



# Beginning of Term Reminders

The Undergraduate Psychology Office is here to help faculty with any questions they may have related to the Undergraduate Department! We look forward to working with all of you during the fall/winter academic year as we begin online/remote delivery of classes due to COVID-19, our new reality.

Below we have included some information that we thought might be helpful for you as you start your classes, please keep this information for quick reference and of course, you are always welcome to contact the UG Staff!

GETTING STARTED AT YORK AND IN THE DEPARTMENT OF PSYCHOLOGY		
Description	Notes	Where can I find...?
Yorku.ca Email	Creating a yorku.ca email is required in order to access available resources and services at York.	<a href="#">Faculty Computing: Setting Up Email</a>
Passport York	Passport York is York's primary method of online authentication. You can use your Passport York username and password to log into York's online services and tools. Any member of the York community can get a Passport York account. Passport York determines which services you are able to access.	<a href="#">Faculty Computing: Setting Up Passport York</a>
Department of Psychology Listserv	When you receive your York email please let us know so that we can set you up on our department's listserv.	<b>Raj Maharajh</b> <a href="mailto:rajm@yorku.ca">rajm@yorku.ca</a>
Psychology Website	On the Department of Psychology website, you will find faculty resources specifically for the Department of Psychology. This website provides a course director's handbook, information about which staff member to contact for service, etc. This website is updated regularly.	<a href="#">PSYC Faculty Resources</a>
Teaching Faculty Listserv	Once you have a yorku.ca email, please contact <a href="mailto:jmalisan@yorku.ca">jmalisan@yorku.ca</a> and you will be added to the Teaching Faculty listserv.	<b>Jennifer Malisani,</b> Administrative Assistant <a href="mailto:jmalisan@yorku.ca">jmalisan@yorku.ca</a>
York Atlas	If you require a phone number, email address, etc. for a staff or faculty member at York, please go to the link provided to find contact information.	<a href="#">York Directory</a>
Course Support	The Undergraduate Office may assist you with things such as: class lists, photocopying, ordering textbooks, CEO orders, etc. Please contact us!	Email: <a href="mailto:facpsyc@yorku.ca">facpsyc@yorku.ca</a>

## GETTING STARTED AT YORK AND IN THE DEPARTMENT OF PSYCHOLOGY...Continued

Description	Notes	Where can I find...?
Issue with faculty assigned computer	If you are having issues with your office or work assigned computer who do you email? Contact University Technology Services.	<a href="#">UIT Website</a> Email: <a href="mailto:askit@yorku.ca">askit@yorku.ca</a> Phone: 416.736.5800
Important Dates	Each academic year a list of important dates will be posted on the York University websites. These dates include the start and end term of classes, drop deadlines, last day to enrol in courses, etc.  This website will also have a link to the following: <ul style="list-style-type: none"> <li>• Religious Observance Dates</li> <li>• Statutory Dates (University Closures)</li> </ul>	<a href="#">Fall/Winter 2020-21 - List of Important Academic Dates</a>
Starting online/remote classes	<p>In the setting up for teaching section of this document, resources have been provided as to how and who to contact to assist with teaching online/remotely. A couple of items to consider before you begin starting your course prep:</p> <p><b>How am I teaching this course, synchronously or asynchronously?</b></p> <p><b>Synchronously:</b> The course is structured with a set day/time each week and the student is expected to be available through the entire duration of this time. (i.e., with 'live' sessions scheduled according to your meeting times)</p> <p><b>Asynchronously:</b> The concept of asynchronous learning means that 'class-time' has to be thought of differently, it takes place over the course of a week, as students log in when they can - depending on when they have access to technology. This type of course has no live virtual meetings and online activities are structured around the learning outcomes.</p> <p><b>IMPORTANT:</b></p> <ul style="list-style-type: none"> <li>• All PSYC courses will be offered/taught online or through remote delivery format for the 2020-21 academic year (fall, winter and year courses).</li> <li>• Please note that all courses (except those that are typically offered online) do have a designated day/time associated with the course. All tests, exams, participation, or other course requirements should be scheduled only during this time. Office hours may be scheduled outside of this as it would be for in-person classes. It is important that any course requirements are not held outside this time as students may have conflicts with other courses.</li> </ul>	Questions about this?  Please email:  <p><b>Jennifer Malisani,</b>                      Administrative Assistant  <a href="mailto:jmalisan@yorku.ca">jmalisan@yorku.ca</a></p> <p><b>Karen Fergus,</b>                      Undergraduate Program Director  <a href="mailto:updpsyc@yorku.ca">updpsyc@yorku.ca</a></p> <p><b>Rob Cribbie,</b>                      Associate Undergraduate Program Director  <a href="mailto:cribbie@yorku.ca">cribbie@yorku.ca</a></p>

## SETTING UP FOR TEACHING REMOTELY/ONLINE

Description	Notes	Who do I contact...? Where can I find...?
Course Outline Remote Instruction	Course Outline Templates along with the Faculty of Health Remote Course Outline Additions document have been circulated.	Please send completed course outlines to <a href="mailto:facpsyc@yorku.ca">facpsyc@yorku.ca</a>
eClass (formally known as Moodle)	<p>Instructors are being added automatically to eClass (Moodle) courses based on the information from the Academic Resource Management System (ARMS). This will be the case going forward, so there is no longer any need to request an eClass (Moodle) course.</p> <p>While instructors are automatically assigned to their courses, if they wish to use lecture recording they still have to request a TechSmith Profile at <a href="https://eclass.yorku.ca/">https://eclass.yorku.ca/</a></p>	<a href="#">eClass Login</a>
Blended and Online Learning (BOLD) – Going Remote	<p>The Teaching Commons and Learning Technology Services have created the “Blended and Online Learning (BOLD)” site: <a href="https://bold.info.yorku.ca/">https://bold.info.yorku.ca/</a>. This is a website to assist with finding information in one space for instructors. Some of the resources available on this site include:</p> <p><b>Resources for instructors:</b></p> <ul style="list-style-type: none"> <li>• Getting started</li> <li>• Setting up your course</li> <li>• Course Management</li> <li>• Communication</li> <li>• Adding content</li> <li>• Assessment and Evaluation</li> <li>• Learning Analytics</li> <li>• Workshops and Webinars</li> </ul>	<a href="#">Blended and ONLINE Learning (BOLD): Resources</a>
Learning Technology Services	<p><b>Online Resources for instructors:</b></p> <ul style="list-style-type: none"> <li>• Accessing courses in eClass</li> <li>• Make course materials available online</li> <li>• Communicate with students</li> <li>• Accept assignments online</li> <li>• Administer test/quizzes online</li> <li>• Deliver a lecture online</li> </ul> <p>As well, see Faculty of Health elearning specialist Sairam Chinnam and other elearning resources at (<a href="https://lts.info.yorku.ca/health/">https://lts.info.yorku.ca/health/</a>)</p>	<p><a href="https://lthelp.yorku.ca/moving-courses-online">https://lthelp.yorku.ca/moving-courses-online</a></p> <p>If you would like to view a Zoom Webinar, you may view the recording at:</p> <p><a href="#">Webinars and Recordings</a></p>
Teaching Commons	There are excellent resources on campus for instructors; this is through the Teaching Commons. They offer, workshops, handbooks, events, etc. to support you with your course.	<a href="#">Teaching Commons</a>

## SETTING UP FOR TEACHING REMOTELY/ONLINE...CONTINUED

Description	Notes	Who do I contact...? Where can I find...?
Zoom	<p>Zoom can be a great option to deliver a live lecture or meet with your students.</p> <p>Zoom can now be integrated into Moodle and you can find instructions on how to use it at:</p>	<p><b>York@Zoom</b>  <a href="https://yorku.zoom.us">https://yorku.zoom.us</a>  <a href="https://lthelp.yorku.ca/deliver-a-lecture-online/using-zoom-to-deliver-a-lecture">https://lthelp.yorku.ca/deliver-a-lecture-online/using-zoom-to-deliver-a-lecture</a></p>
Computing information, resources and help for students	Useful links describing computing information, resources and help for students	<p><a href="#">Student Guide to eClass</a>  <a href="#">Zoom@YorkU Best Practices</a>  <a href="#">Zoom@YorkU User Reference Guide</a>  <a href="#">Computing for Students Website</a>  <a href="#">Student Guide to eLearning at York University</a></p>
Copyright and Intellectual Property	<p>Please ensure that you adhere to York's Copyright policies and procedures regarding sharing course content and materials</p> <p>There are a number of resources available online to help demonstrate concepts, encourage engagement, and assess student learning. When you find a resource, you would like to share with your students, ensure you are following appropriate guidelines to credit, cite, and distribute your sources.</p>	<p><a href="#">Copyright Information</a></p>
Textbook Orders	<p>If you would like to order your textbooks for your class from the York University Bookstore, please go to the link provided which contains all the information about ordering books/course kits.</p> <p>If you require assistance, please contact the Undergraduate staff.</p>	<p><a href="#">YorkU Textbook Ordering</a>            Email: <a href="mailto:facpsyc@yorku.ca">facpsyc@yorku.ca</a></p>
Class Lists	Please go to the link provided to download your classlist.	<p><a href="#">Classlists</a></p>
Teaching Assistants (TA)	Are TAs assigned to my course? If so, who are they? To find who has been assigned to your course contact the TA Coordinator.	<p><b>Al Mapp</b>            Email: <a href="mailto:amapp@yorku.ca">amapp@yorku.ca</a></p>
TA Workload Form	<p>Please meet with your TAs to discuss potential duties. Once discussed TA and course supervisor must complete and sign the TA Workload form.</p> <p><b>TA Hours:</b>            3.0 credit courses = 135 hours / 6.0 credit courses = 270 hours</p>	<p>Original to TA; email copy to Keisha Russell  <a href="mailto:krussel@yorku.ca">krussel@yorku.ca</a></p>
When is my class scheduled? Where is my classroom/lecture hall?	<p>For the fall term, classes will not be held in-person. It is anticipated that winter term may be in-person. Rooms for the winter 2021 are listed by search the academic schedule. Not sure when and where you are teaching? Please search the current student's website for this important information! You may search by course or by your name. If you are unable to locate this information, please contact the Undergraduate Office.</p>	<p><a href="#">Search Academic Schedule</a>            Can't find your course? Contact Jennifer at <a href="mailto:jmalisan@yorku.ca">jmalisan@yorku.ca</a></p>

## SETTING UP FOR TEACHING REMOTELY/ONLINE...CONTINUED

Description	Notes	Who do I contact...? Where can I find...?
Gradebooks	To request a gradebook or to create your own template gradebook please go to the URL provided.	<a href="#">Gradebook Request Form</a>
Grades Information	The grading scheme for the course conforms to the 9-point grading system used in undergraduate programs at York (e.g., A+ = 9, A = 8, B+ = 7, C+ = 5, etc.). Assignments and tests* will bear either a letter grade designation or a corresponding number grade (e.g. A+ = 90 to 100, A = 80 to 89, B+ = 75 to 79, etc.).	<a href="#">Grades and Grading Schemes (2020-21)</a>
Inputting Grades GAM	<p>Instructors are responsible for uploading grades for the courses they are teaching using the grades GAM. Communication will be sent by the Undergraduate Office outlining the grade submission deadlines.</p> <p>Reminders are also sent out periodically during this exercise. The reminders will provide you with a list of the items we are required to have for our records, this includes the following; grade anomaly form, grade profile and the breakdown of each component of your course for each student (essentially your spreadsheet of the grades assigned to each student). Within your spreadsheet you should include important information, for example, did the student write the original test, or make-up test, if it is a make-up test what was the day of the make-up test.</p> <p>Please refer to Senate Policy on <i>“Grading Scheme and Feedback”</i></p>	<p><a href="#">Grades Input and Instructions</a></p> <p>Questions or concerns regarding grades please email: <a href="mailto:facpsyc@yorku.ca">facpsyc@yorku.ca</a></p>
Grade Changes	After the grades deadline the GAM will close. If a grade is coded incorrectly or a student was approved for deferred standing (please see section on Deferred Exams for information) a grade change will need to be processed. You would need to complete an online form which we will send to the Registrar’s Office for processing, as the change will need to be entered manually.	<a href="#">PSYC Grade Change Form</a>

## IN THE 'VIRTUAL' CLASSROOM

Description	Dates	Notes	Who do I contact...? Where can I find...?
Missing Prerequisites	Ongoing	Do not give students permission to take courses without all the required prerequisites. <b>Only the UPD can give this permission.</b> If there is a special case you want considered, you should write to the UPD directly by email explaining the reasons why this case should be considered by the UPD.	Send email to Jennifer at <a href="mailto:jmalisan@yorku.ca">jmalisan@yorku.ca</a> , she will forward to UPD.
When a course is full	See important dates	It is essential that you do not keep waiting lists or sign permission sheets to let additional students into your classes if the class is full. If students approach you regarding permission to enroll in a full section, please refer them to the Undergraduate Office unless otherwise notified.	Inform students to email <a href="mailto:psyc@yorku.ca">psyc@yorku.ca</a> Undergraduate Psychology Office located in 291 BSB. Phone: 416.736.5117
Exam Requests	Start of each term	The Undergraduate Office will send out a call for exams scheduled in the official exam period each term. This typically happens within the first few weeks of classes. If you teach in the evening you <b>MUST</b> request an evening exam.  Note: We assume there will still be a formal examination period. We will communicate this once we have further information.  <b>Exam Periods:</b> Fall – December, Winter/Year – April S1 – June, SU/S2 - August	Email: <a href="mailto:facpsyc@yorku.ca">facpsyc@yorku.ca</a>
Accommodation Letters	Start of term	<b>Letter of Accommodation:</b> Only students with a diagnosed disability receive this letter from a counsellor in Student Accessibility Services (SAS). The students are instructed to deliver the letter to each of their course directors early in the term. If course directors receive a letter of accommodation from a student, they need to make a reasonable effort to accommodate the student.  <b>Alternate Exams:</b> Due to COVID-19, students will still have accommodations but will not be able to write in the alternate exam centre. Please ensure you consider students that require accommodations.	Please refer to the Senate Policy on Academic Accommodation for Students with Disabilities for further information (Link provided on page 7 of this document)
Deferred Exams	End of each term	Students may request a final exam be deferred. Due to COVID-19, official documentation is not required. However, students should still complete the deferred standing agreement.	<a href="#">Deferred Standing Agreement Form</a>  <b>Email Completed form to:</b> <a href="mailto:psyc@yorku.ca">psyc@yorku.ca</a>

## SENATE POLICIES

(Information in this section is for informational purposes and may be found online, as per links provided)

Description	Notes	Who do I contact...? Where can I find...?
Senate Policies	<p>As per the website (<a href="http://secretariat-policies.info.yorku.ca/">secretariat-policies.info.yorku.ca/</a>) the <a href="#">Senate</a> is responsible for the University's academic policy in areas including the establishment of faculty councils; standards for the admission of students; for the curriculum and requirements for graduation; awards; adjudication of appeals of academic decisions and findings of academic dishonesty; and recommendations to the President on candidates for tenure and promotion.</p> <p><b>Below are some of the frequently used Senate Policies that are handled in the Department of Psychology.</b></p>	<p><a href="#">Senate Policies</a></p>
Student Code of Conduct	<p>York University is a place of research, teaching and learning where people value civility, diversity, equity, honesty and respect in their direct and indirect interactions with one another. Freedom of expression, freedom of association, freedom to study and to learn, freedom to engage in research, and the freedom to write and to publish are all recognized as central to the mission of the institution. It is acknowledged that these values can only be meaningful, and these freedoms fully realized, in an atmosphere of safety and security. All York students have rights and responsibilities as outlined in this document and are expected to uphold the identified values for the benefit of the entire York community.</p>	<p><a href="#">Code of Rights and Responsibilities</a></p>
Grading Scheme and Feedback (Policy)	<p>The grading scheme for all courses (i.e. kinds and weights of assignments, essays, exams, etc.) shall be announced, and be available in writing, within the first two weeks of class.</p>	<p><a href="#">Grading Scheme and Feedback (Policy)</a></p>
Withdraw From Course (W), Policy and Guidelines	<p>In the period between the last day to drop a course without receiving a grade and the final day of classes in a term, undergraduate students are permitted to withdraw from a course with the condition that the course enrolment remains on a student's transcript, denoted by a "W" in the University's records and on the student's transcript as the grade decision.</p>	<p><a href="#">Withdrawn From Course (W), Policy and Guidelines</a></p>
Limits on the Worth of Examinations in the Final Classes of a Term (Policy)	<p>No examinations or tests collectively worth more than 20% of the final grade in a course will be given during the final 14 calendar days of classes in a term. The exceptions to the rule are classes which regularly meet Friday evenings or on Saturday and/or Sunday at any time, and courses offered in the compressed summer terms.</p>	<p><a href="#">Limits on the Worth of Examinations in the Final Classes of a Term (Policy)</a></p>
Academic Accommodation for Students with Disabilities (Policy)	<p>York University shall make reasonable and appropriate accommodations and adaptations in order to promote the ability of students with disabilities to fulfill the academic requirements of their programs.</p>	<p><a href="#">Academic Accommodation for Students with Disabilities (Policy)</a></p>

## SENATE POLICIES...Continued

(Information in this section is for informational purposes and may be found online, as per links provided)

Description	Notes	Who do I contact...? Where can I find...?
Sessional Dates and the Scheduling of Examinations	<p>The Senate Policy on Sessional Dates and the Scheduling of Examinations outlines when classes and exams can be scheduled.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• When classes and examinations will not be held</li> <li>• Beginning, end and suspension dates: Fall term, Winter term, Summer term</li> <li>• Formal Examination Periods</li> <li>• Religious Observances</li> </ul>	<p><a href="#">Senate Policy on Sessional dates and the Scheduling of Examinations</a></p>
Conduct of Examinations (Policy and Guidelines)	<p>The Senate of York University affirms the University's commitment to maintain the highest standards of academic integrity in the examination process, in accordance with the standards and principles established in the Senate Policy on Academic Honesty, the Senate Policy on Academic Accommodation for Students with Disabilities, the Senate Policy on Sessional Dates and the Scheduling of Examinations and York's Mission Statement.</p>	<p><a href="#">Conduct of Examinations (Policy and Guidelines)</a></p>
Academic Honesty	<p>If you suspect a breach of Academic Honesty, REPORT IT!</p> <p>The Undergraduate Psychology Office has an incident report, please fill this out immediately to ensure all details of the incident are outlined. Detailed information about Academic Honesty will be circulated prior to the exam period.</p>	<p><a href="#">Senate Policy on Academic Honesty</a></p> <p>Report suspected breach to the Undergraduate Office. Email: <a href="mailto:facpsyc@yorku.ca">facpsyc@yorku.ca</a></p>