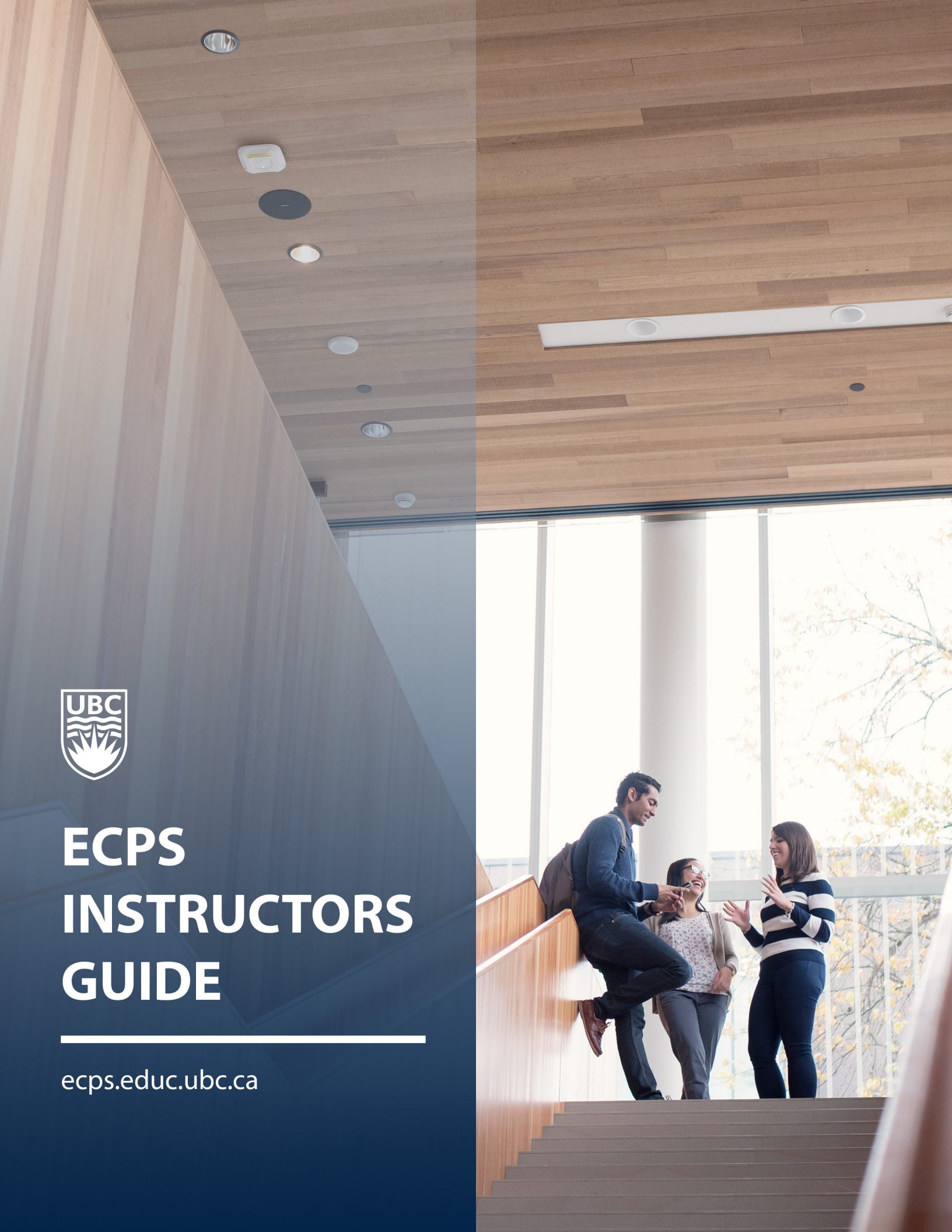

ECPS INSTRUCTORS GUIDE

ecps.educ.ubc.ca

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) and Email for New Employees

Once a new employee's appointment is successfully completed and approved in Workday (UBC's Integrated Administration and Service System), the new employee will be notified to:

1. Create CWL login: CWL is UBC's single sign-on system designed to give user access to many secure applications on campus.

2. Create UBC email address
New employees will receive notifications sent to their personal email supplied to the department, prompting them to activate their CWL within 5 days of their hire being successfully completed. The new hire has up to 72 hours to complete the CWL creation process before the link in the email expires. Be reminded that this email may arrive in the new employee's junk email folder.

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

Human Resources, Payroll, Grants - Workday

Login to Workday to:

- View and update personal information
- Access 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
- Register for select professional development courses
- Visit the Integrated Service Centre for Workday resources and help

***Paycheques**

Your pay will be deposited directly into your designated eligible Canadian chequing or savings account. You will need to enter your banking information once you have created CWL and are able to login to Workday.

**** Benefits Packages**

If eligible, instructors must apply for benefits online.

Policies & Procedures

For more information, see specific policies and procedures at Repository of Board of Governors Policies, Procedures, Rules, and Guidelines.

Administration

Departmental Administrative Positions

ECPS offices are on the 5th floor of the office block in Scarfe. Administrative Key Contacts.

ECPS Contact Information

To find contact information for ECPS people responsible for: Technology, Office Administration, HR and Building Administration please go to: Key Contacts

To find information on ECPS Faculy, Staff and Job Opportunities: ecps.educ.ubc.ca/people/

Offices & Building Access

Office keys and after-hours building access are obtained by completing the Faculty Key Permission Form.
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. Faculty will be assigned an office by the Department Head. Please contact the head if you have not received office information. Sessional Instructors have access to a shared office space which is located in the Scarfe office block, on the 4th floor, room 2410.

ECPS Mailroom

Mailboxes: Mailboxes are assigned by the ECPS Admin & HR Support. ECPS has two mailrooms, located in room 2520 (Scarfe Office Block) or in room 277 (Scarfe Library Block).

Fax: The fax machine is located in the Scarfe Office Block mailroom (2520). This fax machine is used for outgoing faxes only. Incoming faxes are received by the ECPS reception office and will be delivered to your mailbox. Department Fax number: 604-822-3302.

Photocopying: Course outlines and exams are printed at no charge via Xerox. Learn more about the Faculty of Education's printing 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. Photocopiers can be found in each of ECPS Mailrooms. To access a photocopier, contact ECPS Admin to create a copy-code for you (and submit your email address if you would like to use the scan function).

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

Sessionals/Adjuncts/TAs: Are entitled to 300 free black and white photocopies per course you are teaching. Note that double sided copying is considered two pages of copying ($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. It is expected that individuals will not exceed their copy allocation.

Instructors should avoid charging students for copied materials, and instead make full use of:
- Xerox free course outline and exam copying
- Course packets through the UBC Bookstore
- Electronic distribution of materials to students though Canvas, UBC's learning management system. This is best done through LOCR (Library Online Course Reserves)
- Course Reserves at the UBC Library

NOTE: Note that you should not upload PDF files or readings to Canvas unless they are open access (nor should you photocopy items without paying for Copyright access). All of the above options ensure Copyright rules are correctly followed so are often the safest (and easiest methods). Copyright information can be found at: https://copyright.ubc.ca/requirements/

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(s). 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, encourage your students to complete these evaluations by giving time in class for this (while you are not present). Instructors receive their evaluations after surveys close and final grades are submitted. More info: http://faculty-staff.educ.ubc.ca/online-course-evaluations/

Class Lists & Entering Grades
The Faculty Service Centre (FSC) is where you can access your class lists, student emails and where you will enter your students' grades. You must submit your grades within 7 working days from the end of the course though the FSC website. Information on how to use the FSC can be found at: FSC User Guide. For more information on grading please see grading practices as outlined on the UBC Calendar and ECPS's Grading Policy.

Changing a grade for an individual student
If you need to change a grade that has already been submitted and saved to the FSC you will need to complete a form and submit it to the Grad Program Assistants who will obtain the appropriate signatures. Procedures and the form for grade changes can be found in the FSC User Guide.

Send email to the whole class via the Faculty Service Center
The instructor can also use the Faculty Service Center to send email to the whole class.

Textbooks

Textbooks can be ordered from the UBC Bookstore in the following ways:

- Online www.bookstore.ubc.ca/
- E-Mail ubc.textbooks@ubc.ca
- In person on the Bookstore's Mezzanine Level on weekdays 9:30 AM to 4 PM.

Student Papers/Assignments

Student assignments can be submitted and graded online on CANVAS. If you or your students prefer paper submissions, 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.

If instructors would like to set up their course assignment folders, they can obtain folders from ECPS Admin & HR Support, then place their folders in the Assignment Pick-Up/Drop-Off filing cabinet in ECPS mailroom Scarfe 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.

Respectful Environments

UBC is committed to Equity, Diversity and Inclusion (EDI) and to creating respectful environments for everyone both in and out of the classroom. Use the following links to see UBC's policies to incorporate EDI into your work:

- UBC Respectful Environment Statement
- Equity and Inclusion Office
  - Resources
  - Policies & Reports
  - Resources for Respectful Debate
  - Building a Respectful Online Work Environment

Learning Technology

AV Equipment & Computers

Chapman Learning Commons Equipment Lending

UBC's Chapman Learning Commons carries many items that is available for all instructors to borrow (and other support services). To see what items are available to borrow please go to: Borrow Equipment

The Chapman Learning Commons is located in Room 300, Irving K. Barber Learning Centre.

Laptop Lending through UBC Library

Laptops can be borrowed through the UBC Library Technology Borrowing. Note that all borrowers must hold a valid UBC Library card and sign the Laptop Borrower Agreement.

Psychological Services & Counselling Training Centre (PSCTC)

The PSCTC supports graduate training in educational assessment and counselling, maintains an up-to-date Test

Library of assessment instruments, provides service and leadership in the profession and community, and facilitates research in education. For information on services provided: PSCTC

Computer Labs
Windows and Mac labs are located in the basement of the Scarfe Building. These labs are available for general use by Education students, staff and faculty when not booked for a class. The Teaching and Learning Studios may be booked for Faculty of Education courses or workshops. To book a space or for more information go to: Teaching and Learning Studios

Educational Technology Support (ETS)
ETS supports the design, development and deployment of innovative teaching practices in the Faculty of Education. They offer many services including for teaching with technology including workshops, one-on-one support and information on the many available tools available. As well, an overview of support can be found at: New Faculty Onboarding

UBC IT Service Helpdesk
Complete online form for support related to workstation problems or issues, and requesting computer assistance.

Building Information

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
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. ***

Other Helpful Websites
Centre for Teaching, Learning and Technology
ECPS Faculty Resources
Faculty of Education
Faculty Relations
Faculty Service Centre
Teacher Education Office
UBC Course Calendar
Education Library
UBC Information Technology
Faculty and Staff directory
UBC Bookstore
UBC Library
Educational Technology Support
Student Services

All information stated above was current as of publication date. However, due to ongoing changes that occur, some information may shift.
If you notice any outdated information or broken links please report it to: ECPS Web & Communications
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