a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Education

ECPS INSTRUCTORS GUIDE
ecps.educ.ubc.ca

Counsel. **Develop.** **Evaluate.** **Teach.** **Empower.**

Educational & Counselling Psychology, and Special Education

Welcome to UBC!

Welcome to the Department of Educational and Counselling Psychology, and Special Education (ECPS). This document provides useful information for new or returning ECPS instructors. **PLEASE READ IT AND USE IT**. We hope this becomes a valuable resource for you and that it helps you to achieve UBC's high standard of Education.

GETTING STARTED

Campus-wide Login (CWL)
CWL is UBC's single sign-on system designed to give user access to many secure applications on campus.
< Sign up for your CWL.>

E-mail
Complete the online form to receive a UBC FASmail account.

Library Cards / UBCcard
Active UBC instructors are eligible for a UBCcard. This card serves as a library card and is required for borrowing library materials and using online library services. This card also acts as a FOB key for after-hours building access.
< Apply for a UBCcard. >

HR and Payroll
Visit the self-service portal: www.hr.ubc.ca/self_serve/index.html. The self service centre allows you to:
- View and update personal information
- View prior and current paycheque(s) *
- View benefit enrolments, beneficiaries, and dependents **
- View compensation history
- View basic pension information and estimate your yearly pension contributions and retirement income
- Access and complete confidential university-wide surveys
- And, register for select professional development courses.

* Paycheques
UBC deposits all paycheques into employee's bank accounts. To arrange for direct deposit complete the Payroll Direct Deposit Form and submit it directly to the Payroll office.

** Benefits Packages
Sessional instructors who are eligible to receive benefits must apply for them online.
More benefits information: http://www.hr.ubc.ca/benefits/eligibility/faculty/

Policies & Procedures
Please review all policies and procedures at the following: www.universitycounsel.ubc.ca/policies/index.html

ADMINISTRATION

Departmental Administrative Positions
ECPS offices are on the 5th floor of the office block in Scarfe. **< Administrative Key Contacts. >**

ECPS Contact Information: ecps.educ.ubc.ca/people/

Offices & Building Access

Sessional Instructors: Room 2401 shared office
Faculty: Office assigned, included in welcome email from Head's Assistant

Office keys and after-hours building access are obtained by completing the faculty Key Permission Form.
All keys are issued by UBC Parking and Access Control Services (located in the UBC Bookstore). You will be asked to pay a deposit, which will be refunded when your keys are returned.

Mail and Fax

Mailboxes are assigned by the ECPS reception office. ECPS has two mailrooms, located in room 2520 (Scarfe Office Block) or in room 277 (Scarfe Library Block).

Department Fax number: **604.822.3302**

Fax Locations:

The fax machine is located in the Scarfe Office Block mailroom (2520). This fax machine is <u>used for outgoing faxes only</u>. Incoming faxes are received by the ECPS reception office and will be delivered to your mailbox.

Photocopying

Course outlines and exams are printed at no charge via Xerox.   Learn more about the Faculty of Education's printing services: educ.ubc.ca/resources/print-services/.
The department gives instructors a four-digit access code for photocopying other course materials using the departmental photocopy machine. The photocopy machine also has a scanning function and allows instructors to scan documents as PDF files. Please contact Reception (604.822.0242) to obtain a photocopy access code and to have your email address entered into the address book (if you plan on using the scanning function).

Everyone with copying privileges is expected to respect and work within the copyright laws as outlined in copyright.ubc.ca/.

Faculty/12 Month Lecturers:
Are entitled to 2000 free black and white photocopies per year ($0.07 per page after 2000)
Sessionals/Adjuncts/TAs:
Are entitled to 300 free black and white photocopies per course you are teaching. ($0.07 per page after your entitlement)

Invoices for money owing will be emailed to you and/or left in your campus mailbox before the end of each term. In general, it is expected that individuals will not exceed their copy allocation.

Instructors should avoid charging students for copied materials and should not charge students for copied materials. To avoid additional costs to students, instructors should instead make full use of:
- Course packets through the UBC Bookstore
- Electronic distribution of materials to students, either as email attachments or on Blackboard/Connect Learning Management System
- On reserve in the Education Library

Mailing Lists

Mailing lists are maintained for departmental and faculty communications. In accepting our offer to work as an ECPS instructor, it is implied that you consent to be added to your hiring groups' respective list. Should you wish to be removed from the mailing list, you can do so by selecting the hyperlink found at the bottom of all mailing list correspondence emails.

TEACHING DUTIES

Course Evaluations

It is the Faculty of Education's policy that every course be evaluated using the online CoursEval system. You will be notified about the dates that the survey opens. Instructors receive their evaluations only after surveys close and final grades are submitted. More info: http://educ.ubc.ca/community/online-course-evaluations .

Class Lists & Entering Grades

It is your responsibility to enter the grades for your course through the Faculty Service Center website. See grading practices outlined on the UBC Calendar. Learn more about the ECPS Grading Policy.

You can change grades by logging in to the Faculty Service Centre.

Changing a grade for an individual student

When you have filled out the form and signed it, return it to the appropriate Graduate Program Assistant who will obtain the appropriate signatures.

Textbooks and Student Papers/Assignments

Textbooks can be ordered from UBC Bookstore. How can you order?
- On Line www.bookstore.ubc.ca/faculty
- E-Mail ubc.textbooks@ubc.ca
- Print out Textbook Request Form (PDF) and fax to 604.822.2111.
- In person on the Bookstore's Mezzanine Level on weekdays 9:30 AM to 4 PM.

Student Papers/Assignment:

Please ask your students to give you self-stamped, self-addressed envelopes if they wish to have papers sent back to them. Alternatively, your students can pick up their assignments on-campus from the Assignment Pick-Up/Drop-Off filing cabinet in Scarfe 2520.

Assignment folders are organized and created by ECPS Reception in the mailroom 2520. Please note the assignment folder cannot be used for **video tapes** and **posters**. To comply with safety regulations do not leave assignments in the hallways.

LEARNING TECHNOLOGIES

AV Equipment & Computers

The Learning Commons Equipment Lending

UBC Learning Commons carries the following AV equipment available for lending to all instructors:

• Laptops	• Mac Display Adaptors
• Camcorders and Tripods	• A wide range of chargers
• Camcorder and Projectors	• Other presentation supplies
• LCD Projectors	

< Equipment Lending at UBC Learning Commons. >

The Learning Commons is at: Room 300, Irving K. Barber Learning Centre

UBC Library Technology Borrowing

Laptop and other Technology Borrowing at UBC Library.

All borrowers must hold a valid UBC/Library card and sign the Laptop Borrower Agreement. Advance booking is available at Woodward Library only, up to 3 times per term/per person. Laptops are available for 4 hours, non-renewable.

Psychoeducational Research and Training Centre (PRTC)

The PRTC has digital video cameras, audio recorders, tripods, and video editing hardware that can be reserved and rented. Stop by their reception desk or contact their main line for more information.

Located in Room 1100 in the Neville Scarfe Building prtc.educ.ubc.ca/

Computer Labs

Windows and Mac labs are located in the basement of the Scarfe Building for instructors to use. Hours are posted on the doors, since classes sometimes occupy the rooms.

Blackboard/Connect – Learning Management System

The [Educational Technology Support team (ETS)](#) helps instructors design and develop course materials.
[View complete list of services available to instructors.](#)
View the [Getting Started Instructor Guide](#).
ets.educ.ubc.ca | ets.educ@ubc.ca

🏢 BUILDING INFO

Parking

Contact UBC Parking and Access Control Services regarding parking permits and decals. www.parking.ubc.ca

Maps / Wayfinding: A searchable map of UBC can be accessed at www.maps.ubc.ca/PROD/index.php.

Safety on Campus: Concerned about walking across campus at night? Use [UBC's SafeWalk Program](#)!

Security in Neville Scarfe

Please lock your door when you leave your office. Thefts in the Scarfe building have occurred and Faculty members have had personal items, as well as computers, stolen from their offices.
*** **[Make sure you have completed the ECPS Safety Checklist.](#)** ***

Glossary of Commonly Used Acronyms and Terms

CNPS	Counselling Psychology
CTLT	Centre for Teaching, Learning and Technology
ECPS	Department of Educational and Counselling Psychology, and Special Education
FSC	Faculty Service Centre
G+PS	Graduate & Postdoctoral Studies
HDLC	Human Development, Learning & Culture
MERM	Measurement, Evaluation, and Research Methodology
SCPS	School Psychology
SPED	Special Education
SSC	Student Services Centre
TEO	Teacher Education Office

Other Helpful Websites

[Centre for Teaching, Learning and Technology](#)	[Education Library](#)
[ECPS Faculty Resources](#)	[UBC Information Technology](#)
[Faculty of Education](#)	[Faculty and Staff directory](#)
[Faculty Relations](#)	[UBC Bookstore](#)
[Faculty Service Centre](#)	[UBC Library](#)
[Teacher Education Office](#)	[Educational Technology Support](#)
[UBC Course Calendar](#)	[Student Services](#)

All information stated above was current as of publication date. However, due to ongoing changes that occur, some information may shift.