

FACULTY OF EDUCATION

INSTRUCTOR GUIDELINES

2013 – 2014

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Academic Year 2013-14

A list of “Important Dates” is available on the following web sites.

www.mcgill.ca/importantdates

<http://francais.mcgill.ca/importantdates>

Fall Term

Holiday – Labour Day	Mon. Sept. 2, 2013
First Day of Lectures	Tues. Sept 3
Course Change (Add/Drop) Deadline	Tues. Sept. 17
Course Withdrawal with refund –Grade ‘W’	Tues. Sept. 24
Holiday – Thanksgiving:	Mon. Oct. 14
Course Withdrawal – No Refund	Tues. Oct. 15
Last Day of Lectures:	Tues. Dec. 3 *
Examination Period:	Dec. 5 - 18, 2013 (10 days, including evening exams)
Grade Submission Deadline:	One week after the date of the Exam; or two weeks after the last class for courses with no final examination

*T, Dec 3 will follow a Mon schedule.

M, MW, MWF & MTR patterns will end on **T, Dec 3**.

WF, TRF & F patterns will end on **F, Nov. 29**.

TR & R patterns will end on **R, Nov. 28**.

T & W patterns will end on **T, Nov. 26 & W, Nov. 27** respectively.

Holiday Break - Administrative offices are closed during the holiday break: Wednesday, Dec. 25, 2013 to Thursday, January 2, 2014 inclusive.

Winter Term

First Day of Lectures:	Mon. Jan. 6, 2014
Course Change (Add/Drop) Deadline	Tues. Jan. 21
Course Withdrawal with refund –Grade ‘W’	Tues. Jan. 28
Course Withdrawal – No Refund	Tues. Feb. 18
Study Break:	March 3 – March 7
Holiday – Easter	April 18 – 21
Last Day of Lectures:	Fri. April 11*
Examination Period	April 14 – 29, 2014 (10 days including evening exams)
Grade Submission Deadline:	One week after the date of the Exam; or two weeks after the last class for courses with no final examination

*No make up day required; Good Friday and Easter Monday occur during the exam period.

MWF, TRF, MWF, TRF,WF & F patterns will end on **F, Apr 11**.

TR, MTR & R patterns will end on **R, Apr 10**.

MW & W patterns will end on **W, Apr 9**.

M & T patterns will end on **M, Apr 7 & T, Apr 8** respectively.

SECTION 1: Preparing for your Course

1.1 Teaching and Learning Services

“The mission of Teaching and Learning Services (TLS) is to promote and support the ongoing development and enhancement of teaching and learning at McGill University. Our team collaborates with professors, departments, Faculties and fellow teaching support units to create adaptable and innovative learning environments in which outstanding teaching is recognized and rewarded.”

Further information is available on their web site. <http://www.mcgill.ca/tls>

The Centre is located at 3415 McTavish Street, McLennan Library Building, Suite MS-12 (ground level); Tel.: 514-398-6648, Fax: 514-398-8465, E-mail: tls@mcgill.ca

1.2 New Course Proposal or Course Revision

All proposals for new courses or revisions of existing courses must be submitted by the offering department to the Faculty of Education’s Associate Dean, Academic Affairs.

1.3 Course Outline

As per Senate regulations, every instructor shall provide students, during the first week of lectures, with a written course outline which contains sufficient course information to permit the student to make an informed course selection. Course Outlines posted on myCourses Learning Management System satisfy the Senate regulation.

This information must include:

- A description of the topics to be considered in the course.
- A list of required texts, recommended readings and other materials.
- A description of the means of evaluation to be used in the course which must include:
 - (i) the number, nature and forms of Assessment to be used in the Course;
 - (ii) the weighting to be accorded each Assessment;
 - (iii) whether a form of Assessment to be used may be subjected to text-matching in accordance with the Policy on Text-matching Software (*approved by Senate on 1 December 2004*); and
 - (iv) the University’s academic integrity policy.
- The instructor’s office hours for students, office location, and phone number.
- The following two statements **must** be included in all course outlines, in keeping with various Senate resolutions:

"McGill University values academic integrity. Therefore, all students must understand the meaning and consequences of cheating, plagiarism and other academic offences under the Code of Student Conduct and Disciplinary Procedures (see www.mcgill.ca/students/srr/honest/ for more information)". (approved by Senate on 29 January 2003)

"In accord with McGill University's Charter of Students' Rights, students in this course have the right to submit in English or in French any written work that is to be graded." (approved by Senate on 21 January 2009) (not applicable to courses in which acquiring proficiency in a language is one of the objectives or to in-class oral presentations)

The following information should also be provided:

- Term that the course is taught
- Course Subject/Number (e.g. EDEC 333) and title.
- Name and title of the instructor.
- Teaching assistant's office hours for students, office location, and telephone number, if applicable.
- Prerequisites (particular courses, specific knowledge or skills)
- Attendance requirements - any attendance requirements that contribute to the final grade, must be clearly indicated on the course outline.
- Date(s) of midterm(s) and deadlines for class assignments and term papers along with any penalties for late submission. (*When setting deadlines, instructors should keep in mind the grade submission deadlines - Section 3 Grading Procedures.*)
- Weight that will be given to the supplemental exam in a course which has a formal final and information about the supplemental. (Students whose grades are D, F, J or U are eligible.)
- Items that may or may not be brought to a midterm or final exam (e.g. textbook, calculator).
- Use of myCourses mail for communication with students, if applicable.

Mobile Computing and Communication Devices

You may also wish to include some guidelines for the use of mobile computing and communications devices in your class. Please refer to the Teaching and Learning Services website <http://www.mcgill.ca/tls/teaching/policies> and select the document "Guidelines for the Use of Mobile Computing and Communications Devices in Classes at McGill".

Additional Departmental Requirements

Some departments have additional requirements for course outlines, such as a statement required for accrediting bodies, a list of competencies to be developed during the course, or a course etiquette statement. Please refer to your departmental website or consult with your departmental office for more information.

Note that there are accreditation requirements related to course outlines for teacher

education courses. Course outlines must include the specific competencies and how they will be addressed.

For other suggestions and a Course Outline Guide please refer to the **Teaching & Learning Services** web site, <http://www.mcgill.ca/tls/teaching/course-design/outline>.

Submission of Course Outline

Please submit a copy of your course outline to your department's main office, prior to the first day of class. You will also need to complete an Examination Checklist later in the term.

1.4 Ordering Textbooks

If you intend to use a textbook for your course, please complete the Bookstore Text Requisition Form. See www.mcgill.ca/bookstore/textbooks for ordering textbooks. Orders should be placed by the deadlines indicated below:

Fall Term	July 2
Winter Term	October 1
Summer Terms	March 15

1.5 Distributing Course Materials

A) myCourses Learning Management System

myCourses is McGill University's learning management system and is used in approximately 1500 courses per term by thousands of students. Most courses are using myCourses in a hybrid or blended fashion, as a supplement to classroom-based instruction. More information about myCourses is available at <http://www.mcgill.ca/lms/>.

myCourses is a convenient way to distribute course materials, is less expensive than paper, and supports McGill's paper use policy.

<http://www.mcgill.ca/sustainability/about/policy>

Education liaison librarians are available to help create permanent web links to online content in order to integrate library resources into myCourses. Links can be integrated directly into syllabi or as a part of a weekly reading list outline provided through myCourses. Librarians can be assigned to the "Librarian" role (enrolled as a user in your course) in order to assist with access to content and links:

<http://kb.mcgill.ca/kb/article?ArticleId=4131&source=Article&c=12&cid=2>

More information on creating persistent links, creating and editing links in Microsoft, Word, and creating links in myCourses, can be found here:

<http://www.mcgill.ca/library/library-support/teaching/links>

Please note that students can access course sites only for courses in which they are registered.

You can tape your lectures using the Lecture Recording System and post them on myCourses. To learn more, visit the web site <http://www.mcgill.ca/it/> and search 'Lecture Recording System for Instructors'

B) Custom Course Pack

A Course Pack is another method (in addition to myCourses) which can be used to distribute class materials. The Course Pack production process within the McGill Bookstore offers a one stop location for all tasks related to course pack formation including the processing of requests, clearing and paying for copyright authorization, organizing and assembling these materials and manufacturing the final product.

The McGill Library encourages all instructors to consider linking to content available through the Library online as an alternative to creating a course pack. This prevents students from paying twice for the same material. Given recent changes to Canadian Copyright Law, it is now possible for instructors to digitize print materials (such as portions of textbooks) and make them available online through a restricted system such as myCourses. Scanners, including ones that scan quickly and directly to a USB key, are available in all McGill Library branches. As of 2013, please note that the McGill Library *does not automatically purchase course packs*. If you would like a course pack to be placed in the Library on reserve, you must notify the Library branch where your materials will be held.

In contrast to myCourses, there are deadlines for submission of course pack requests. To guarantee Course Pack availability, course pack requests should be submitted 6 weeks prior to the first day of fall and winter semesters and 4 weeks prior to the first day of spring/summer term classes.

Course Pack Services archives each course pack file used. Those using the same Course Pack as previous semesters can indicate which Course Pack they would like reissued. The Course Pack Order Form and Course Pack Guide are available at www.mcgill.ca/bookstore/coursepacks/

The recommended deadlines are:
Spring 2013 Term March 11, 2013
Fall Term July 1, 2013
Winter Term October 14, 2013

Course Pack Services Contact Information
www.mcgill.ca/bookstore/coursepacks/faculty/contact
Email: coursepacks.ancillary@mcgill.ca Phone: 514-398-2500.

1.6 Arranging for Library Reserve Materials

Reserves materials for Education classes are located in the McGill Library's Curriculum Resources Centre which is located on the first floor of the Education Building. Further information is available on the Library web site. <http://www.mcgill.ca/library/library-using/branches/education-library/>

Required materials for your students, such as books or DVDs may be placed on reserve and students may borrow them for short periods only. The Library will no longer be placing photocopies of articles in the Reserve collection. Reserve forms are available at <http://www.mcgill.ca/library/library-findinfo/courses/faculty/>. Alternatively, instructors can email their course reading lists to education.library@mcgill.ca or directly to their Education liaison librarian. Please note that the Library does not automatically receive required or recommended texts, including course packs, ordered from the McGill Bookstore.

The Education liaison librarians will be pleased to explain reserves procedures and copyright regulations. See <https://secureweb.mcgill.ca/adminhandbook/administrative-policies-and-procedures/> for Copyright Policy.

1.7 Library Support

Support for Teaching

Library workshops

Education liaison librarians are available to offer instructional partnering and/ or course-integrated information skills presentations for all courses. Workshops tailored to course content can cover research strategies/database searching, citation style (APA or other), using alerts/RSS to keep track of research output, etc. Librarians are also available to partner with instructors on creating assignments that reinforce the resource discovery and synthesis skills that help students to perform better.

Support for Research

Purchase recommendations

Do you need something that the Library does not have? Purchase recommendations can be emailed to your liaison librarian or submitted using this online form: <http://www.mcgill.ca/library/library-assistance/askus/suggest/>

One-on-one consultations

Librarians are always available for one-on-one consultations. They can help with search strategy development, offer database searching refreshers or assist with publication preparation/follow-up and tracking (journal ranking reports, source verification, citation tracking etc.)

Open Access and institutional repositories

McGill Library's eScholarship@McGill is a digital repository which stores and showcases the publications and theses of McGill University faculty and students. It satisfies the open access publishing requirements of funding agencies and is full-text searchable and indexed by Google, ensuring maximum exposure and accessibility. All faculty members are encouraged to submit their CVs so that the library can determine possible publications for the repository. This ensures the widest possible audience for scholarly research. Questions? Contact Amy Buckland, eScholarship, ePublishing & Digitization Coordinator at amy.buckland@mcgill.ca.

Support for library resource related technologies

The McGill Library offers access to and training in the use of the citation management software programs EndNote and RefWorks. These programs can act as personal databases of references and resources.

Additionally, librarians can assist with tracking research topics and publication output via Table of Content alerts and/or RSS feeds.

1.8 Media Support

Please Note: If you have special equipment/facility needs for your particular course, you are responsible for notifying your Department Administrator by November, 2013 when timetable and room scheduling is finalized for the 2014-2015 academic year. This ensures that the classroom which you are assigned has the facilities you need.

Classroom Support

All classrooms in the Faculty of Education, including classrooms located at the Currie Gym and those in the School of Information Studies building, have Internet access, mainly by wireless connectivity. Most classrooms are equipped with permanently installed projectors or smart boards for computer and video display. Larger classrooms throughout the University are equipped with slide projectors, overhead projectors and screens. A laptop should be brought to the classroom as there are no computers in the classrooms.

To find out what type of equipment exists in your assigned classroom(s), sign in to My McGill (McGill's portal). You can access the portal from the main McGill webpage www.mcgill.ca. (Popular Tools)

Click on the IT tools tab on the portal and select Classroom Audiovisual Instructions.

Classroom support is provided by ICS. Telephones are located in classrooms and can be used for immediate assistance – contact the ICS Service Desk at 3398. The Service Desk is currently available Monday to Thursday from 8:00 AM until 6:30 PM in order to accommodate evening courses and from 9:00 AM to 5:00 PM on Friday during the academic year. More information is available at <http://www.mcgill.ca/it/>, then search 'IT Support and Training'.

Computer Lab, Education Building, Room 328/329

For more information about the computer lab, refer to <http://www.mcgill.ca/education/technology>

Equipment Loans

Equipment can be borrowed from Equipment Loans, 688 Sherbrooke, Room 285 (514-398-8833). It is free of charge if used for credit courses. Access www.mcgill.ca/it and select “Audiovisual and Multimedia” for more information.

SECTION 2: Giving a Course

2.1 Minerva

Minerva is McGill’s self-service web-based administrative system. It provides access to class schedules, class lists, grade submission, and course evaluation among numerous other administrative functions. A McGill ID number and PIN (Personal Identification Number) are required to log into Minerva. For further information please refer to the web site <http://www.mcgill.ca/it/>.

Minerva Login : <http://www.mcgill.ca/minerva-faculty-staff/>

User Policies/Security

Users of all McGill systems are bound by the “Policy on Responsible Use of McGill Information Technology Resources”
<http://www.mcgill.ca/files/secretariat/Responsible-Use-of-McGill-IT-Policy-on-the.pdf>

Users should **never share their Userids or passwords** for any system (Banner, Minerva, data warehouse, etc.). If you no longer need access to certain student data, you should ask for the relevant permissions to be withdrawn. If you become aware of particular unsafe practices or system vulnerabilities, you should notify your department or faculty security delegate.

If you have any security questions or concerns, please contact ES (Enrolment Services) or send an e-mail to sis-security@mcgill.ca. More information about IT security is available at <http://www.mcgill.ca/it/information-security/it-security-incident-response>

The following University site is a link to a variety of University policies related to information technology. <http://www.mcgill.ca/secretariat/policies/informationtechnology/>

2.2 Confidentiality

Principles:

The University is governed by the *Act Respecting Access to Documents Held by*

Public Bodies and the Protection of Personal Information (“Access Act”) which generally declares confidential the records, documents and information concerning staff and students. Users agree to respect and enforce such confidentiality and not to use information without authorization or to subvert any information to which they have access during the performance of their assigned duties at McGill.

What data elements are confidential?

All of a student’s record is confidential. This includes personal information such as name, student identification number, permanent code, address data, citizenship information, social insurance number, birth date, immigration information, as well as academic data such as degree obtained, course registration, grades, grade point average, etc. Documents that are stored in the imaging systems normally contain personal, hence confidential, information.

Access to student data:

Student data is confidential and should only be accessed in support of legitimate business processes or with the explicit permission of the student. For example, you are not allowed to look up the advising transcript of a student in your class because you are curious to see how well she or he is doing in other classes. Users who may have administrative rights to student records should never use those rights to access their own records. Changing your own record is a clear offence.

Handling of student data:

Student data, including grades, marked examinations, name + student ID should never be posted or shared in any public forum (via the Web, on office doors, in classrooms, or otherwise).

E-mail containing confidential data should be used only with the greatest care, as it can be easily misdirected or forwarded to unintended recipients. In general, e-mail that is sent between McGill users on the McGill Exchange server is secure as the e-mail never leaves the server. In general, e-mails sent to or from other mail servers are considered vulnerable.

Confidential data should never be stored on local hard drives of personal computers. This includes Minerva reports, ad-hoc requests, data from the Web query form, lists generated from the data warehouse, lists from Banner or Minerva forms, documents stored on the imaging system, etc. If it is necessary to store or download data, secure central servers (such as those housed at Network Communication Systems - NCS) should always be used.

Only designated University offices are permitted to transmit student data to bodies or agencies outside of the University. For example, unless you are one of the authorized offices, you may not confirm that a student is registered at McGill without the student’s explicit permission. You may not provide any lists or reports containing any student data to outside agencies.

Alternatives for posting grades

myCourses can be used to communicate grades on assignments and examinations and for

the course in a timely manner. When final grades are uploaded into Minerva (Banner), they become visible to students online through the Minerva transcript.

2.3 Confirming the Location of your Classroom

Your classroom assignments are available on Minerva, which is accessible 24 hours a day.

To log on to Minerva, visit the following site <http://www.mcgill.ca/minerva-faculty-staff/>.

- Select 'Term' -'Fall 2013' or 'Winter 2014'
- Select your 'Faculty'
- Select yourself under 'Instructor'
- Click 'Get Course Sections' (at the bottom of the page)

This will bring you to your teaching schedule, course information, and class lists for that particular term.

Classrooms are assigned based on the course schedule, class size, and room availability. Normally classrooms are not changed after they are assigned. Instructors are not permitted to request a change to the assigned classroom without first consulting with their department and obtaining department approval.

Please refer to the following website for additional information regarding classrooms, and room reservations.

www.mcgill.ca/edu-sao/roombookingservices

2.4 Class List(s)

You can log into Minerva to review your class lists and teaching schedules. Since students have until September 17 to make changes to their fall-term course selection and until January 21 for winter-term courses, the initial class roll is only a guide to final enrolment. For summer courses, students have until the 4th lecture to add/drop courses and until the 8th lecture to withdraw from courses. We advise you to revisit the class list available to you on Minerva toward the end of the first week of classes.

Log into Minerva using your McGill ID and PIN.

- Select "Faculty Menu".
- Click on select 'Term' and choose the term you are interested in (e.g. Fall 2013).
- Click on select 'Course Section' and choose the course section you are interested in.
- Click on 'Class List' to see the list of students currently enrolled in your class. You may print directly from this web page or you can click on 'Download Class List' to save the class list in a spreadsheet (Microsoft Excel format).

2.5 Registration & Add/Drop and Withdrawal Regulations

The majority of courses have registration restrictions, i.e. by program, major, academic

year, enrolment capacity, etc. Permission to over-ride any of these restrictions is the decision of the offering department. All students must use Minerva to add or drop courses and may do so at any time up to and including the following dates:

Fall Term

Course Change (Add/Drop) Course Deleted	Sept. 17
Course Withdrawal with Refund – Grade ‘W’	Sept. 24
Course Withdrawal – No Refund	Oct. 15

Winter Term

Course Change (Add/Drop) Course Deleted	Jan. 21
Course Withdrawal with Refund – Grade ‘W’	Jan. 28
Course Withdrawal – No Refund	Feb. 18

Students must use Minerva to add, drop, or withdraw from a course. The responsibility for dropping a course rests solely with the student. Neither notification of the course instructor nor discontinuance of class attendance will suffice. The date on which a student drops or withdraws from the course on Minerva is the official drop or withdrawal date.

Students who fail to withdraw formally from a course will receive a failing grade (J).

Note: Students are not permitted to audit a course. In order to attend a class, students must be officially registered.

Undergraduate Students

Undergraduate students who want to **add** a course after the “Course Change (Add/Drop)” deadline can only do so with the permission of the offering department and course instructor, and the Student Affairs Office.

Permission to **drop** a course after the course change (add/drop) deadlines, or **withdraw** from a course after the Oct. 15 / Feb.18 deadlines can be granted only by the Student Affairs Office and is permitted only for exceptional reasons.

Please notify the Student Affairs Office sao.education@mcgill.ca if you are aware of any undergraduate students who are on your class list but are not attending your course. We will attempt to contact the student.

Graduate Students

For graduate students, the Graduate department should be consulted regarding late adds, drops, or course withdrawals, and should be notified about students who are on the class list but not attending the course.

2.6 Attendance/Class Participation

Course Outline

If attendance is required and contributes to the final grade it must be clearly

indicated on the course outline. If applicable, the weight given to attendance must be indicated. Students cannot be penalized beyond the attendance requirements stated on the course outline.

In some courses, student participation in class discussions, seminars, and conference sections can contribute toward the final grade. Inform students clearly about the percentage designated for class participation and explain how these grades will be assigned.

Examples:

- If you miss more than four classes, the final assignment will not be accepted.
 - 10% Class Attendance, Participation and Preparation
- Students are expected to be prepared for and to attend all classes. Assigned readings, including presentation articles, should be read in advance of class in order to further understand and contribute to group and class discussions/activities.

Accommodation of Religious Holy Days

The University has a policy for “Accommodation of Religious Holy Days”. The policy and a list of holy days for the calendar year are available at www.mcgill.ca/importantdates/holy-days-0.

Please note the following:

Students who because of religious commitment cannot meet academic obligations, other than final examinations, on certain holy days are responsible for informing their instructor, with two weeks' notice of each conflict. Possible solutions include: a) rescheduling the evaluation, or b) preparing an alternative evaluation for that particular student, or c) shifting the weight normally assigned to the evaluation to the weight assigned to the remaining evaluation. When the instructor and student are unable to agree on suitable accommodation, the matter will be referred to the Associate Dean, who may request official documentation confirming the student's religious affiliation. The Associate Dean will convey the decision to the instructor and student.

For undergraduate students in the Faculty of Education, the Executive Director Student Affairs should be contacted.

For graduate students, the department should be contacted.

2.7 E-mail Communication with Students (and Staff)

E-mail communication to Students

When communicating via e-mail with your students, instructors are reminded of the University's Student e-mail Policy.

<http://www.mcgill.ca/secretariat/policies/informationtechnology/>

It is university policy to write to students only at their official McGill e-mail address. It

is the student's responsibility to ensure that time-critical e-mail is accessed, read and acted upon in a timely fashion.

This policy applies to all McGill students and to all McGill employees who manage official communications with students.

In cases of course-related e-mail, instructors may use the student's official e-mail address to communicate with students registered in their classes and/or may expect students to pick up course-related e-mail through the course management software myCourses. Contact information for students (including the e-mail address) is displayed on the class list on Minerva.

Students must comply with course requirements communicated to them by e-mail from their course instructor(s) or teaching assistant(s), whether it is sent to their official University e-mail address or to their course-related e-mail address. If myCourses is being used to as the course communication tool, students should be advised by the instructor to check their myCourses e-mail. This information should be included in the course outline.

E-mail Communication to Staff

Instructors should note that notices to faculty and staff are addressed only to their official McGill e-mail address. Please check on Minerva via Personal Menu > E-mail Addresses to determine if an e-mail account has been set up for you. If there is no McGill email address listed, you can make a request to the ICS Service Desk at 514-398-3398.

For detailed contact information for the ICS Service Desk, access www.mcgill.ca/it. Select IT Support and Training > ICS Service Desk.

E-mail Format

Most staff e-mail accounts at McGill are firstname.lastname@mcgill.ca, e.g.: James McGill's e-mail address would be james.mcgill@mcgill.ca.

E-mail addresses for students take the form james.mcgill@mail.mcgill.ca.

2.8 Students with Disabilities

Disabled students should be referred to the Office for Students with Disabilities where they can obtain information on the special facilities and procedures available to them (Tel: 398-6009). You may be contacted by the office about special arrangements for your student(s). More information about the office can be found at <http://www.mcgill.ca/osd/>.

2.9 Disciplinary Issues

Plagiarism/Cheating

Students should be reminded that plagiarism and cheating are extremely serious offences. They should be given guidance as to what constitutes plagiarism when working on projects and writing papers. You may wish to refer students to this brochure http://www.mcgill.ca/files/deanofstudents/Plagiarism_brochure.pdf.

These documents may help you raise issues of academic integrity with your students.

<http://www.mcgill.ca/files/students/AI-InstructorsResource.pdf>

<http://www.mcgill.ca/files/students/AI-InstructorsResourceGraduateStudents.pdf>

The website <http://www.mcgill.ca/students/srr/honest/> provides helpful information for students and staff re procedures and policies, and includes a link to *Fair Play* an undergraduate publication which highlights academic integrity and citation styles with real-life scenarios. The website also provides suggestions on how to prevent cheating on exams, term papers and reports.

Procedure

The following is taken from <http://www.mcgill.ca/students/srr/honest/staff/>

If you suspect that a student has committed an academic offence, you may be tempted to handle the problem "locally." However, according to McGill's Code of Student Conduct and Disciplinary Procedures (Art. 48), instructors do not have the authority to impose penalties for violations of the Code.

Dealing with academic dishonesty on your own violates McGill regulations, denies students their rights to due process, and may lead to a successful student appeal on grounds of a procedural technicality.

If you suspect dishonest work, your only option is to refer the case to the disciplinary officer in the student's faculty. If you are a teaching assistant, you should report the incident to the course instructor, who should report it to the disciplinary officer. This helps ensure that accurate records are kept and that repeat offenders receive the penalties that they deserve. Generally, reporting a case of cheating simply involves writing a letter to the appropriate disciplinary officer describing the incident and providing pertinent evidence.

Undergraduate Students

Allegations of plagiarism or cheating by McGill undergraduate students should be referred to Dr. Kim Dalkir, Executive Director, Student Affairs, the Faculty Disciplinary Officer.

Graduate Students

Allegations of plagiarism or cheating by McGill graduate students should be referred to Graduate and Postdoctoral Studies. Contact your department for the appropriate person to contact at GPS.

Detailed information is published in the “Code of Student Conduct & Disciplinary Procedures (http://www.mcgill.ca/files/student-records/Code_of_Student_Conduct.pdf) and can also be obtained by contacting the Executive Director, Student Affairs.

Faculty of Education Code of Professional Conduct

The Faculty of Education has a Code of Professional Conduct, published in the University Calendar.

Faculty of Education programs have professional components and field placements. In all aspects of any program, on campus and off, students are expected to demonstrate ethical, responsible, and professional behaviour in the performance of their duties, to conduct themselves in accordance with the law (e.g., Youth Protection), and to meet the expectations of schools, boards and other host institutions receiving them for field placements. This applies to all aspects of professional conduct, including but not limited to respect for persons, property and confidentiality, appropriate dress and punctuality. Failure to meet these expectations, regardless of performance in courses or other formal program requirements will be taken into account in the assessment of the students' overall academic standing in the program and, in the most serious instance, may result in a requirement to withdraw from the program.

Instructors who encounter problems should first consult their department for advice.

Ordinarily, problems involving McGill undergraduate students in the Faculty of Education are referred to the Student Affairs Office and the Executive Director, Student Affairs.

2.10 Student Course Evaluation(s)

Course evaluations serve primarily as a tool towards teaching improvement. Senate policy requires that all courses with five or more students should be evaluated. Access to the course evaluations numeric results is restricted to McGill students and staff. More information is available at <http://www.mcgill.ca/tls/courseevaluations/>.

Professors are strongly encouraged to remind students to fill in the online evaluations to ensure an adequate response rate. Online course evaluation results will be available after submission of final grades; however, the response rate can be tracked during the evaluation period.

Granting or Denying Permission

According to McGill policy, McGill students will have access to the numeric results of course evaluations, provided the instructor grants permission. All instructors must now use Mercury (the online course evaluation system) to grant or deny permission to allow students to have access to the numeric results of course evaluations. If permission is granted, the results will be posted on Minerva. Written comments are always treated as confidential and are never disseminated.

Refer to the following site www.mcgill.ca/tls/courseevaluations/.

Please complete the online form through Mercury using the following steps to grant or deny student access.

Log in to Minerva <http://www.mcgill.ca/minerva-faculty-staff> .

- Select Faculty tab from the top menu
- Scroll down and click on “Mercury –Online Course Evaluation Menu”
- Click on “Results – for the Instructor”
- Scroll to the bottom of the page for “Grant/Deny to Disseminate Course Evaluation Results”
- Follow the instructions carefully before making your decision to grant or deny permission

SECTION 3: Grading Procedures and Grading

Schemes

3.1 Grading Procedures

You are required to inform your students of your grading scheme in your course outline during the first week of classes. The scheme must be applied uniformly to all students in the class. You may not make special arrangements with an individual student unless you are requested to do so by the Director, Office for Students with Disabilities.

If you are working with Teaching Assistants or Graders, their involvement in the grading process should be clearly explained both to them and to the students.

Grade Submission

Grades are submitted on Minerva and can be imported from a spreadsheet. For information re submitting grades, please visit the following web site <http://www.mcgill.ca/it/>. Select *myMcGill*, Minerva, Banner and Other Systems; then select Minerva for Faculty and Staff. Under How to Request Access on this page, select

Minerva Menus for Faculty and Staff. Under Menus for faculty you will find self-serve resources including ‘Enter final grades’.

Your department, and the Student Affairs Office staff, are also available to assist you with your grade submission.

Please note that the University will not release grades to anyone inquiring either in person or by telephone. All students are able to verify their grades on Minerva.

Grade Changes

Grade changes can now be submitted online using Minerva (Faculty Menu). You will be required to submit a reason for the grade change in the Comments area, as previously required on the paper form.

This new functionality replaces the paper Mark Submission/Change form.

3.2 Grading - Graduate Students

Courses can be graded either by letter grades or in percentages but the official grade in each course is the letter grade.

Grade Submission Deadlines - Graduate Courses (600 level and above)

Your department will provide you with the final date for grade submission each term

Graduate Grading Scheme

<u>Grade</u>	<u>Numerical Scale</u>
A	85-100%
A-	80-84%
B+	75-79%
B	70-74%
B-	65-69%
F	64% or below

Refer to the Graduate and Postdoctoral Studies Regulations <http://www.mcgill.ca/gps/policies/regulations> or the Graduate Program Coordinator in your department.

3.3 Grading - Undergraduate Students

Courses can be graded either by letter grades or in percentages but the official grade in each course is the letter grade.

Grade Submission Deadlines - Undergraduate Courses (500 level and below)

A partial class list with grades for graduating students can be submitted electronically via Minerva when the graduating students' grades are due.

The complete class list must be submitted to the Faculty by the submission due date.

Fall Term: Before the first week of lectures in January

Winter Term: With Formal Final Examination - one (1) week after the exam date
With No Final Examination - two (2) weeks after the last class

Summer Term: Two weeks after the last class

Grades for Supplemental and Deferred Examinations should be submitted within three days of the exam.

Reassessment and Rereads

In accordance with the Charter of Student Rights, and subject to the conditions stated therein, students have the right to consult any written submission for which they have received a mark and the right to discuss this submission with the examiner.

The Faculty recognizes two types of reassessments or rereads:

- Reassessment of course work (term papers, mid-terms, assignments, quizzes, etc.);
- Reread of a final exam.

Reassessment of Course Work

Reassessment of course work is administered by the course instructor or the offering department. Requests must be made within 10 working days of the date of return of the graded materials. The reviewer will assess the fairness of the original grade rather than re-mark the assignment as he or she would have graded it. Reassessments should normally be completed within 20 working days of the request. Grades may be lowered or raised, or they may remain the same, as a result of the reassessment. The grade obtained on the reassessment takes precedence over the original grade.

Rereads of Final Exams or Final Term Papers or Projects

These rereads are administered by the Student Affairs Office, but conducted by the units involved. Students must apply in writing to the Student Affairs Office by March 31 for courses in the Fall term, June 30 for courses in the Winter, and by September 30 for Summer term courses (these deadlines are strictly enforced and no requests will be accepted past them). Students are assessed a fee of \$35.00 for such rereads. It is strongly recommended, but not required, that students consult with the instructor of the course before requesting a reread of a final exam. The reviewer will assess the fairness of the original grade rather than re-mark the assignment as he or she would have graded

it. Grades may be lowered or raised, or they may remain the same, as a result of the reread. The grade obtained on the reread takes precedence over the original grade.

Reassessments and rereads in courses not in the Faculty of Education are subject to the deadlines, rules, and regulations of the particular faculty.

Undergraduate Grading Scheme

<u>Grade</u>	<u>Grade Points</u>	<u>Numerical Scale</u>
A	4.0	85-100%
A-	3.7	80-84%
B+	3.3	75-79%
B	3.0	70-74%
B-	2.7	65-69%
C+	2.3	60-64%
C	2.0	55-59%
D	1.0	50-54%
F	0	0-49%

Grades A through C are termed satisfactory passes, D a conditional (non-continuation) pass, and F a failure. Certain courses (approved by Faculty APC) are graded Pass/Fail. Students may also designate elective courses to be graded under the Satisfactory/Unsatisfactory option.

Students must obtain grades of C or better in courses used to fulfill program requirements, or in courses that are a prerequisite for other courses. Students with grades of F, J or D must raise the mark to a C or better by writing a supplemental exam, doing additional work if made available by the instructor (and indicated on the course outline), or by repeating the course.

Extensions (K)

The special code of K is used when an extension submission of course work is granted. An extension of up to four months after the end of the course may be granted by the instructor for completion of term work. The student must have an acceptable reason for not having completed the work. The reason and the arrangements made with the student for completing the course must be reported on the form entitled "K Contract", available from the Student Affairs Office. Note that both the instructor and the student must sign this form and submit a copy to the Student Affairs Office. Please note the SAO will not process a K grade without the necessary K Contract form.

Grades of K must be cleared before April 30 for fall-term courses and July 30 for winter-term and courses spanning fall and winter terms or they will change to KF's and will affect the GPA. The K is replaced by the mark on external documents (transcripts) but appears on internal documents, such as verification forms, along with the final grade.

Further Extensions (KE)

A request for an extension beyond the 4-month period must be approved by the Executive Director, Student Affairs, and by the instructor. Students are asked to submit a letter of request to the Executive Director, Student Affairs, which should include:

- Course Outline with means of evaluation (papers, research project, examination);
- Statement of how much work, both written and research, has been completed to date;
- Statement of how much work remains to be completed, and a timetable;
- Date to which student is seeking extension;
- Other courses the student is taking in the upcoming term and the total number of credits; and
- Reasons why course work was not completed within the time period of the first extension.

The professor's permission to grant an additional extension to the date stated above should be included, as well as documents when appropriate (in cases of medical or family affliction). A demanding course schedule will not normally be grounds for granting an extension.

Failed to Meet the Extended Deadline (KF)

If a student does not complete this work within the extended period, and does not arrange for a further extension period, the grade becomes KF and counts as a failure in the calculation of the CGPA. In certain cases when work is handed in after the deadline, the Executive Director, Student Affairs, may grant permission for the KF to remain and the final mark to be shown as a supplemental.

Absent (J)

The special code J (Absent) counts as an F (Failure) in the calculation of the student's grade point average. The grade of J must be given when the student does not write the final exam and for students who fail to withdraw formally from a course. Students who miss a final examination and are given a grade of J have the following options:

- a) Ask to be assigned a grade based only on the grades earned for the work submitted up to, but not including, the final exam. The grade earned will be calculated by adding the grades obtained on the individual pieces of work and a grade of 0 for the portion of the final grade allocated to the final exam. This option is not available if the professor has stipulated in the course outline that the final exam is a required part of the evaluation.
- b) Request a deferred exam, if the student has the appropriate reasons and documentation.
- c) Request a supplemental examination.

Students must make their request for option a) no later than four months after the end of the examination period of the original courses. Requests for deferred or supplemental

examinations must be made by the application deadlines.

Deferred (L)

Students who have not written the final examination for valid and officially documented reasons, such as serious illness or family reason, may receive permission to apply for a deferred exam.

Permission is granted only by the Student Affairs Office. Deferred examinations are written during the supplemental examination period. Special arrangements to write deferred exams at other times are not permitted other than for highly exceptional reasons, such as for a graduating student. Students must appeal to the Executive Director, Student Affairs for consideration.

Withdrawn (W)

A special code of W, WL (withdrawn from deferred exam) or WF (withdrawn failure) appears on the Grade Entry page on Minerva beside the name of a student known to have withdrawn from a course. Permission to withdraw from a course or from the University after the course withdrawal deadline is granted by the Associate Dean or Executive Director, Student Affairs of the student's faculty for valid and officially documented reasons such as illness or family reason.

Pending (NA)

A special code of NA can be entered by the Student Affairs Office for a student whose grade is not yet available for exceptional reasons other than an extension of the deadline for work submitted (K).

SECTION 4: Student Assessment - Class Tests/Mid-Terms, Term Work, and Examinations

4.1 Student Assessment Policy

The University Student Assessment Policy was approved by Senate on February 16, 2011 and was effective September, 2011. The policy is available on the Secretariat website <http://www.mcgill.ca/secretariat/policies/index/s-z>

4.2 Class Tests/Mid-Terms

Class tests should normally be scheduled during regular class time. Instructors should avoid scheduling tests on religious holidays. A list of these holidays is available at www.mcgill.ca/importantdates/holy-days-0.

Times or dates of tests should not be announced or changed after the end of the add/drop period.

Normally no in-term Examination/Assessment should be scheduled during the last 14 calendar days of classes.

An in-term assessment may be scheduled during the last 14 calendar days of classes where the assessment is:

- i) part of a pattern of regular in-term assessments and is not worth more than 10% of a the final mark
- ii) an oral examination in a language course
- iii) where an assessment (exclusive of examinations) was assigned as part of the Notification of Assessment in the Course Outline

Officially scheduled academic activities take precedence over any examination scheduled outside of normal class time for the course in which the examination is being given.

Examination Integrity

Examination integrity is enhanced by random seating and a seating plan. The 1990 Senate Regulations on Examination Security state that “A random seating chart shall be utilized by the instructor for every mid-term examination held in a classroom.”

Many classrooms have labeled seating (<http://www.mcgill.ca/campusplanning/planning-services/plans/exam>); this makes it easier to assign students to random seating. The plan can be posted 10-15 minutes before the examination room is opened to students. After students are seated, the invigilators can use copies of the plan to verify that students are in their assigned seats.

For more information about preventing cheating on exams, please access <http://www.mcgill.ca/students/srr/honest/staff/exam/>.

Examination Booklets

Examination booklets for mid-term exams should be requested from your Department Administrator.

4.3 Term Work

All term work should be assigned early enough in the term to allow students to complete in-term written assignments prior to the commencement of the examination period.

Unless otherwise provided by the Unit/Faculty, the due date for in term written assignments should be no later than the last day of classes, as specified in the university calendar.

Last Day of Lectures

Fall Term - Tues. December 3, 2013

Winter Term – Fri. April 11, 2014

4.4 Final Examinations

Formal Final Exam Policies

Policies related to final exams are part of the University Student Assessment Policy <http://www.mcgill.ca/secretariat/policies/index/s-z>

- Formal final examinations must have a minimum weight of 25%.
- The maximum weight of a final examination in a regularly scheduled course shall be no more than 75% of the course grade.
- Should written examinations in a regularly scheduled course contribute 50% or more to the course grade, one of the examinations shall be held during the final examination period

Instructors are not permitted to grant any special treatment regarding examinations to any student.

Final Exam Schedule

Final examinations, including take-home examinations and examinations invigilated in the department must be scheduled during the final examination period in order to avoid conflicts with students' examinations in other courses. The duration of formal final examinations is three hours.

Instructors will be contacted by their departments regarding arrangements for formal final examinations. Course instructors are required to complete an Examination Checklist form. This information will then be submitted to the University Examination Office which is responsible for scheduling the examinations.

The tentative final examination schedule is normally available by the end of September for fall term courses, and by the end of January for winter term and spanned courses. **Students must be warned not to make travel arrangements to leave Montreal prior to the scheduled end of the examination period.** The University tries to finalize the exam schedule as early as possible to allow students time to make travel arrangements.

It is the responsibility of the student to confirm the date, time and place of the examination by checking the examination schedules available on the web at <http://www.mcgill.ca/students/exams/>. This information is not available by telephone. No student will be allowed to enter an examination later than one hour after it has started.

Students with academic or religious exam conflicts should be referred to the following website <http://www.mcgill.ca/students/exams/conflicts/> for information.

Undergraduate students who believe there are circumstances which might justify making special examination arrangements for them or which might legitimately be

taken into account in evaluating their performance should apply to the Associate Dean/Executive Director, Student Affairs of their faculty.

Formal Final Examination Schedule 2013-14

Fall Term Courses December 5 – December 18, 2013

(including evening exams)

Winter Term Courses April 14 – April 29, 2014

(including evening exams)

Admission to Final Exams

A McGill ID card with photo is required for admission to all final examinations. Exams invigilated in a department are required to have a sign-in procedure for students writing the final examination. In the unlikely event that a problem arises with an examination paper, a signed list of examination participants is very helpful.

4.5 Multiple Versions of Multiple Choice Exams

At its meeting of 12 March 2008, the Senate Committee on Student Affairs (CSA) emphasized the importance of communicating the following to instructors at McGill:

University policy stipulates that multiple versions of multiple-choice examinations are required for mid-term and final examinations. A minimum of 2 versions should be used. Where enrolment exceeds 200, four (4) versions are required. **All instructors are required to abide by this policy.**

Instructors are reminded that multiple versions of examinations can be generated by scrambling the order of questions and/or answers. Minimal changes to the order of a block of questions do not scramble questions adequately. Some scrambling software, such as Respondus, is free for McGill faculty and staff.

Visit mcgill.ca/software, sign in, and then enter Respondus in the Product Search box to access this software.

4.6 Faculty of Education Exam Regulations (Approved by APPC January 1988)

- 1) Courses blocked around student teaching will be exempted from the policy regarding examinations/assessments within the last 14 calendar days of classes; i.e. class tests will be permitted within the final two weeks, but they must account for no more than 25% of the final mark.
- 2) For programs in which a preparation week is provided between the end of lectures and the beginning of practice teaching, final examinations accounting for more than 25% of a student's final mark shall be scheduled during that week.
- 3) In courses where a final examination is not required, a final term paper, or project shall not be due until at least one calendar week after the last day of scheduled

lectures. This guideline also applies to those courses blocked around practice teaching; i.e. a final term paper or project shall not be due until at least one calendar week after the last day of class.

- 4) Physical Activity courses will be evaluated during the final two weeks of each term prior to the formal examination period.
- 5) Students taking courses in other Faculties for which examinations are scheduled in the examination period will be required to take these examinations, even though they may have to interrupt their practice teaching to do so. Wherever possible, provision will be made for their absence from the school.

4.7 Supplemental/Deferred Exams

Graduate Students

Please refer to the Graduate and Postdoctoral Studies Regulations <http://www.mcgill.ca/gps/policies/regulations> > Guidelines and Policies > Failure Policy, or the Graduate Program coordinator in the department.

Undergraduate Students

Supplemental and Deferred Exam Schedule 2013-2014

Fall-term courses: May 1 and May 2, 2014

Winter-term and full-year courses: August 20 and August 21, 2014 -Tentative

Supplemental Examinations

A Supplemental Examination must be made available for all courses holding a Formal Final Examination, including take-home and In-Department exams. The value of the supplemental exam must be indicated on the course outline.

Students who receive a mark of D, F, J, or U in a course may apply on-line to write a supplemental examination. The supplemental examination will carry at least the same weight in the calculation of the supplemental mark as the final exam carried in the calculation of the original grade. The supplemental exam may count for 100%.

Supplemental Application Deadline

The deadline to apply for a supplemental examination is before the first Friday in March for Fall courses, and in June for Winter and for spanned Fall/Winter courses. The deadlines are published at the following web site.

<http://www.mcgill.ca/students/exams/dates>

Supplemental Grades

Supplemental grades are entered on the student's record separately and do not replace the original mark. They are clearly designated as a supplemental and are calculated in the cumulative grade point average.

Deferred Examinations

An undergraduate student who misses an examination due to illness or for any other reason accepted by the Student Affairs Office may apply on-line to receive permission to write a deferred examination during the supplemental/deferred exam period.

Deferred Exam Application Deadline

The deadline to apply for a deferred examination is January 15 for fall term courses, and May 15 for Winter term and spanned Fall/Winter term courses. Deadlines are published at <http://www.mcgill.ca/students/exams/supdefer/>.

Grades for Deferred Examinations

If the request is approved, an L will appear in place of a grade for the course. The grade obtained in the deferred examination will replace the grade of L on the student's official transcript. No supplemental examination is available for students who receive a grade of D, F, J or U in a course after a deferred examination.

If deferred status is not granted, the student will receive a grade of J in the course which will count as a failure in the grade point average. The student may, however, be allowed to write a supplemental examination.

Deferreds and Take Home Examinations

Undergraduate students, who for serious reasons such as illness or family affliction are unable to hand in a take-home examination by the required deadline, do not apply for a deferred examination. They must apply directly to the instructor for an extension. If their request is granted, a mark of K (Incomplete) is given and a "K Contract" form is submitted to the Student Affairs Office.

Special Arrangements

Special arrangements for regular or deferred examinations are normally not allowed. Undergraduate students must write to the Executive Director, Student Affairs, attaching all relevant documentation. The Executive Director, Student Affairs will determine whether special arrangements can be permitted and will contact the professor to determine if they are willing to accommodate the student's request.

SECTION 5: Problem Solving

5.1 Dealing with Violent, Threatening or Worrisome Student Behaviour

<http://www.mcgill.ca/deanofstudents/helpingstudents/dealing-violent-threatening-or-worrisome-behaviour>

<http://www.mcgill.ca/deanofstudents/intervention/coordination/>

Support is available to assist you in instances where you are concerned for the safety or well-being of yourself or a student.

For immediate danger or to request intervention with behavior that is considered threatening, contact McGill Security at **398-3000**.

To request investigation of behavior that is disturbing and/or uncharacteristic, contact the Office of the Dean of Students Office (398-4990). Experienced personnel are available to reach out to the student, with a confidential and respectful approach. Early support and intervention is always best.

Refer to <http://www.mcgill.ca/deanofstudents/intervention/coordination/> for a useful flowchart re who to contact.

5.2 Problems

The Executive Director, Student Affairs, Faculty of Education, can be consulted regarding policies, procedures, and regulations related to students. A discussion of the situation can sometimes resolve issues before they become serious problems

Undergraduate Students

Ordinarily, problems involving McGill undergraduate students are referred to the Student Affairs Office and the Associate Dean or Executive Director, Student Affairs of the student's Faculty.

Special and Visiting Students

Special and Visiting Students are referred to the Associate Dean or Executive Director, Student Affairs of the Faculty in which they are registered.

Graduate Students

Problems involving graduate students should be referred to the department Graduate Program Coordinator.

5.3 Discussion of Grades with Students

In accordance with the Charter of Student Rights, students have the right to consult any

written submission for which they have received a grade and have the right to discuss this submission with the examiner. Even if you are working with a Teaching Assistant (TA) or a Grader, these discussions should be with you, the instructor. If possible, questions about grades for term work should be settled before the end of the course.

If students wish to discuss grading issues further, they should be referred to the Program Director for the course under discussion.

Undergraduate Students

If, after a reasonable discussion, the student remains dissatisfied with the grading of an examination or assignment, an undergraduate student may apply to the Student Affairs Office of their Faculty, and Special and Visiting students to the Associate Dean or Executive Director, Student Affairs of the Faculty in which they are registered, for a formal re-read of the examination or assignment. The department will then arrange to have the submission read by another faculty member. Inform your students that there is a charge (\$35) and that the possibility exists that the grade may be lowered or raised.

Graduate Students

Graduate Students should be referred to the Graduate Program Coordinator of their department for more information.

5.4 Ombudsperson

In the rare case that a dispute between a student and lecturer cannot be resolved at the Department or Faculty level, the complainant may consult the University Ombudsperson, Prof. Spencer Boudreau.

Office of the Ombudsperson
Suite 14 (main floor), 3610 McTavish Street (north of Dr. Penfield)
Montreal, Quebec H3A 1Y2
Tel.: 514-398-7059 | Fax: 514-398-1946 | [\[Email\]](#)

For further information please visit
<http://www.mcgill.ca/ombudsperson/>

SECTION 6: General Information/Emergency Procedures

Faculty of Education
3700 McTavish
Montreal, QC H3A 1Y2
<http://www.mcgill.ca/education/>

6.1 Faculty Information for Staff

Faculty information for staff is available at <http://www.mcgill.ca/education/about/faculty>.

Office of the Dean

<http://www.mcgill.ca/education/about/dean/>

6.2 Class Cancellations

Instructors should notify their class and their department. The department will then notify the Student Affairs Office.

6.3 Room Bookings

In order to use a classroom in any building on campus during the fall, winter and summer session you must submit a [Room Request Form](#) .

For information about classrooms and room bookings:
www.mcgill.ca/edu-sao/roombookingservices/#Rbs1

6.4 Emergency Procedures

- Telephones are available in all the classrooms for emergency situations. Emergency telephones on campus are located on yellow poles with a strong blue light above them. Internal McGill calls can also be made from these telephones.
- For all types of serious emergencies (e.g. accidents, intruders, fire) **call 911** immediately. Then inform McGill Security Services at: 514-398-3000 (emergency number).
- Ensure that you know the emergency exit route from your classroom to the exterior of the building. As instructor, you are responsible for guiding your

students to the exit route. Note that during the fall term there is normally a fire drill.

- Please also notify the Faculty Building Director's assistant, Ms. P. Jackson at 3007 and/or our Building Porter, Mr. Manuel Lucio at 7497 (until August 31, 2013) if an emergency situation has occurred.
- The Faculty has developed an Emergency Protocol (www.mcgill.ca/files/education/EmergencyProtocols.pdf) to deal with unique situations such as severe weather conditions. In most cases notices will be sent through our listserv to instructors and students whenever the Building must be closed and classes cancelled.
- **McGill Security:**
514-398-4556 (general information)
514-398-3000 (emergency)
<http://www.mcgill.ca/security>
- **Porter Pager Number** – Education Building
514-741-3704