Faculty of Arts Instructor Orientation

Manuel Balán, Associate Dean (Student Affairs)
September 19, 2022
Roadmap for today:

1. Snapshot of Faculty of Arts
2. General class rules
3. Assessments
4. Grades and Extensions
5. Disciplinary issues
6. Accommodations
7. Resources available
8. Arts Academic Advising structure
The Faculty of Arts at McGill

- 23 Academic Units (Anthro, AHCS, EAS, Econ, Eng, FLC, DLTC, HCS, Jewish Studies, LLC, Ling, Writing Centre, Phil, Poli, Soci, SIS, SRS, SSW, MBPP, IGSF, IIS, ISID, MISC).

- Offering, at UG level, over 170 different programs (Majors, Minors, Honours, Joint Honours). This includes programs offered by units in other Faculties to Arts Students (Math, Geography, Psych, Computer Science, Environment, etc).

- UG Degrees: BA, BTh, BSW

- Any given term: aprox. 1500 undergrad and grad courses offered in Arts.

- Taught by more than 400 instructors (tenure stream, faculty lecturers, course lecturers).
8,322 students enrolled in the Faculty of Arts (in 2019: 7,579)

2021 intake (2,037):

- 602 (31%) are from Quebec (CEGEP),
- 659 (33%) from the rest of Canada (21% from Ontario)
- 351 (17%) from USA, and
- 389 (19%) other international

>1% (other: mature, transfer students)
In short

- Lots of students, taking lots of VERY different classes.
- Lots of room for instructors to decide how to teach their classes
- Still, a number of important common rules and regulations that apply to ALL

- Main purpose for today: how to deal with issues in the classroom, following regulations.
General Class rules

- 3 credit courses: 13 weeks, 3 hours per week, 39 “contact hours”
- In large courses: conferences (taking 1 contact hour per week)
- This term: back to “normal” in person teaching
- If instructor needs to cancel a class, contact Chair/Director to notify
- Syllabus must contain certain information, detailed [here](#)
Assessments

- University Student Assessment Policy
- Evaluations must be fair and reasonable
- More than ONE assessment for each course
- No assessments during the add/drop period (language exception)
- Course outlines must be provided, containing assessment method
- Right to feedback on assessments
- Right to impartial re-read of any written assessment
- No exam in a regularly scheduled course worth more than 10% of the final grade shall be scheduled during the last 14 days of classes
- Grade for participation: normally no more than 10% (yes, even in seminars!). If more than 10%: “clear rubric.”
Assessments

- In courses where failure to complete (or receive passing grade) specific assessment would prevent the student from passing the course, this must be in syllabus. Assessment must be worth at least 20% of the final course grade.

- Final exams:
  - Maximum weight no more than 75%, no less than 25%
  - Centrally scheduled during finals week
  - Student may ask to "defer" a final exam (request goes to Service Point)

- Supplemental exams: chance for a student with D, U, J, or F to do extra assessment to pass the course. Instructors can decide to offer or not (request goes to Service Point)
# Grading at McGill

<table>
<thead>
<tr>
<th>Grades</th>
<th>Grade Points</th>
<th>Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>85 – 100%</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>80 – 84%</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>75 – 79%</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>70 – 74%</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>65 – 69%</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>60 – 64%</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>55 – 59%</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>50 – 54%</td>
</tr>
<tr>
<td>F (Fail)</td>
<td>0</td>
<td>0 – 49%</td>
</tr>
</tbody>
</table>
Grades

- Grade Deadlines: **THEY MATTER**!
- Late grades add a lot of stress to the system, very tangible consequences for staffers and students.
- For students: impact on standing, scholarships and student aid, meet graduation deadlines, extra tuition, readmission requests, course selection, etc.
- For staffers: lots of extra work (manual calculation of student standing), more advising needed, create addendums to graduation, government reporting, etc.
- **PLEASE** turn in grades on time!
Extensions

- Students may request extensions to complete coursework (not for Final Exams! For those, they request to “defer”)
- Extension: K grade. This is granted at the discretion of instructor.
  - Suggestion: include K grade extension policy on syllabus
- Deadlines are fixed; available [here](#)
- In short, K grade provides a one term extension.
- Further extension (KE) needs instructor and AD approval. One more term max.
Disciplinary issues

- Governed by [Code of Student Conduct and Disciplinary Procedures](#)
- Covers Academic and Non-academic offenses

**Academic:**
- Plagiarism
- Cheating
- Distribution of confidential materials
- Misrepresentation of facts

**Non-Academic:**
- Forging signatures
- Theft
- Physical abuses, harassment, and dangerous activity
Important: all disciplinary issues should be referred to Disciplinary Officer (AD Student Affairs, contact: assistant-adstudents.arts@mcgill.ca)

- DO investigates, interviews, sanctions

- Possible Outcomes:
  - Exoneration
  - Admonishment
  - Reprimand
  - Suspension, Exclusion, Dismissal, Expulsion.
Accommodations

- Students may request specific accommodations for single instance health related issues
- These are up to instructors
- COVID, for Fall 2022, is treated as other illnesses
- It is up to instructors to decide the level of documentation needed to justify an accommodation
  - My advice: be reasonable...
- Students may also request systematic accommodations due to ongoing issues. Those go to Student Accessibility & Achievement. Formerly known as the Office for Students with Disabilities & Tutorial Services
Resources available

- **Teaching and Learning Services**: provides instructor support and recognition, facilitates student skills development opportunities, and oversees teaching and learning spaces.

- **Student Accessibility & Achievement**: provides accommodations for students with documented disabilities and additional learner support for students facing barriers in university.

- **Wellness Hub**: provides access to health and wellness services and programming.

- **Office of the Dean of Students**: oversees student rights and responsibilities, academic integrity, academic advising, the student disciplinary process, and student recognition.

- **Office for Sexual Violence Response, Support and Education**: provides confidential, non-judgmental and non-directional support to those who have been impacted by sexual or gender-based violence.
Helping Students in Difficulty Folder

OBSERVE

ACADEMIC INDICATORS
- Frequent absences or lateness
- Marked change in performance
- Frequent requests for academic accommodation
- Dependency (no communication whatsoever) / inability to initiate student

WORSKING COMMUNICATIONS/ BEHAVIOUR
- Disconnectedness on social media, e.g., lack of responses or unresponsiveness
- Expression of concern from a friend, family member, or McGill community member
- Electronic/mental health, or any type of crisis situation
- Temperament (suspicious, disinterested, agitated, estrangement, depression, paranoia, etc.)
- Social withdrawal or isolation
- Changes in appearance, hygiene and/or weight

SEXUAL VIOLENCE
- Witness to incident of sexual violence
  - In person or on social media (e.g., disparaging comments on a friend’s gender, body, sexuality)
  - Disclosure of sexual violence from a student
  - Third-party disclosure of sexual violence regarding a student

SUICIDE BEHAVIOURS
- Thoughts of suicide with no plan
- Thoughts of suicide with a plan but no imminent danger
- Thoughts of suicide with a plan and there is an imminent danger to the student’s life
- Suicide attempt in progress

HOSTILE & VIOLENT BEHAVIOUR
- Possesses a weapon
- Damage or destruction of property
- Disruption of University activity (teaching, research, daily operations, etc.)
- Stalks / Harasses
- Verbally / Physically / Emotionally abuses

WHEN IN DOUBT
- Call the Student Success Centre at 514-398-1681 or visit myMcGill.ca/careers
- Contact the McGill Office of the Dean of Students at 514-398-1681 or 514-398-4999
- Email studentcare@mcgill.ca
- Visit myMcGill.ca/counseling

REFER

Academic Concerns
Faculty or School’s Student Affairs Office (SAO)
Find the Directory at myMcGill.ca/students/advising
or use the Early Alert link found on myCourses homepage
email: casemanager@mcgill.ca

Case Managers:
Office of the Dean of Students
casemanager@mcgill.ca
514-398-1681 or 514-398-4999
Refer students to contact
Local Wellness Adviser (LWA)
mcgill.ca/lwa
or
Student Wellness Hub
mcgill.ca/wellness-hub
514-398-6067

Office for Sexual Violence Response, Support and Education
mcgill.ca/wellness-hub/vaw
514-398-3554 or 514-398-4485

If the situation requires immediate intervention
Call 911
If the situation does not require immediate intervention contact casemanager@mcgill.ca

DID YOU KNOW?

Early Alert
Instructions can notify the Case Managers, Office of the Dean of Students to engage concern for a student by using the Early Alert system available on their myCourses homepage or through the Early Alert link found on myCourses homepage or email: casemanager@mcgill.ca

Local Wellness Advisers (LWAs)
Trained mental health clinicians embedded within faculties and services, to connect and support students to appropriate support resources. Other mental health workshops, and individual appointments. mcgill.ca/lwa

Student Wellness Hub
Provides a range of services to support physical and mental health. A variety of clinics, providing 1-on-1 appointments and therapy groups. The Healthy Living, Anne focuses on health promotion and offers peer support programs for both Macdonald and downtown campuses. mcgill.ca/wellness-hub
514-398-6067

Office for Students with Disabilities
Offers personal and academic support for students experiencing medical or mental health issues, and visible and invisible disabilities. mcgill.ca/osl
514-398-6065

Accident, Hospitalization, or Death
Notify the Office of The Dean of Students who is responsible for follow-up, support and liaison with internal and external parties. deansstables@mcgill.ca
514-398-4999

The website on Student Rights and Responsibilities is a quick guide to policies and related information. www.mcgill.ca/students/er
For a list of additional on campus and community resources, see next page.
Arts Academic Advising Structure

- Faculty Advising: [OASIS](https://www.oasis.mcgill.ca). Advising students on whole degree. Issues such as degree planning, Freshman Program, graduation, study abroad, providing academic options prior to deferred and supplemental exams, withdrawals, readmission, leave of absence, inter-faculty transfer, career development.

- Program (Dept.) Advising: Within each unit. Program and course specific advising, via a department/program advisor. Issues such as program selection, course selection for programs, study abroad course approval for programs, program requirements, course registration issues, special permission for course registration.
Questions, Comments, Feedback?
(and, thank you!)