students, faculty, staff, and alumni who contribute to its operation and success—will extend beyond the walls of our institution. We will remain an integral part of our communities while fostering scholarly contributions of international excellence. We will support and enrich the diverse communities we serve with fresh insights and new directions.

OUR FUNDAMENTAL PRINCIPLES

The University of Lethbridge is committed to the following fundamental principles.

OUR COMMITMENT TO SOCIETY

We cultivate responsible citizenship. The University develops and promotes good citizens who contribute to the building of better societies by applying their knowledge, skills, creativity, and powers of critical inquiry for the improvement of regional and global communities.

We protect and encourage free inquiry and expression. In keeping with the unique mandate of the university in society, the University of Lethbridge supports and protects artistic expression and the free and open scholarly discussion of issues, including those that are controversial. In the tradition of academic freedom, the University models collegial and civil debate, dissent, and controversy to critically explore and resolve issues in an atmosphere of professionalism, respect, and good will. We also have an obligation to address long-term issues and those of broad scope.

We work for the public good. As a public institution, the University of Lethbridge promotes and provides degree-level education for the public good and anticipates and responds to societal needs. The University bases its decisions about programs, standards, and capacity on the best available evidence. Within that context, we use innovative methods and processes to optimize the openness of the institution to qualified students.

We are connected with the community. The University publicizes its research, scholarship, creative activities, and other initiatives that have significance for society. Members of the University contribute to the community based on their professional expertise. The University develops relationships with organizations and individuals, and shares its facilities and resources for the good of the community. We acknowledge faculty, staff, students, and alumni for initiative and creativity that leads to the increased involvement of the University in the community.

The University of Lethbridge values its close and mutually supportive relationship with its alumni, who exemplify the benefits of the University and communicate its value locally, provincially, nationally, and globally.

We adopt a global perspective. Social, political, and economic divisions across the globe threaten the peace and prosperity of all. We nourish a global mindset in our students, faculty, staff, and alumni that facilitates cultural awareness and sensitivity that leads to a mature understanding and appreciation of the things that divide and unite us.

We promote diversity and ensure equal opportunity for participation. Diversity strengthens the University and enriches the experience of our students, staff, faculty members, and alumni. We respect, appreciate, and encourage diversity, and provide equal opportunity for full participation in the University. We are an inclusive community, in which students, staff, faculty members, and alumni feel welcome, respected, valued, and empowered to contribute fully. The University facilitates accessibility by all students, staff, faculty members, and alumni to the intellectual, physical, and social aspects of the institution.

We promote gender equity. The University of Lethbridge honours the rights of all and treats people with dignity and respect. We acknowledge the similarities and differences among women and men, and seek to remove all barriers that inhibit an individual's aspirations and potential. The University will create a supportive environment through education and communication. Equity is inclusive.

We increase the participation of FNMI peoples in all aspects of the University community. The University of Lethbridge values its relationship with FNMI peoples, and collaborates widely to develop programs that are relevant and available to them. We work with FNMI peoples to ensure that these partnerships, and the resulting programs, continue to meet all students' needs.

We promote a healthy lifestyle for our students, faculty, and staff. The U of L offers proactive health education, on-site health care, and health insurance information. We work to provide non-judgmental and confidential health care in a safe and caring environment. University facilities and programs provide opportunities to participate in sport, exercise, and recreation.

OUR COMMITMENT TO CREATIVITY, INQUIRY, AND DISCOVERY

We encourage and support research, scholarship, and creative work. The University of Lethbridge stimulates and supports research, scholarship, and creative work in all areas in which we teach, and in areas of special relevance to the region and province. This link between research and teaching allows us to explore what is known, challenge how it is known, and thus influence the nature of teaching. We value and protect an environment of free inquiry in which to conduct research, scholarship, and creative work, and communicate the results of these activities with others. We conduct ourselves on the basis of informed, evidence-based practice. We encourage students at all levels to become involved in research, scholarship, and creative activity.

We conduct research in many forms. Given the range of disciplines involved, research at the University takes many forms, including that with the broadest scope and longest term. The University has a responsibility to analyze and reflect on these matters, and to communicate the outcome of these efforts.

We believe that research—intellectual inquiry, study, and artistic investigation aimed at establishing facts and reaching new conclusions—is an inherent societal good and an end in itself. But, wherever possible, we connect our research to the needs and aspirations of the communities we serve.

OUR COMMITMENT TO STUDENTS

We give students the best preparation for their future. The University of Lethbridge provides students with a liberal education—a solid foundation for personal and professional growth. Liberal education promotes the development of academic skills that students can apply to a wide range of experiences, and a broad base of knowledge in the human, aesthetic, ethical, scientific, and organizational disciplines. It encourages a multi-faceted, reflective approach to the complex challenges of the 21st century.

We strive to develop a culture of achievement and motivation among students. The U of L helps students to identify strengths and overcome weaknesses. We seek to foster: a sense of responsibility for students' learning and personal development; effective student relations to peers and teachers; and student involvement in local, provincial, and national communities.

We are student-centred. Students give focus and meaning to the University of Lethbridge. The University helps students achieve their full potential by facilitating their intellectual growth and academic and personal excellence. To this end, the University maintains high academic standards and excellent programs, supported by high-quality, responsive services.

The University of Lethbridge supports and encourages the growth of students as whole persons, in an atmosphere of engagement, freedom from discrimination, and responsible use of authority.

We are a comprehensive university. Broad in scope, we offer undergraduate and graduate university education across Faculties and Schools and apply a balance between our focus on teaching and our commitment to research, scholarship, and creative activities.

We believe in excellence in undergraduate education. The University of Lethbridge treasures its reputation for quality, responsiveness, and innovation at the undergraduate level. We will continue to enhance our reputation as an institution offering outstanding programming to undergraduate students in a comprehensive university environment. We enhance our value for students and society by concentrating on fields that reflect the excellence of our faculty members and the interests of both students and society.

We are fully engaged in graduate education. The University of Lethbridge offers masters and doctoral programming, and we integrate graduate studies with undergraduate and research

programs. Through our graduate offerings across all academic units, we contribute to our students' personal, intellectual, and professional development and help meet society's need for citizens with the highest levels of professional and intellectual achievement.

We promote effective teaching and learning. For the undergraduate student, we promote primarily face-to-face learning, which reflects our belief that people benefit from spending time working together in the same place. We provide online and distance learning for courses and programs where these delivery modes make the best sense. Our use of appropriate technology permeates teaching and learning activities, enhancing both.

OUR COMMITMENT TO INSPIRATION

We inspire. The University of Lethbridge aspires to inspirational teaching that ignites intellectual passion and stimulates a thirst for knowledge. We value and support many approaches to teaching and learning, in a variety of settings within the University and in the broader community.

We believe education is a journey, not a destination. A true measure of our success is our alumni's continuing interest in a lifetime of learning, and their commitment to this goal. The University welcomes those students pursuing degrees and those taking courses out of general interest and intellectual curiosity. We are open to offering quality programs for degree completion and programs that are approved and recommended by professional associations and organizations.

We expand horizons. A global perspective is essential to the University of Lethbridge in its teaching, learning, and research. The University educates its students to become well-rounded citizens of a complex society, capable of making important contributions in Canada and elsewhere in the world.

The University of Lethbridge invites students and faculty members from around the world to participate in learning at the University, and provides international opportunities for our students and faculty members to experience other cultures.

OUR COMMITMENT TO RESPONSIBLE ACTION

We advance the interests of the University of Lethbridge. The University of Lethbridge communicates with its internal and external communities so that its mission, goals, and work are well understood. We engage our alumni and other supporters in the activities of the University. We build the value of the University to society by developing mutually supportive relationships with governments, individuals, and organizations.

We practice procedural fairness. All internal and external University processes are fair, open, and transparent. We act in accordance with all applicable codes of professional and ethical practice, and practice professionalism and civility in all interactions.

We are active and innovative in recruitment and retention. In developing a coordinated approach to recruiting and retaining excellent faculty members and staff, the University of Lethbridge pursues new and innovative ideas, implements the most effective strategies, and monitors their success. We encourage and pursue the training and professional development of all our people.

We practice sound financial and resource management. The University of Lethbridge maintains exemplary financial management of our public and private funds and resources. We practice resource management in a transparent manner.

We use technology effectively. We use technology to facilitate and enhance, not supplant, learning and re-search relationships among students, faculty members, and other university stakeholders. The University considers technology a means, not an end.

We are environmentally and socially responsible. When making decisions about the design and operation of the University of Lethbridge, we act ethically and responsibly, considering environmental sustainability and good citizenship.

HOW WE WILL REACH OUR PREFERRED FUTURE

With this Strategic Plan as the framework, the University of Lethbridge commits to continuing action in the areas in which we presently excel and in those key areas where enhancement is required or where there are new directions for us to pursue.

Here are our broad Strategic Directions and their associated Strategic Priorities. The Strategic Priorities represent those key areas in which the University of Lethbridge will apply a special effort so that the institution can more successfully align itself with its Strategic Plan. For each Strategic Direction we have included some examples of specific actions. These are suggestions only; the University is not limited to these specific actions.

The Strategic Directions and Strategic Priorities, and specific actions linked to them, do not exist in isolation. Any specific action taken, for instance, will likely have multiple impacts across the Strategic Directions and Priorities. All of the items in this section are inextricably linked.

STRATEGIC DIRECTIONS:	STRATEGIC PRIORITIES:	EXAMPLES OF SPECIFIC ACTIONS:
A. Confirm our Place as a Comprehensive University	1. Create and grow graduate programs and a culture of graduate education.	Develop Doctoral and Masters programs in a broader range of disciplines.
	2. Broaden our base of undergraduate programming.	Develop and enhance the programs and profile of the Centre for the Advancement of Excellence in Teaching and Learning.
	3. Grow the financial resource base of the University.	Develop programming niches at undergraduate and graduate levels (e.g., M.Ed. FNMI).
	4. Create a physical and intellectual environment that fosters and promotes creativity, research, and innovation.	Evaluate existing and develop new programs of study that contribute to the notion of a comprehensive university (e.g., programs of study supporting the Prentice Institute).
	5. Preserve and enhance our focus on teaching excellence.	Grow endowments to support student scholar-ships.
	6. Hire excellent professors that contribute to the continued success of the university in teaching and research.	Expand our facilities to enhance our teaching and research. Develop existing and new revenue streams, such as research funds, donations, and targeted capital funding. Develop a new academic building that includes lab and classroom space.
B. Enhance the Student Experience	1. Refine and promote liberal education.	Increase student residence space on campus.
	2. Evaluate and evolve student recruitment strategies.	Establish campus collegiums, places of belonging for students that enhance their connection to the University community.
	3. Develop and implement student retention strategies.	Develop an FNMI social/cultural space.
	4. Expand the internationalization of the University.	Promote international exchange opportunities.
	5. Promote and enhance diversity within the University.	Enhance existing and provide new support structures for students.
	6. Engage students in a welcoming environment that supports learning, discovery, and creativity and promotes model citizenship.	Target scholarships and bursaries to increase participation by under-represented Albertans. Establish an on-campus day care operation.

STRATEGIC DIRECTIONS:	STRATEGIC PRIORITIES:	EXAMPLES OF SPECIFIC ACTIONS:
	<ol style="list-style-type: none"> Enhance the experience of FNMI students. Continue to encourage academic and administrative units to work together to enhance the student experience. Ensure the health, safety, and security of students. Recognize and promote the essential role of staff in keeping the campuses welcoming, functioning, and modern. 	<p>Continue to innovate and expand student use of computer technology and the Internet to access information.</p> <p>Establish guaranteed scholarships for students that meet a certain academic standard.</p> <p>Develop a bursary and scholarship system that rewards and highlights achievement, motivation, and participation in democratic and learning institutions.</p>
C. Build Internal Community and Enhance Relationships with External Communities	<ol style="list-style-type: none"> Continue to build a healthy, supportive, and collaborative environment and culture that promotes student, faculty, staff, and alumni success and satisfaction. Continue to develop bridges to Lethbridge and southern Alberta communities. Strengthen links to regional centers of excellence in research and development. 	<p>Build more social spaces on campus.</p> <p>Establish a community-friendly outreach presence in downtown Lethbridge in the Penny Building.</p> <p>Develop arts facilities, including an art gallery, and academic space for the arts.</p> <p>Continue to engage alumni to help promote the U of L.</p> <p>Enhance the Human Resources Recruitment Office and its welcome and orientation activities.</p>
D. Promote Access to Quality Post-Secondary Education	<ol style="list-style-type: none"> Develop a sustainable strategy for delivering programs outside of Lethbridge. Maintain and enhance working alliances with other educational service providers and stakeholders. 	<p>Develop a strategy for the future of the Calgary and Edmonton campuses.</p> <p>Explore the development of collaborative pro-grams with other post-secondary institutions.</p> <p>Develop a strategy for articulating blended program delivery using technology.</p> <p>Explore the best means of meeting the needs of adult learners.</p>
E. Enhance the Environmental Sustainability of the University	<ol style="list-style-type: none"> Continue to transform the University into a sustainable community. Wherever possible, incorporate sustainability into teaching, learning, and research. Promote sustainability inside and outside the University. 	<p>Develop an overall U of L sustainability strategy that includes ways to reduce the consumption of non-renewable energy and water.</p> <p>Continue to construct environmentally sustainable buildings using the Leadership in Energy and Environmental Design (LEED) certification as a guide in the development of new facilities and the renovation of existing facilities.</p>

**STRATEGIC
DIRECTIONS:**

STRATEGIC PRIORITIES:

**EXAMPLES OF SPECIFIC
ACTIONS:**

Continue to meet ethical and environmental purchasing standards.

Develop further waste reduction strategies.

Develop a strategy to decrease the number of vehicles driven to campus.

Continue to use certified green cleaning products.

Appendix Two: University of Lethbridge Fundamental Principles of Student Citizenship

Excerpt from *University of Lethbridge Principles of Student Citizenship*.

1. Students honour the following basic values of academic integrity:
 - a) *Honesty* in learning, teaching, research, and service.
 - b) *Respect* of a wide range of thoughts, opinions and ideas; of colleagues, instructors, and administration; and of the work of others.
 - c) *Responsibility* for upholding the integrity of scholarship and research.
2. Students conduct themselves in a manner consistent with the Fundamental Principles of The University of Lethbridge.
3. Students respect the rights of every student and faculty member to attain their educational goals fairly.
4. Students respect the health, safety, and welfare of every member of The University of Lethbridge community.
5. Students respect and uphold the rights and freedoms of all members of The University of Lethbridge community, in accord with the principles articulated in the Canadian Charter of Rights and Freedoms.
6. Students treat with consideration the buildings, grounds, facilities, and equipment of The University of Lethbridge.
7. Students strive to maintain collegial relationships with fellow students, peers, faculty, staff, and administration.
8. Students abide by the policies, regulations, rules, and procedures of The University of Lethbridge and its academic and administrative units.
9. Students abide by reasonable oral or written instructions given by University of Lethbridge personnel in the implementation of their duties to ensure compliance with institutional policies, regulations, rules, and procedures.
10. All students accept the responsibility to abide by The University of Lethbridge Principles of Student Citizenship.

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