



McGill

DEPARTMENT OF
INTEGRATED STUDIES
IN EDUCATION
(DISE)

COURSE
INSTRUCTORS
MEETING
2021-2022

WELCOME



get
TO
know
US

A decorative graphic with the text "get TO know US" in a mix of orange and black fonts. The word "get" is in a large, bold, orange font. "TO" is in a smaller, black, sans-serif font. "know" is in a black, cursive font. "US" is in a large, bold, orange font. The text is surrounded by decorative elements including musical notes, stars, and arrows.

www.mcgill.ca/dise

**FACULTY OF EDUCATION
DISE**

TEACHING IN DISE



TEACHING RESOURCES WEBSITE www.mcgill.ca/dise/resources

And

TEAMS link for quick access items and information:

[HTTPS://TEAMS.MICROSOFT.COM/L/CHANNEL/19%3A0938AF6DC84449F59D143D17F086690C%40THREAD.TACV2/DISE%2520COURSE%2520INSTRUCTORS?GROUPID=B252256A-0D8B-4F9C-B4B5-54B15101A249&TENANTID=CD319671-52E7-4A68-AFA9-FCF8F89F09EA](https://teams.microsoft.com/l/channel/19%3A0938AF6DC84449F59D143D17F086690C%40THREAD.TACV2/DISE%2520COURSE%2520INSTRUCTORS?GROUPID=B252256A-0D8B-4F9C-B4B5-54B15101A249&TENANTID=CD319671-52E7-4A68-AFA9-FCF8F89F09EA)

For academic and student related issues, please contact the appropriate program director.

For information regarding office space, photocopying, your contract and other administrative issues (including getting a mcgill.ca address), please contact: admin.dise@mcgill.ca

Attendance and Participation:

- EXPECTATIONS & CONSEQUENCES MUST BE CLEARLY STATED ON YOUR COURSE OUTLINE.

Suggestions:

- ❖ Entrance/exit tasks
- ❖ Posting on Discussion Board(e.g. reflections)
- ❖ In-class assignments and activities
- ❖ Pop quizzes/surveys





Attendance and Participation



Excerpt from Student Assessment Policy:



https://www.mcgill.ca/secretariat/files/secretariat/2016-04_student_assessment_policy.pdf

DURING ADD/DROP PERIOD

3.1.5 Students registering for courses during the add/drop period shall not be penalized for missed assessments (including attendance-based assessments) which were due during the course change period. This applies to full term/year courses for which there is an add/drop period.

ATTENDANCE/PARTICIPATION

3.1.6 normally, participation will not exceed 10% of the final grade. If participation (which may include attendance) is to exceed 10%, instructors must include a clear rubric in the course outline.

Student Assessment Policy on Language of Assessment



https://www.mcgill.ca/secretariat/files/secretariat/2016-04_student_assessment_policy.pdf(Re: Professional Competency 2)

3.3 Language of Assessment:

3.3.1 Students shall be permitted to use either English or French in completing any form of Assessment other than

(i) In-class oral presentations; and

(ii) Assessments in Courses in which acquiring proficiency in a language is one of the objectives, where the Assessments shall be in the language of the Course.

DISE addendum to Student Assessment Policy:

DISE policy states that: given our mandate to develop Professional Competency #2 (To communicate clearly in the language of instruction, both orally and in writing, using correct grammar, in various contexts related to teaching.) all B.Ed. and MATL courses can fall under exception 3.3.1 (ii) above (i.e assessments only in English, or only in French for B.Ed. K/Elem PIF). This exception can be applied at individual instructor's discretion – and can be applied for the entire course or at the assignment level. The manner in which the exception applies must be clearly stated in the course outline.

FOR EXAMPLE:

According to DISE policy, given our mandate to develop Professional Competency #2, all assignments in this course must be written/presented in English.

Or

According to DISE policy, given our mandate to develop Professional Competency #2, this assignment must be written/presented in English.

www.mcgill.ca/minerva

FACULTY MENU:

- ❖ **Course information**
- ❖ **Class list/student photos**
- ❖ **Weekly teaching schedule**
- ❖ **Final grade submission & Instructor grade change**
- ❖ **Class Schedule (includes notes)**
- ❖ **and more**



MINERVA

Final grades must be entered on Minerva

Undergraduate: <https://www.mcgill.ca/dise/resources/teaching-dise/undergradgrade>

Graduate: <https://www.mcgill.ca/dise/resources/teaching-dise/gradgrade>

F grades and J grades

K grades (form required)

Instructor grade change: Minerva

FINAL GRADES



K GRADE:

A “K” grade can be granted to a student who has requested an extension for the submission of course work at the end of a semester, for a justifiable reason.

- A “K” contract detailing expectations and a final submission date (up to the end of the following term) must be signed by student and instructor.
- Undergraduate at ISA:
<http://www.mcgill.ca/isa/policies/sao-forms> G
- MATL with matl.education@mcgill.ca / Grad with Michael Lariviere
<http://www.mcgill.ca/files/gps/KForm.pdf>

MYCOURSES

McGill's Learning Management System

myCourses:
mycourses2.mcgill.ca/d2l/home

Knowledge base: kb.mcgill.ca/

Instructor support:
<https://www.mcgill.ca/it/forms/edtech-consultation-workshop-request>

Internships & Student Affairs Office (ISA) www.mcgill.ca/isa

Mitchell Miller | Director

Yasmine Zein | Administrator

Annie Baldessari Gaby Ohayon, Jenna Prigioniero | Placement Coordinators

Pat Beauregard & Debbie Taylor | Admin. & Student Affairs

Lara Franko | Career Advisor

Katherine Spandidakis | Student Recruitment Associate

What they oversee and support:

- **Student Teaching: (B.Ed & MATL)**
- **Undergraduate Faculty Advising: course withdrawal, illness, failure, exams, referral to other Univ services, program transfer...**
- **Career Services: Career Fairs, Advising, Prof. Dev. Workshops**
- **Undergraduate Faculty/University-level policy compliance: grades, deadlines, graduation, etc...**
- **Teacher certification: process with Ministry**
- **Scholarships and awards: (undergraduate/MATL - Faculty of Education only)**

ISA WEBSITE

Information and policies for students (and staff/faculty reference) on:

- **Academic Integrity**
- **Career Services**
- **Disciplinary Process**
- **Exams**
- **Grading**
- **Part-Time Study**
- **Registration**
- **Scholarships**
- **Student Teaching**
- **Teacher Certification**
- *Much more!*

WHERE TO GO WITH YOUR STUDENT-RELATED CONCERNS?



Pedagogical → Dept. Program Director/Advisor (UG or MATL)

Behavioural → ISA plus [Early Alert on myCourses](#) (Dean of Students)

Student Teaching/Field-related → ISA (Placement Coordinator)

Course syllabi/grading/policies → Dept. Program Directors

Academic Integrity (e.g. plagiarism, lying)

- Undergraduate → Faculty of Education Disciplinary Officer (Dr. Sheryl Smith-Gilman)
- Graduate → Associate Dean, Graduate and Postdoctoral Studies
- **ISA and DISE work together to support you & students!**
- **Please ask if you're not sure!**

WHAT IS THE “EARLY ALERT SYSTEM”?

Mechanism on myCourses to alert the Office of the Dean of Students (ODOS) to issues with students or students experiencing difficulty (mainly intended to address possible mental health issues.)

All alerts reviewed by Case Manager in ODOS

Consult first with the program director (pedagogical issues), Mitchell Miller in ISA Office (undergrad), or MATL education (MATL).

You may be asked to also use Early Alert System, so there is a record with ODOS and relevant parties are notified.

Timely attention to these matters is to everyone's benefit!

More info on the Early Alert System:

www.mcgill.ca/deanofstudents/helpingstudents/early-alert-system



T.A. MANAGEMENT

DISE's T.A. website:

www.mcgill.ca/dise/resources/ta-resources

Meet with your T.A. in advance to discuss course. Ensure materials are made available and his/her name is added to MyCourses.

Review and complete TA workload form according to hours your course has been allotted.

Meet mid-term to review TA workload form and responsibilities re performance.

Issues with T.A.? Discuss immediately with Program Director or Chair.

End of term: Complete TA Evaluation report



CONTACT INFORMATION:

Mindy Carter (Director B.Ed., MATL): mindy.carter@mcgill.ca

Sheryl Smith-Gilman (Assistant Director B.Ed., MATL, B.A.):
sheryl.smithgilman@mcgill.ca

Joe Levitan (Director B.A. in Education in Global Contexts & Graduate non-thesis programs)
joseph.levitan@mcgill.ca

Paul Zanazanin (Director Graduate thesis programs)
paul.zanazanian@mcgill.ca

admin.dise@mcgill.ca – Sandy Gomes to support you with information about contracts, TAs, office assignments, etc.

Lisa Starr (DISE Chair): lisa.starr2@mcgill.ca

OFFICE INFORMATION:

- Shared office space is room 513
- Card entry only – available 2 weeks before the term.
- If you have had keys in the past contact: admin.dise@mcgill.ca

