



UNIVERSITY  
of Prince Edward  
ISLAND

Faculty of  
Education



# Handbook for Instructors

(sessionals and full-time)

## 2015-2016

May 2015

# **EMERGENCY**

## **9-911**

# **SECURITY ASSISTANCE**

## **(566)-0384**

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### **Safety Services**

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UPEI Emergency Contact Line: 4357 or HELP

This line rings in the Security Services Office automatically when any elevator phone is activated, or by phoning 4357 or HELP.

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### **Safe Walk**

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Individuals, upon request to the Security Services Division, can obtain an escort to points between buildings and parking lots, and be given access to buildings on campus, 24 hours a day. We encourage individuals to take advantage of the campus Safe Walk program. Security Services staff provide a point-to-point escort anywhere on campus. Potential users of this service are reminded that availability of Officers to respond to a call for this service is based on current dispatch priorities at the time the request is made. Some delay in responding to an escort request may be inevitable.

Contact (902) 566-0384 or 566-0373

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### **Campus Alone**

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Campus Alone is a UPEI program initiated and provided by Security Services and is available to all members of the campus community who work or study on campus, outside of normal working hours, (i.e., evenings, nights, and weekends). Individuals concerned with their personal safety while working/studying on campus at night may telephone Security Services at (902) 566-0384 and provide the following information:

- Your name
- Exact location where you are working in a building
- A contact phone number
- Your estimated time of departure

A member of Security will make every effort to visit you when you are working alone. However, due to unforeseen demands, Security Officers may be involved with emergency situations and be unable to visit you. In the event that you feel your safety is in jeopardy, call the Security Dispatch and an Officer will immediately be dispatched to your location.

To report an emergency or suspicious activity, immediately contact Security Services dispatch.

- 0384
- HELP (4357)
- Auto-Dial Elevator Emergency Phones

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### **Emergency Poles**

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There are five blue poles located on Campus. They provide direct voice access to the Security Services Office in the Central Utility Building.

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### **Pay Phones and Elevator Phones**

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Pay phones and elevator phones provide no-cost dialing to 4357 or HELP.

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# UPEI Faculty of Education

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## Mission Statement

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The Faculty of Education is committed to life-long learning in undergraduate, graduate and post-graduate studies to develop critical reflection, compassion and innovation for educational leaders including teachers, community-based educators, and researchers in a variety of local and global contexts.

*June 2009*

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## Principles

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The University of Prince Edward Island, Faculty of Education strives in all its actions to:

- build caring, equitable, and just relationships and practices
- develop communities of creative and critical thinkers who value diversity
- promote environmental responsibility and sustainability
- practice and foster cooperation and collaboration
- enhance self-knowledge, aesthetic appreciation, and personal expression
- model creative and effective teaching and learning practices
- demonstrate commitment to life-long learning and world mindedness

The Faculty of Education realizes that these goals can best be achieved through collaboration with the greater education community.

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## Brief History

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The University of Prince Edward Island has a longstanding tradition of academic excellence dating back to the early 19<sup>th</sup> century. In 1969, the University of Prince Edward Island (UPEI) was incorporated by an Act of the Provincial Legislature. Since that time, the Faculty of Education has had seven Deans and two Acting Deans. The Faculty of Education currently has an interim Dean:

### Deans

Dr. Edward Edmond – 1971 - 1974  
Dr. Roy Campbell – 1974 - 1983  
Dr. Gerald Arsenault – 1983 - 1989  
Dr. Robert Mahen – 1989 - 1995  
Dr. Vianne Timmons – 1996 - 2001  
Dr. Graham Pike – 2002 - 2008  
Dr. J. Tim Goddard – 2008 - 2011  
Dr. Miles Turnbull - 2012 - 2013  
Dr. Ron MacDonald – 2014 - 2015

### Acting Deans

Dr. Edgar MacDonald – 1995 - 1996  
Dr. Gerry Hopkirk – 2001 - 2002  
Dr. Miles Turnbull – 2011 – 2012  
Dr. Ronald J. MacDonald – 2013 - 2014

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## Academic Costume

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University gowns should be of black worsted or similar material with full sleeves and reach to within twelve inches of the floor. Graduates of the University of Prince Edward Island shall be permitted to wear the University hood, with borders colored as follows: Bachelor of Education: Light Blue; Bachelor of Education, Human Resource Development: Forest Green; Master of Education: Light Blue Velvet; PhD: Grey and Green Velvet.

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## Computer Services

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One of the first things you need to do when you arrive on campus is to set up an email account. Please contact the administrative support person in your program to do this. (Please note they will need your user ID to request your email services. ID numbers are issued from Human Resources).

As per UPEI Policy, the main office and UPEI will send notices and messages to you at your UPEI email address only. To synchronize/forward your UPEI email address to your personal address follow these instructions:

Go to Campus Login (on the UPEI home page)

Type in your UPEI ID#

Type in your Pin

Click "login"

Click on "Change Current Address (+email)"

Click on "Go"

Under "Preferred E-mail Address: PUT IN YOUR PERSONAL E-MAIL ADDRESS - even if your UPEI address is in this box. BE SURE TO TYPE IT CORRECTLY - If you make a mistake, you won't receive any e-mails.

Click on "Save New Address"

Click on "logout"

For assistance with computer problems or for laptop set-up contact the Computer Services Help Desk at 566-0465.

**Class lists and mark submission can be done on line. In order to access this you must get a username and password from Computer Services (application as above) and a PIN number from the Human Resources Office.**

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## PIN

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After you have received a contract please contact the Human Resources Department located in Kelley Building, contact telephone number 566-0514 to obtain a PIN, this will allow you to enter marks online, print a class list, and check the number of students in your class, among other things.

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## UPEI Campus Card

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The UPEI Campus Card is the official photo ID card at UPEI. It contains a smart chip on the front and a magnetic stripe on the back. All UPEI students, faculty and staff are issued their first Campus Card at no charge. The Card can be used at the Robertson Library, and the Chi-Wan Young Sports Centre. It will allow restricted access to buildings on-campus and is used for identification purposes at the UPEI Bookstore (i.e., employee discounts). For more information on the Campus Card and for the hours of operation go to <http://www.upei.ca/vpaf/get-upei-campuscard>

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## Moodle

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The Faculty expects that all instructors will set up a Moodle account, as a way of effectively connecting with students and for archiving all course materials online. **All Moodle questions should be directed to [moodle@upei.ca](mailto:moodle@upei.ca).**

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## Hours of Operation

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The University is open seven days a week, with varying hours of operation by department. The Robertson Library and the Registrar's Office are two examples of departments with fluctuating hours. **The administrative office in the Faculty of Education is generally open Monday through Friday, 8:30 a.m. to 4:00 p.m. year round.** However, unexpected meetings and other changes do happen, so if you are not normally on campus and will be making a special trip, please call ahead to ensure that someone will be here to assist you.

Access to some buildings on campus may be limited during off hours and weekends. If you plan to work on campus during these times you will need to arrange with security to be able to use your UPEI Campus Card as a swipe card in order to gain admittance. Please also review information about the Campus Alone program, which can be found on the inside front cover of this handbook.

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## Mailboxes

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Faculty mailboxes are located in the hallway of the 4<sup>th</sup> floor in Memorial. Sessional instructors' mailboxes are located in the sessional instructors' office, Room 302 in Memorial Hall. It is your responsibility to check your mailbox regularly. **Sessionals who have not requested a key for the sessional office will have to come to campus when the administrative offices are open (generally 8:30 a.m. - 4:00 p.m.) so you can be given access to your mailbox.**

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## Contract Information

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Requests for sessional contracts are sent to the Human Resources office. The pay for sessional instructors is spread over the entire term of the course(s) and is broken down into equal payments. If teaching during a summer semester, your pay is deposited into your bank account after your course is over.

The Human Resources Payroll Office is located in Kelley Building, 1<sup>st</sup> floor, 566-0514. Appropriate staff will be happy to answer your questions.

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## Campus Parking /Map (see map on next page)

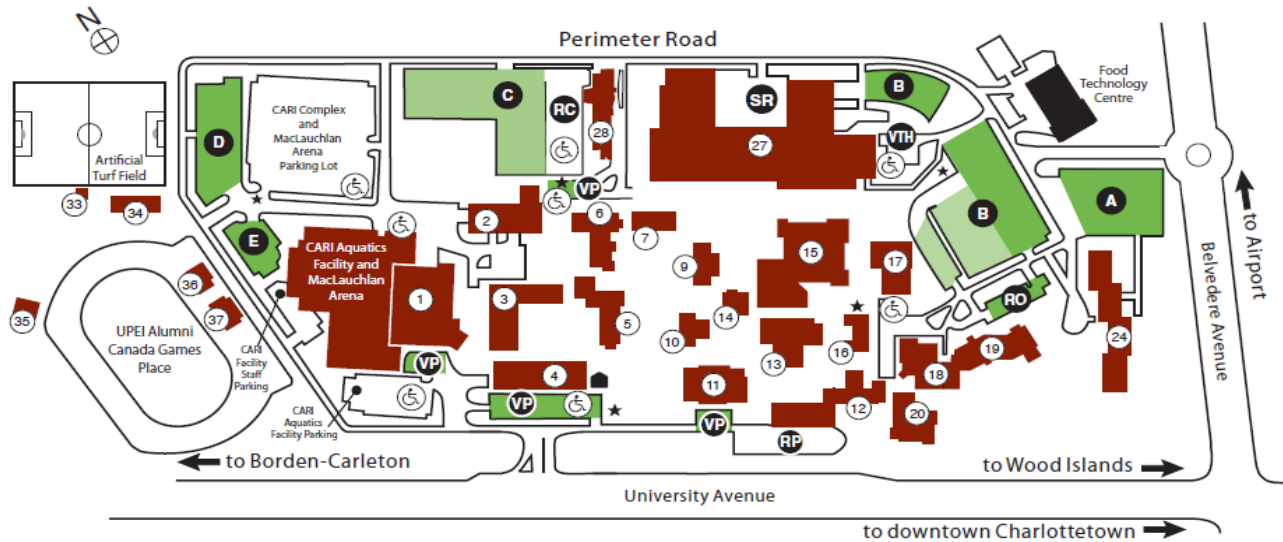
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UPEI provides pay parking for students, faculty, staff, and visitors to the campus. Permits are required during the parking enforcement hours of 7:00 a.m. to 5:00 p.m., Monday to Friday, excluding statutory holidays. Meters for visitor parking are located at the University Avenue entrance to the campus and are enforced on weekdays from 7:00 a.m. to 7:00 p.m. all year round. Metered parking is not enforced on weekends and holidays. For an online map go to <http://www.upei.ca/misc/map.pdf>.

More detailed information on parking is available at: <http://www.upei.ca/facilities/security/parking>. Questions related to permits, fees, and payment should be directed to:

UPEI Security Services  
Tel. (902) 566-0384  
Fax: (902) 566-0799

Accounting Office  
Tel. (902) 566-0534  
Fax: (902) 566-0420



## CAMPUS BUILDINGS

*Reserved for Future Expansion—numbers 8, 21, 22, 23, 25, 26, 29, 30*

- |                                   |   |  |
|-----------------------------------|---|--|
| 1. Chi-Wan Young Sports Centre    | 11. Kelley Memorial Building                | 20. Bernardine Hall (Residence)                |
| 2. Central Utility Building       | 12. Don and Marion McDougall Hall           | 24. Blanchard Hall (Residence)                 |
| 3. School of Nursing/FNS Building | 13. Duffy Science Centre                    | 27. Atlantic Veterinary College                |
| 4. W.A. Murphy Student Centre     | 14. Chaplaincy Centre                       | 28. Regis and Joan Duffy Research Centre       |
| 5. Main Building                  | 15. Robertson Library                       | 33. Artificial Turf Field Announcers' Building |
| 6. Steel Building                 | 16. Campus Kids Child Care Centre           | 34. Clubhouse                                  |
| 7. Dalton Hall                    | 17. K.C. Irving Chemistry Centre            | 35. Alumni Canada Games Storage Building       |
| 9. Memorial Hall                  | 18. Wanda Wyatt Dining Hall                 | 36. Alumni Canada Games Announcers' Building   |
| 10. Cass Science Hall             | 19. Bill and Denise Andrew Hall (Residence) | 37. Alumni Canada Games VIP Building           |

★ EMERGENCY CALL STATION

■ WEATHER SHELTER

## PARKING

- A** General & overnight during winter months
- B** General & Designated
- C** Designated
- D** General
- E** General

**VTH** Veterinary Teaching Hospital clients

**♿** Accessible

**RO** Residence only

**VP** Visitor metered

**RP** Reserved

**SR** Shipping and Receiving

**RC** Research Centre



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## Photocopying

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All instructors require an access code to use the office photocopier, and staff in our Administrative Office (MH402) will be happy to provide you with one upon request. We will ask you to choose 4 digits that will be easy for you to remember (provided the number is not already in use). Please note that your photocopying usage is tracked and quotas of 400 per course/per instructor will be set using this code. The counter on the photocopier will track your usage and stop permitting copies when your usage exceeds allowable amounts.

Small photocopy jobs can be run on the office photocopier, but larger and/or more complex jobs should be taken over to Central Printing, which is located in the basement of Main Building. Central Printing requires at least forty-eight hours lead time on all orders, and generally has reduced hours in the summer. As efficient as they are, the more complex the copy job, the more time it could take.

Work order forms are available at Central Printing. You can take your photocopying to Central Printing yourself or you can put it in the campus mailbox, which is located in the Administrative Office, Room 402. Evening instructors often find it more convenient to pick up their own copying before the office closes at 4:00 p.m. Wendy at the Central Printing Office can be reached at 566-0558.

**Please note that ALL print jobs at Central Printing must be pre-approved by the appropriate Program Coordinator or the Dean.** Wendy Henderson (Central Printing) has been advised not to proceed with print jobs if approval does not accompany the job request. An email to the appropriate Program coordinator or the Dean will suffice, who in turn will send approval directly back to you and copy to Wendy.

Please note that the above guidelines do not apply to research or other accounts on which Faculty or staff have signing authority.

**We aim to be as paperless as possible. Please help us achieve this goal! Everyone is therefore encouraged to reduce printing costs and paper usage by using Moodle to post course outlines and other course handouts and materials. If anyone has any questions about using Moodle, please contact Megan MacKenzie at 566-0916 or [mfmackenzie@upei.ca](mailto:mfmackenzie@upei.ca).**

To submit copyright information for printing published material, go to [this link](#). This is the only format accepted for copyright information by the Printing Office. UPEI is now operating under a fair dealing context and the Library will continue to monitor the Copyright landscape as it evolves. The Robertson Library suggests that the best way to understand the impacts and how you can act in the new Copyright landscape is to review the Fair Copying Guidelines. These are available on the Library's website: <http://library.upei.ca/copyright/faircopying>. Information about the UPEI's policies and agreements affecting the Robertson Library can be found at <http://library.upei.ca/policies>

Some instructors put together a course pack that is completely handled by and sold at the Bookstore. ***Please note that the Faculty is responsible for covering the cost of any unsold course packs at the end of the term. As a result of this policy, the Faculty of Education will only approve printing of course packs in VERY RARE circumstances. Please consider putting all course materials on Moodle – it's free!***

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## Expenses Related to Course Instruction and Printing

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**COURSE EXPENSES:** Due to budget restraints, there is a very limited budget for course expenses. In order to provide better tracking and management of our budget, please be reminded that all expenses related to course instruction (e.g. instructor text books) must be pre-approved by either the appropriate Program Coordinator or the Dean. A brief explanation of the expected nature of the expense and the accurate cost should be sent by email directly to the Program Coordinator or Dean **before** proceeding with any costs relating to course instruction. Only necessary materials and expenses will be approved.



Expense claim forms can be found on the Accounting Office website at <http://www.upei.ca/finance/accounting/forms>. Please ensure that the “Non-Travel” claim is completed. Original receipts must be attached to your claim form. Please note that the Accounting Office has requested that all small expense receipts be taped to an 8.5"x11" (letter-sized) sheet of paper so that documents can be easily scanned and/or copied. We encourage everyone to “think green” for this purpose by including multiple receipts on a single page and using the clear side of recycled paper where possible.

Additionally, sessional instructors may invite a guest speaker to class. The terms of the visit, i.e. mileage, honorarium, etc. should be discussed with the Program Coordinator, **before a speaker is booked**. The maximum compensation for presenters will be \$75.00 for 1.5 hours and \$150.00 for 3 hours. This payment could be provided in the form of gift cards as well. **Guest speaker expenses will be approved ONLY if absolutely necessary to deliver course content that the instructor cannot offer. Please also note that there may be income reporting implications for the speaker. (Please also note that liquor is not an eligible expense under UPEI policies, thus gift cards to the PEI Liquor Control Commission are not reimbursable).**

The Dean’s Office keeps a small assortment of gifts, gift bags, and thank you cards in the office, and in most cases a small token of appreciation for a guest speaker can be put together fairly quickly. However, it is better to provide advance notice to ensure that a gift will be available by contacting staff in the Administrative office MH402.

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## Sessional Instructors’ Office

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The designated office for Sessional Instructors is located in Memorial Hall Room 302 (894-2828).

This office contains a limited number of computers with Internet access, as well as limited storage space for teaching resources.

Evening instructors may request a key for these offices. A Key Request & Authorization Form is available online at <http://www.upei.ca/facilities/request-office-or-building-key>. It needs to be filled out and authorized by the Dean. It takes approximately one week for your key(s) to be made, depending on time of year. There is a place to put a phone number on the form, and the Security Office will call and leave you a message when your key is ready for pick-up. You must go to the Security Office located in the Central Utility Building to sign for keys. **ALL** keys for the Faculty of Education should be returned to Security at the end of the semester unless you will be teaching in the next semester. **Please see administrative staff during office hours for assistance with access to the sessional office.**

All instructors, including sessional lecturers, are expected to have office hours. A copy of your hours should be posted on the sessional office door; please also email this information to the main Faculty office. Please also include your office hours, email address, telephone number, etc., on your course outline(s).

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## UPEI Courses and Calendar

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Almost all courses are three semester hours. The Faculty does have a small number of courses that are one or 2.5 semester hours.

Information about UPEI’s degree programs, course descriptions, etc. can be found in the course calendar. The UPEI calendar is available online at <http://www.upei.ca/studentlife/registrar/academic-calendar>.

Please note that the Faculty of Education follows a different academic year calendar than main campus. Academic Year Calendars for the BEd program can be found here: <http://upeied.wordpress.com/academic-year-calendars/>

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## Timetable

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Timetables can be found on the UPEI website at: <http://www.upei.ca/studentlife/registrar/timetables>

If you have further questions on the timetable, please contact:

Jill Ross (BEd programs): email – [jbross@upei.ca](mailto:jbross@upei.ca) telephone - 620-5155 or

Cathy Hennessey (Certificate Programs and Graduate Programs): email - [cahennessey@upei.ca](mailto:cahennessey@upei.ca), telephone - 566-0731.

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## Faculty Meetings

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All sessional instructors are invited to attend the Faculty of Education Council Meetings. The schedule for these meetings is posted on the VRE. Alternatively, you may ask one of the voting Sessional Instructors' representatives to raise any issues or concerns at a scheduled meeting. Minutes of all faculty meetings are prepared and posted on the VRE.

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## VRE

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The Faculty of Education uses the VRE to post all material for faculty meetings. The link to the VRE is: <http://discoveryspace.upei.ca/upeifacedu/>

In order to access the site, you must first login using your Novell user name and password. Then Karen-Anne O'Halloran will give you permission to view.

Any questions, please contact Karen-Anne O'Halloran at 566-0349 or [kohalloran@upei.ca](mailto:kohalloran@upei.ca)

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## Faculty Bulletins

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The Dean's Office regularly issues information bulletins, which are normally distributed on Tuesdays. Please be sure to read these bulletins as they contain important and interesting information that needs to be communicated to everyone independent of Faculty Meetings. If you are not receiving the weekly bulletin and would like to be added to the list, please contact Karen-Anne O'Halloran in the main office so you can be added. Karen-Anne can be reached at [kohalloran@upei.ca](mailto:kohalloran@upei.ca)

It may be useful to bookmark the bulletin website to search and retrieve useful information that has been posted. You can find recent bulletins at: <http://upeied.wordpress.com>.

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## Office/Classroom Supplies

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Check with staff in the administrative office if you need supplies such as flip chart paper, markers & pens, etc. There is a supply cupboard that you can access as needed in the administrative office (MH402). Also, a small amount of supplies is available in the Sessional Instructors' office (MH302). NB – classroom supplies will be limited in 2015-2016. Please use sparingly.

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## Ordering Textbooks

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Textbooks should be ordered on line at <http://www.upei.ca/wf/node/add/bookstore-requisition> or directly from Bea at the Bookstore (telephone 566-0625) or by email ([bhartinger@upei.ca](mailto:bhartinger@upei.ca)). The following information should be included in your email to her:

Title of Book  
Author  
Publisher  
ISBN# (if available)  
Your Course Number

If you need help ordering textbooks, contact the bookstore at 566-0625. Instructor's copies of texts are available by asking for one when you place your order at the Bookstore.

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## Course Outlines

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Instructors present course outlines/syllabi to the class during the first week of each semester. Outlines must include details regarding methods to be used in evaluating student work and the value of each assignment as a percentage of the final course grade. Please see BEd course outline template on the H drive, under policies. If you do not have access to the H drive, admin support staff would be happy to forward you the template by email. Please refrain from photocopying your course outline. Please post on your Moodle and project in class for students to review.

**Your course outline should be submitted on-line to Jill Ross at [jbross@upei.ca](mailto:jbross@upei.ca) (BEd) or Cathy Hennessey [cahennessey@upei.ca](mailto:cahennessey@upei.ca) (Graduate Programs), within two weeks following the first class. These outlines will be saved to the "H" drive and forwarded to the Robertson Library and ELC.**

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## Grading System

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Detailed information on the PASS/FAIL grading system is attached at the end of this document (see page 30). All Education courses, **except** for courses in the BEd Human Resources Development program and the Graduate program, are graded as either PASS or FAIL. Numerical grades can **only** be given to non-Education students in cross-listed courses for which the student has registered in the course number of the cross-listed department.

The Graduate program instructors report grades using numeric values (0-100%). The minimum passing grade in the Graduate program is 70%. A candidate who receives a final grade below 70% in any program course may repeat that course one time to obtain a minimum passing grade of 70%. Should a grade of less than 70% be obtained in the repeated course, or in any other program course, the candidate will normally be required to withdraw from the program.

Use the campus login to submit your grades. Navigate to your class list and you will see a button for submitting grades. The deadline dates to get student grades to the Registrar's Office can be found on the Registrar's Office website under Important Dates. Please submit a copy of grades to the office. Our normal numerical equivalent for a PASS is 80%.

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## Assignment Deadlines

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The extension of assignment deadlines is dependent on and may be granted by the instructor. Extensions should not go beyond the final date for the submission of marks to the Registrar's Office. If deadlines are not met, consult with the appropriate program Coordinator with regard to the appropriate action.

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## Student Opinion of Teaching Surveys

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Student Opinion of Teaching Surveys is required for each course taught at UPEI. The main office will provide the survey forms towards the end of your course. The survey shall be held within the final quarter of each course, and announced to the students at least one (1) class in advance. Please allow up to 20 minutes of class time for students to fill out course evaluations. Designate a student to administer the evaluation while you are out of the room. Full instructions are given with the forms.

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## Classrooms / Audio Visual Needs

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Please book your AV needs by contacting 566-0395 and the staff in AV will be pleased to assist you. If you require an extra room (break-out room), please go to the following link, click on Room Booking and fill out the required form: <https://itss.upei.ca/roombooking>. Never assume that a classroom is available because it was unoccupied on a previous occasion.

If you arrive for class in the evening and your classroom door is locked, call the Security Office central dispatcher at 566-0384 and an officer will come over and unlock it for you. Should no phone be available when you arrive for class, remember that there is a telephone in the elevator with a direct connection to the Security office. In Memorial Hall there is also a phone in the Education Lounge (MH306).

Sessional instructors should not cancel a class without consulting the appropriate program Coordinator. If it is necessary to change the time and/or location of a class, or to make up a class, please tell someone in the office immediately.

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## Photographic Class List

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Unless otherwise authorized by the student, the photo used for the Campus Card is also used in the preparation of photographic class lists. For security reasons only UPEI instructors, the appropriate Faculty Office, or Departmental administrators can request photos.

Student photos are confidential data, just like any other piece of student information, and fall under the same privacy guidelines as a student's name, address, and marks. The onus is on all UPEI staff and faculty to ensure the confidentiality of the data as outlined in the UPEI Personal Information and Privacy Policy, which can be found at [www.upei.ca/privacy/index.html](http://www.upei.ca/privacy/index.html)

Your request will go to Photography and Computer Services, and a photographic class list for each course requested will be produced. You will be notified when a list is ready and you will be able to print it as a pdf file from your own printer. Photos are in black and white and include the name of each student. There is a nominal cost for each sheet of photos. We will provide only one copy per instructor and we encourage everyone to consider an alternative way to memorize student names, especially in small classes.

Important Note: The University will not provide photos of any student who has requested complete privacy of his/her personal data and/or the use of his/her Campus Card photograph. A note indicating "Photo not Available" will be included in the Class List.

In order to ensure you get a photo for all the students in your list, we suggest that you wait until after the final day for late registration, for changing courses or sections, and for cancellation of courses to receive the photos. You can make your request for photos before classes start, but it is advisable to wait as long as you can to ensure you will get all (or most) of the photos you need.

If you have questions about this process, please contact the University Privacy Officer at [privacy@upei.ca](mailto:privacy@upei.ca).

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## UPEI Lost and Found

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Found items are often turned in first to the nearest administrative office. If not claimed immediately they will be sent over to the Security Office. Items turned in to the Security Office are held for a period of 90 days. For lost or missing items call 566-0384 or 566-0373.

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## Practicum Mileage

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Sessional instructors teaching ED 496 or ED 497 may claim mileage to and from the various schools they visit to supervise students doing practicum assignments. Please adhere to this general “rule of thumb”: **The eligible expense is the lesser distance from home to a school or from UPEI to a school.** The Accounting Office scrutinizes mileage claims carefully, so by following this rule, your claim will be processed quickly.

Forms required to submit practicum mileage are e-mailed by the Practicum Coordinator to Practicum Advisors in two formats: an Excel spreadsheet that does the calculations automatically or as a Word document for those unable to access Excel. They can also be found on H drive: Practicum\Forms\Travel-Practicum Form for those who have access. Completed forms are to be given to the Practicum Coordinator by the last day of the practicum for approval. Mileage charts from UPEI to PEI schools are provided by the Practicum Coordinator.

Carolyn Francis, Practicum Coordinator, can be contacted by email at [crfrancis@upei.ca](mailto:crfrancis@upei.ca) or by phone at 894-2813.

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## Student Attendance for Courses and Practicum Policy

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### Policy on Student Attendance for Courses and Practicum

*As the Bachelor of Education is a professional program, the expectation is that all students will be in attendance at every class. While this is the expectation, it is recognized that on occasion, absence will occur for legitimate reasons such as illness, family emergencies, religious observation or bereavement.*

*If such should occur, following are guidelines and expectations of the pre-service teacher in such cases:*

***A common requirement is that the appropriate personnel (instructor, advisor, or cooperating teacher) be informed in a timely manner in advance, if at all possible, for each absence.***

#### **Illness:**

Absent for a class: The student must inform the instructor by email prior to each class that he/she is ill.

Absence During practicum - When the pre-service teacher is ill she/he will telephone the cooperating teacher and immediately forward the daily lesson plans for the lessons which the pre-service teacher was scheduled to teach.

**The pre-service teacher is required to telephone the cooperating teacher and email the practicum advisor no later than 7:30 AM (or at the time required by the cooperating teacher).**

**Bereavement:**

The requirements for the pre-service teacher, modeled on the PEITF memorandum, are as follows:

- a) A pre-service teacher shall be granted five (5) regularly scheduled consecutive school days without loss of credit in the case of the death of the following members of her/his immediate family:
  - parent or step-parent
  - spouse or child
- b) A pre-service teacher shall be granted three (3) regularly scheduled consecutive school days without loss of credit in the case of the death of the following members of her/his immediate family:
  - brother, sister, step-brother, step-sister, grandchild, grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or any relative permanently residing with the pre-service teacher
- c) A pre-service teacher shall be granted bereavement leave without loss of credit for one (1) day to attend the funeral of an aunt, uncle, niece or nephew.

**Emergencies:**

At times, other emergencies (such as family illness, home emergency, or accident) may require a pre-service teacher to be absent from class or practicum. The guidelines outlined above should be followed in all such cases.

**Other absence:** From time to time, exceptional circumstances may arise that are a legitimate reason for absence being granted. Such exceptional circumstances will be dealt with on a case by case basis. The request for leave is to be submitted in writing as far in advance as possible to the BEd Coordinator. The BEd Coordinator will collaborate with the affected instructors before a final decision is made.

**Follow-up to any absence:**

Regardless of the reason for absence, since each class missed means a significant portion of the course content is missed – when two absences are reached in any course, the BEd Coordinator must be informed.

For absence during practicum, additional days may be required to successfully complete the practicum.

Any unexcused absence will constitute an **Incomplete** in the course until the required work is satisfactorily completed by a pre-determined date.

For both legitimate and unexcused absence, alternate assignments will be required comparable to the work required in a class. It is the student's responsibility to propose the alternate assignment, in writing, to the instructor. The proposed assignment must be approved by the instructor and completed in the pre-determined time-frame.

Any student who has more than one unexcused absence may be recommended to withdraw from the program. Even legitimate absence in excess of two classes in a course may jeopardize a student's capacity to satisfactorily complete the program.

Any appeal that arises from this policy will follow the established procedures as outlined in the Academic Appeals - Guidelines and Procedures for the Faculty of Education (found in the Pre-Service Teacher Handbook).

General recommendations for all B Ed Students:

1. Plan in advance for child-care if one of your children should become ill.
2. Arrange your medical and other appointments at non-class times if at all possible

3. Check the academic calendar for the B Ed program carefully so you arrange special events or holidays when there are no classes.

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## Scent Free/Peanut Free Policy

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The University of Prince Edward Island is committed to health and well-being of all those who make up our University community.

There is a growing understanding that the health of some people is adversely affected due to the exposure to scented products. Some products you are using may be making someone else ill.

The University launched a scent-free campaign, “**We Share the Air**” effective September 1<sup>st</sup>, 2008. Please support this campaign by eliminating the use of scented personal care products. Remember, we do indeed “Share the Air”!

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As a few people are allergic to peanuts or peanut products, caution should be taken with food that may contain peanuts, in particular when it is shared. If peanuts or peanut products have been used in the food preparation, participants must be made aware of this. Thank you for your cooperation in this sensitive matter.

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## Privacy Act

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Student assignments: Assignments are not to be left in public areas (hallways, classrooms, etc.) for pick up. They may be left in individual sealed envelopes in student mailboxes. Also remember that a student’s permission must be received prior to displaying his/her work in a public area.

Release of Grades: Final grades are posted on the website after the examination period has ended and after all marks have been received in the Registrar’s Office. Students may access this information using their student identification and secure PIN numbers. Faculty who post evaluation results or grades, final or otherwise, for student viewing will use only student identification numbers in ascending or descending numerical order. In the case of final grades, posting is not permitted until the examination period has ended.

Class lists: Employees and faculty will not distribute, post, or make available to students copies of class lists that include student names with ID numbers, major, year of study, course name, timetable, or location, addresses, email addresses, or phone numbers without the consent of every student on the list.

Student E-mail Addresses: Upon registering at UPEI, each student is issued a UPEI e-mail address. When corresponding with the University, students must use their UPEI e-mail address to ensure that the receiving party can appropriately identify the sending party. The University of Prince Edward Island takes seriously its responsibility to interact with students in a secure manner that protects their privacy. The only effective way to maximize the probability that e-mail between the University and students remains private is to communicate through the UPEI e-mail system. Students may forward their e-mail to another e-mail address and this function is available in the UPEI e-mail system. However, students should understand that when doing this, there is an increase in the risk that the e-mail will not remain private.

If you have any questions, please contact the University’s Registrar at [registrar@upe.ca](mailto:registrar@upe.ca) or the UPEI Privacy Officer at [privacy@upe.ca](mailto:privacy@upe.ca). The UPEI Personal Information and Privacy Policy can be found at <https://cab.upei.ca/privacy-committee/upei-privacy-policies>



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## Storm Policy

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University closures are usually announced on the local radio stations by 7 a.m. A recorded message will be available on the UPEI hotline by 7:00 a.m. if possible, to contact the hotline call 894-2882. Information is also updated on the University website.

If the University is closed, all classes are cancelled. This policy includes classes that are scheduled off-campus. NOTE: There may be times when evening classes are cancelled in anticipation of bad weather but the University is still open until the end of its regular work day. If the opening of the University is delayed, classes will resume at the advertised time of opening.

NOTE: The Faculty of Education has its own timetable and Education classes do not follow the regular University schedule.

**Education's policy is as follows: If the University re-opens or closes and at least one hour of class time is remaining, the class will resume as scheduled.**

- e.g. #1: If the opening of the University has been delayed, but it has been announced that it will re-open at 10 a.m., and your class is scheduled to run from 8:30 - 11:20 a.m., you will be expected to begin your class at 10:00 a.m.
- e.g., #2: If the University announces that it will be closing at 4 p.m. and your class is scheduled to run from 2:30 - 5:20 p.m., you will be expected to be in the classroom until 4:00 p.m.

### Academic Dishonesty Incident

The following Academic Regulations (UPEI Calendar, 2010, p. 82) procedures and guidelines are established by the University which governs our actions.

1. Actions which constitute academic dishonesty are considered an offence within the University and include:

- **plagiarism**, which occurs when: a student submits or presents work of another person in such a manner as to lead the reader to believe that it is the student's original work; **self-plagiarism** is the submission of work previously submitted for academic credit without prior approval of the professor;
- **cheating** on tests or examinations, **including giving false reasons for absence**;
- **falsifying records or submitting false documents**, including falsifying academic records, transcripts or other University documents, or misrepresenting one's credentials;
- **other academic misconduct** such as the unauthorized use of recording devices or the unauthorized acquisition of computer software or other copyright material.

2. When there is reasonable evidence to support an allegation of academic dishonesty, the matter shall be discussed with the student at the earliest opportunity. A written record of the incident and the response of the University will be sent to the student and to the appropriate Chairperson and Dean, and will be placed by the Dean on the student's file in the Office of the Registrar.

3. One or more of the following sanctions may be imposed, depending on the seriousness of the offence:

- the instructor, within his/her authority for assignment of course grades, may impose:
  - 1. a reprimand;
  - 2. assignment of a mark of zero or a percentage failure for the piece(s) of work under review;
  - 3. the assignment of a grade of "F" in the course in which the offence was committed. The instructor will provide the Registrar with a percentage grade for posting on the student transcript;
  - 4. suspension of privileges in cases where the offenses have involved misuse and/or abuse of the library, computer or other University Resources;
- the Dean, in consultation with the Department where appropriate, may recommend to the President suspension or expulsion from the University;
- the President may impose suspension or expulsion from the University;
- the Senate may withhold or revoke a degree, diploma, or certificate.

4. The student has the right to appeal through the provisions of Academic [Regulation #12](#)

*See next pages for descriptions of procedures for the Faculty of Education.*

## Faculty of Education Procedure: Approved June 04, 2010

### *Definitions:*

Actions which constitute academic dishonesty are considered an offence within the University and include:

- **plagiarism**, which occurs when: a student submits or presents work of another person in such a manner as to lead the reader to believe that it is the student's original work; **self-plagiarism** is the submission of work previously submitted for academic credit without prior approval of the professor;
- **cheating** on tests or examinations, **including giving false reasons for absence**;
- **falsifying records or submitting false documents**, including falsifying academic records, transcripts or other University documents, or misrepresenting one's credentials;
- **other academic misconduct** such as the unauthorized use of recording devices or the unauthorized acquisition of computer software or other copyright material.

It is recognized that the process is not necessarily sequential. The parties involved should review the list of responsibilities as a series of cues to support a fair process.

| Procedure as Outlined by University Regulations:                                                                                                                                                                                                                                                                                                                                                               | Procedures for the Faculty of Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>When there is reasonable evidence to support an allegation of academic dishonesty, the matter shall be discussed with the student at the earliest opportunity.</p> <p>A written record of the incident and the response of the University will be sent to the student and to the appropriate Chairperson and Dean, and will be placed by the Dean on the student's file in the Office of the Registrar.</p> | <p>The Instructor:</p> <ul style="list-style-type: none"><li>○ determines an instance of academic dishonesty</li><li>○ arranges and meets with student</li><li>○ maintains a written record of the incident and advises the student to do the same</li><li>○ writes their response to the incident, providing the student and Dean with a copy</li><li>○ includes in his/her response, acknowledgement of the process of appeal.</li></ul> <p>The Dean:</p> <ul style="list-style-type: none"><li>○ receives the written response and places a copy in the appropriate file.</li></ul> |

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>One or more of the following sanctions may be imposed, depending on the seriousness of the offence.</p> <p>The instructor, within his/her authority for assignment of course grades, may impose:</p> <ul style="list-style-type: none"> <li>○ a reprimand;</li> <li>○ assignment of a mark of zero or a percentage failure for the piece(s) of work under review;</li> <li>○ the assignment of a grade of "F" in the course in which the offence was committed. The instructor will provide the Registrar with a percentage grade for posting on the student transcript;</li> <li>○ suspension of privileges in cases where the offenses have involved misuse and/or abuse of the library, computer or other University Resources;</li> </ul> | <p>The Instructor:</p> <ul style="list-style-type: none"> <li>○ in judging that academic dishonesty has occurred also determines the sanction to be levied</li> <li>○ makes the sanction known to the student within their response</li> </ul> <p>The Student:</p> <ul style="list-style-type: none"> <li>○ may proceed with an appeal of grade upon receipt of the response. Procedures governing appeals are outlined under university and faculty regulations.</li> </ul>           |
| <p>The Dean, in consultation with the Department where appropriate, may recommend to the President suspension or expulsion from the University;</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>The Dean:</p> <ul style="list-style-type: none"> <li>○ may consider taking further actions regarding sanctions in addition to those determined on the faculty member's judgment</li> <li>○ will consult with an adhoc committee of Faculty to discuss if additional sanctions are warranted</li> <li>○ May recommend further sanctions as they arise from the consultative process</li> <li>○ Must inform the student in writing of the response and the right of appeal</li> </ul> |
| <p>The President may impose suspension or expulsion from the University;</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>The Senate may withhold or revoke a degree, diploma, or certificate.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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## Academic Appeals Policy

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### Academic Appeals Guidelines and Procedures for the Faculty of Education

April 2010

#### Overview

The University of Prince Edward Island in Regulation #12, has established an appeals policy and general procedure for students desiring to appeal grades. The appeal process is intended to apply to grades given for individual assignments or for summative course grades. While the former can only be appealed to the appointed Faculty Appeals Committee, the latter can be further appealed to the University Senate. The policy permits adaptation or modification of the regulation by “professional program” faculties to ensure coherency with these programs’ objectives and structures. For the Faculty of Education’s Bachelor of Education program, only minor modifications have been made in an attempt to ensure program participants rights.

*Terms:* “Students” in this regulation and procedure refers to the program participants engaged in studies in any Faculty of Education program.

#### Regulation (UPEI Calendar 2010, p. 80 adapted to reflect the Faculty of Education’s organization)

Areas in *italic* indicate the Faculty adaptation of the regulation as authorized by the regulation.

| <b>UPEI Regulation</b>                                                                                                                                                                                                                                        | <b>Faculty of Education Adaptation</b>                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| In the application of all academic regulations, students shall have access to a fair and just hearing subject to appeal. In every case, it is the student appellant’s responsibility to ascertain the time allowed for filing a notice of appeal (see below). | In the application of all academic regulations, students shall have access to a fair and just hearing subject to appeal. In every case, it is the student appellant’s responsibility to ascertain the time allowed for filing a notice of appeal (see below). |

|                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Appeals on Grades</b></p> <p>An informal appeal must first be made to the instructor within four weeks of receipt of the grade.</p> <p>For Professional Programs, see internal policy/procedures which may be more specific than these general regulations and may include different information/requirements. Professional program regulations override this academic regulation in these cases.</p> | <p><b>Appeal on Grades</b></p> <p>An informal appeal must first be made by <i>the student</i> to the instructor within four weeks of receipt of the grade.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p>A formal appeal must be made in writing within 1 week of the instructor's decision.</p> <p>This appeal must be submitted to the Chair, who will consult within the department before arriving at a decision.</p> <p>The department will provide the student with a copy of the internal policy/procedure on appeals on receipt of the written submission.</p>                                            | <p>A formal appeal must be made in writing within 1 week of the instructor's decision declared <i>at the time of the informal appeal</i>.</p> <p>The formal appeal must be submitted to the <i>Undergraduate/Graduate Program Coordinator</i>.</p> <p>The Coordinator will provide a copy of the written appeal to the instructor.</p> <p><i>The Coordinator will consult individually with instructor and the student regarding the grade decision. Recognizing that no resolution to the disagreement is forthcoming, the Coordinator will, within seven days, convene a meeting of two members the Undergraduate Committee and two student peers for review and consultation on the case.</i></p> <p><i>The Coordinator will convey his/her decision to the student and instructor, in writing within 24 hours.</i></p> |

|                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The Department Chair's decision may be further appealed, in writing, within two weeks of the decision being rendered to the Dean of the Faculty, who shall name a committee to hear the appeal.</p> <p>The Dean will provide the student with a copy of the Faculty's internal policy/procedure on appeals on receipt of the written submission.</p> | <p>The Coordinator's decision may be further appealed, in writing to the Dean of the Faculty, within two weeks of the decision being rendered.</p> <p><i>The Dean of the Faculty shall name a committee to hear the appeal within seven days of receipt of the written appeal. The committee shall be composed of the Dean, acting as chair voting in an instance of breaking a tie, two faculty members and two students, none of who have had any involvement in the case to this point. At their discretion, the committee may conduct individual interviews of both parties involved to ensure their understanding of the case. In camera, the committee will vote by ballot to determine their decision. The Chair will vote and reserve disclosing her/his ballot. If once the committee votes have been tallied and a tie exists, the Chair will reveal the reserved ballot in an attempt to break the tie. The decision of the committee will be conveyed in writing by the Chair to the student within 24 hours.</i></p> |
| <p>Decisions on final course grades may be further appealed, in writing, within one month of being rendered, through the Registrar to the Senate Committee on Student Academic Appeals.</p>                                                                                                                                                             | <p>Decisions on final course grades may be further appealed, in writing, within one month of being rendered, through the Registrar to the Senate Committee on Student Academic Appeals.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>Appeals of decisions on academic matters other than grades are to be directed to the Senate Committee on Student Academic Appeals through the Registrar. All decisions of this Committee shall be final unless appeal is made to the Board of Governors in keeping with the terms of the University Act.</p>                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |



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## Faculty, Administrative & Sessional Directory

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### Faculty Directory

|                         |         |                                                                    |                                                              |          |
|-------------------------|---------|--------------------------------------------------------------------|--------------------------------------------------------------|----------|
| <b>Ron MacDonald</b>    | MH 403  | Dean<br>Faculty of Education                                       | <a href="mailto:rjmacdonald@upei.ca">rjmacdonald@upei.ca</a> | 566-0349 |
| <b>Esseghaier, Zain</b> | MH 410  |                                                                    | <a href="mailto:zesseghaier@upei.ca">zesseghaier@upei.ca</a> | 566-0459 |
| <b>Gabriel, Martha</b>  | MH 412  |                                                                    | <a href="mailto:mgabriel@upei.ca">mgabriel@upei.ca</a>       | 566-0503 |
| <b>Gagnon, Julie</b>    | MH 416  | Co-ordinator of<br>BEd(fl) Program                                 | <a href="mailto:jgagnon@upei.ca">jgagnon@upei.ca</a>         | 628-4355 |
| <b>Goddard, Tim</b>     | MH 408  |                                                                    | <a href="mailto:tgoddard@upei.ca">tgoddard@upei.ca</a>       | 894-2843 |
| <b>Guo, Linyuan</b>     | MH 413  |                                                                    | <a href="mailto:liguo@upei.ca">liguo@upei.ca</a>             | 620-5147 |
| <b>McAuley, Sandy</b>   | MH 405  |                                                                    | <a href="mailto:amcauley@upei.ca">amcauley@upei.ca</a>       | 894-2814 |
| <b>Miller, Tess</b>     | ME #415 |                                                                    | <a href="mailto:tsmiller@upei.ca">tsmiller@upei.ca</a>       | 620-5072 |
| <b>Moffatt, Lyndsay</b> | MH 406  |                                                                    | <a href="mailto:lemoffatt@upei.ca">lemoffatt@upei.ca</a>     | 620-5177 |
| <b>Preston, Jane</b>    | MH 411B |                                                                    | <a href="mailto:jpreston@upei.ca">jpreston@upei.ca</a>       | 620-5074 |
| <b>Thorne, Carolyn</b>  | MH 407  |                                                                    | <a href="mailto:cmthorne@upei.ca">cmthorne@upei.ca</a>       | 566-0722 |
| <b>Tilleczek, Kate</b>  | DH 407  | Canada Research Chair<br>(Child/Youth Cultures<br>and Transitions) | <a href="mailto:ktilleczech@upei.ca">ktilleczech@upei.ca</a> | 620-5127 |
| <b>Walton, Fiona</b>    | MH 414  |                                                                    | <a href="mailto:fwalton@upei.ca">fwalton@upei.ca</a>         | 566-0351 |
| <b>Wiebe, Sean</b>      | MH 411A |                                                                    | <a href="mailto:swiebe@upei.ca">swiebe@upei.ca</a>           | 620-5073 |

## Administrative Directory

|                               |                               |                                                   |                                                              |                            |
|-------------------------------|-------------------------------|---------------------------------------------------|--------------------------------------------------------------|----------------------------|
| <b>O'Halloran, Karen-Anne</b> | MH 403                        | Assistant to the Dean                             | <a href="mailto:kohalloran@upei.ca">kohalloran@upei.ca</a>   | 566-0349                   |
| <b>Clark, Ashley</b>          | MH 302A                       | Academic Coach                                    | <a href="mailto:acclark@upei.ca">acclark@upei.ca</a>         | 566-0342                   |
| <b>Curran, Christa</b>        | MH 303                        | International Support Liaison                     | <a href="mailto:chcurran@upei.ca">chcurran@upei.ca</a>       | 620-5148                   |
| <b>Doucette, Wendy</b>        | MH 310                        | Facilitator of Education Learning Commons         | <a href="mailto:wducette@upei.ca">wdoucette@upei.ca</a>      | 566-0727                   |
| <b>Francis, Carolyn</b>       | MH 304                        | Practicum Coordinator/BEd Coordinator             | <a href="mailto:crfrancis@upei.ca">crfrancis@upei.ca</a>     | 894-2813                   |
| <b>Gass, Rebecca</b>          | MH 305A                       | Education Officer (Recruitment/Admissions/Alumni) | <a href="mailto:rjgass@upei.ca">rjgass@upei.ca</a>           | 566-0341                   |
| <b>Hennessey, Cathy</b>       | MH 402                        | Administrative Support, Graduate Studies          | <a href="mailto:cahennessey@upei.ca">cahennessey@upei.ca</a> | 566-0731                   |
| <b>MacKenzie, Megan</b>       | MH 303 Th/Fr<br>RL 228 M/Tu/W | E-Learning Instructional Designer                 | <a href="mailto:mfmackenzie@upei.ca">mfmackenzie@upei.ca</a> | 566-0916 MH<br>566-6061 RL |
| <b>Ross, Jill</b>             | MH 402                        | Administrative Support, Undergraduate Programs    | <a href="mailto:jbross@upei.ca">jbross@upei.ca</a>           | 620-5155                   |
| <b>Stewart, Bonnie</b>        | MH 305A                       | Coordinator of Adult Education Program(s)         | <a href="mailto:bstewart@upei.ca">bstewart@upei.ca</a>       | 566-0730                   |
| <b>Townsend, Liz</b>          | MH 305                        | Coordinator of Graduate Studies                   | <a href="mailto:etownsend@upei.ca">etownsend@upei.ca</a>     | 620-5152                   |

## Sessional Instructors

The sessional office is located in Memorial Hall #302. To obtain email contact information for sessional instructors, please contact the Administrative Office at 620-5155.

### Canada's "Copyfight" Continues -- March 2011 (With Updates to May 2011)

2011 brings major developments in two key areas of the complex and hotly-contested terrain of Canadian copyright (keep watching [library.upei.ca/copyright](http://library.upei.ca/copyright) for further updates -- more information is also available in the [Further Reading](#) section of this guide, including the April 2011 *Guidelines for the use of copyright materials* from CAUT, the Canadian Association of University Teachers):

#### 1. Access Copyright

For reasons outlined below, the fairness and effectiveness of the Access Copyright collective licensing regime in Canadian higher education looks increasingly doubtful, and many universities, including UPEI, are now electing to operate outside it. The University will continue to respect the *Copyright Act*, and is undertaking other due diligence measures to minimize institutional exposure to liability. All members of the campus community are reminded of their individual responsibility to respect the provisions of the *Copyright Act*: **click here for more guidance on making fair and appropriate use of your rights under the Act**. *As a general rule, instructors are encouraged to use Moodle to link to licensed online content (e-journals and full-text databases) and use Library Reserve/e-Reserve rather than make paper copies for classroom use; those doing self-service scanning or photocopying should reproduce only a modest amount of any published work (e.g. a single article from a periodical; a single chapter from a book) and retain these scans/copies only for personal research and private study. Any questions or concerns should be referred to the Library or the Comptroller's Office.*

#### **Background**

Since the early 1990s, UPEI has, like most Canadian universities, worked within the collective licensing regime of [Access Copyright](#) (formerly CanCopy), under terms negotiated by the [Association of Universities and Colleges of Canada \(AUCC\)](#) on behalf of its 95 member institutions. AUCC members paid royalties to Access Copyright (generally, a per-page levy for course-packs, and a per-student fee for other copying), which distributed these monies to its individual and corporate members.

As the dependence on large-scale paper copying -- the main activity countenanced under the CanCopy/Access Copyright license -- decreased in recent years, with the rise of digital content (subscription e-journals and full-text databases, as well as "open Web" material), many AUCC members expected Access Copyright to negotiate newer, less expensive licenses. Instead, Access Copyright last year applied to the Copyright Board for [a tariff on all Canadian post-secondary institutions](#) that would increase the copying royalties payable by universities by more than 1,000% (from ~\$3.50 to \$45 per FTE student enrolled). The tariff application also demands an onerous and impractical surveillance and reporting regime that would likely violate academic freedom and greatly increase the cost of operating within the Access Copyright regime.

Furthermore, the tariff attempts to assert, without bases in law, Access Copyright's jurisdiction in activities (including Internet linking) never countenanced by the previous licensing regime.

AUCC filed a strong objection to the proposed tariff, along with (jointly) the Canadian Association of University Teachers and the Canadian Federation of Students, and a host of other representative individuals and agencies throughout Canadian academe. In the Fall of 2010, as it became apparent that it could take years to establish any new tariff, and facing the expiry of its existing licenses at year's end, Access Copyright applied to the Copyright Board for an interim tariff. This was granted by the Copyright Board on December 23rd, over objections from AUCC and other parties. Although the interim tariff maintains the "status quo" on royalties, there are concerns that signing it will expose an institution to future retroactive payments as and when a new tariff is finally approved, to say nothing of the strong objections in principle made by AUCC and other parties. Further difficulties were introduced on March 21st, 2011, when Access Copyright served AUCC and its member institutions participating in the interim tariff with a massive series of more than 130 interrogatories (questions) regarding every conceivable type of copying activity which may have occurred on-campus for the past 3 years.

## **2. Bill C-32: *The Copyright Modernization Act* \***

*[With the dissolution of Parliament and the announcement of the May 2nd federal election, Bill C-32 becomes the third Canadian copyright reform bill to "die on the order paper" in the past ten years. Michael Geist, one of the closest observers of C-32's progress to date, speculates that copyright reform legislation will probably re-emerge towards the end of 2011.]*

Bill C-32 is the latest in a series of bills intended to provide badly-needed clarifications and updates to the *Copyright Act*, which has not seen any substantive amendment since 1997. The federal government undertook a years-long process of consultation on copyright reform in the early 2000s, only to see the ensuing copyright bill die on the order paper with the fall of the Liberal government in 2006. After its controversial Bill C-61 -- condemned by many as a Canadian version of the much-criticized US Digital Millennium Copyright Act (DMCA) -- died on the order paper with Parliament's prorogation in late 2008, the Conservative government undertook a new round of copyright consultations in 2009, followed by the introduction of Bill C-32 last summer.

A Commons' legislative committee began hearings on C-32 in November: although the testimony, and corresponding public debate, has been somewhat less heated than in years' past, there are still areas of significant contention and concern, including:

1. Addition of "education" as a category for fair dealing (the right to copy without explicit permission or payment): this has been welcomed by CAUT and other key players in academia, but has drawn harsh criticism from some "creators' rights" groups, as well as Access Copyright. In response to claims that "education" is too broadly-defined, and would thus unreasonably deprive rights-holders of fair compensation, AUCC has suggested a couple of amendments to C-

32, including a clearer definition of fair dealing, and an explicit reference linking “education” (not defined in Act) to the work of “educational institutions” (which are very clearly identified). The Canadian Association of Research Libraries (CARL) is also arguing for inclusion of “education” as a fair dealing use.

2. Technological protection measures (TPMs or “digital locks”) are made legally unbreakable in C-32, which has attracted criticism from AUCC and many others. The recommendation from most concerned parties is that circumvention of digital locks for purposes which do not infringe copyright should be permitted (see, for example, the submission of the Canadian Library Association on C-32).

There are other issues of discussion and debate, but these two have attracted the most attention thus far.

### ***\* Additional Background***

Shortly after C-32 was tabled last June, the Library of Parliament released an excellent summary of the Bill and its place in recent efforts at Canadian copyright reform/modernization. More recently, the Canadian Bar Association presented a thorough and strenuously even-handed analyses of C-32 in February 2011.

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|-----------------------------------------------------------------------------------------------|-------------------------------------|
| <b>University of Prince Edward Island</b>                                                     | <b>Policy Number:</b>               |
| <b>Policy Title: Approval of immunization status prior to commencing practicum placements</b> | <b>Pages - 2</b>                    |
| <b>Authority:</b> Dean, Faculty of Education                                                  | <b>Creation Date:</b> December 2011 |
| <b>Reference:</b>                                                                             | <b>Version Date:</b> January 2012   |
|                                                                                               | <b>Review Date:</b> January 2017    |

1. **Purpose**

All educational settings require proof of specified immunizations prior to allowing student teachers to enter the school environment. As the prevalence of mumps has increased in certain populations, it increases the risk that applicants may have been exposed prior to admission. The Faculty of Education has a responsibility to protect the health of the public by ensuring that all students have demonstrated no active disease, and have adequate immunity. This policy provides the Faculty of Education with a clear course of action if a student does not submit the necessary information.

2. **Scope**

This policy shall apply to all students enrolled in a program/course in the Faculty of Education requiring an observation or placement in a public school setting.

3. **Responsibility**

Dean, Faculty of Education

4. **Policy**

All students entering a UPEI Education program/course requiring an observation/placement in a public-school setting are required to submit proof of immunization status to the Faculty of Education office no later than the date in the UPEI academic calendar as the final date in the semester for late registration, changing courses or sections, or cancellation of courses with full refund (typically mid-September). The Administrative Support person retains copies of these documents on the student's file.

Students shall not be permitted to enter any public-school setting until a complete and up to date Measles, Mumps & Rubella (MMR) booster immunization record has been submitted and approved by the Practicum Coordinator or the BEd (HRD) & CAE Coordinator.

By the third week of September the Administrative Support person for BEd Programs will provide the Practicum Coordinator and BEd (HRD) & CAE Coordinator with a list of first year students who have immunization records outstanding. Students must make

arrangements to receive the outstanding immunizations prior to entering classrooms, thus avoiding a delay in beginning school placements.

Students will be informed that they are not eligible to enter the school environment until such time as the information is complete.

5. **Review**

This policy will be reviewed five years following its adoption and every five years thereafter OR as additional requirements for practicum are made by the public school system.



|                                                                                   |                                     |
|-----------------------------------------------------------------------------------|-------------------------------------|
| <b>University of Prince Edward Island</b>                                         | <b>Policy Number:</b>               |
| <b>Policy Title: Criminal Records Check including Vulnerable Sector Screening</b> | <b>Pages - 2</b>                    |
| <b>Authority:</b> Dean, Faculty of Education                                      | <b>Creation Date:</b> December 2011 |
| <b>Reference:</b> UPEI Criminal Records Check Policy                              | <b>Version Date:</b> January 2012   |
|                                                                                   | <b>Review Date:</b> January 2017    |

1. **Purpose**

All students are advised that the completion of a Criminal Records Check (CRC) by the local law enforcement agency is a program requirement for any placement in any public educational setting. The Criminal Records Check is one way to protect the public, especially those who may be vulnerable. This is a requirement for all students in an Education program/course requiring an observation or placement in a public school setting. This policy complements the University of Prince Edward Island Policy #admacdgnl0001 Criminal Records Check.

2. **Scope**

This policy applies to all students in a program/course offered by the Faculty of Education requiring an observation or placement in a public school.

3. **Responsibility**

Dean, Faculty of Education

4. **Policy**

Education students are not permitted to enter educational settings until they submit proof of a *satisfactory or clear* Criminal Records Check (certified) which **MUST** include the ***Vulnerable Sector*** search. Students who have a positive criminal record check will be required to disclose this information to all educational settings he/she is attending. If a student fails to submit a satisfactory criminal record check, the Practicum coordinator, BEd (HRD) & CAE Coordinator, or course instructor will refuse placement on the basis of the *information provided*. The Bachelor of Education program has the right to refuse placement of a student in an educational setting based on the results of the Criminal Records Check. Should the results of the Criminal Record Check result in a student being denied a placement in an educational setting, the Dean of Education will discuss options with the student. The inability of the student to complete the required practica will result in the student failing to graduate.

Students must present an original criminal record check document to the Administrative Support person for the B.Ed program/course instructor **no later than the date in the UPEI academic calendar as the final date in the semester for late registration, changing courses or sections, or cancellation of courses with full refund (typically mid-September).** The original document will be copied for the student file and returned to the student.

As placement in an educational setting is a requirement of the program, and a criminal record check is a requirement of the educational settings used for practicum placement, this information will be provided to the student on acceptance into the program.

Once in the Education program, students are required to inform the Practicum coordinator or the BEd (HRD) & CAE Coordinator or course instructor of any changes in their criminal record such as criminal charges or convictions. Students accepted into the education program who provide false information to the Practicum coordinator or the BEd (HRD) & CAE Coordinator and/or who fail to report criminal convictions and/or outstanding charges that occur after the date of their original criminal record will be subject to immediate dismissal from the program. The criminal record check results will be kept on file by the Administrative Support person for BEd Programs and communicated to the Practicum Coordinator or the BEd (HRD) & CAE Coordinator as required.

Costs for the Criminal Records Check are the responsibility of the student. If additional checks are required by an educational setting, it is the responsibility of the student to ensure that the checks are completed prior to placement.

The PEI Department of Education and Early Childhood Development also requires a satisfactory and up to date Criminal Records Check as a condition of teacher certification. All students must submit a criminal record check to the PEI Department of Education and Early Childhood Development **dated within three months of their application** for teacher certification (typically in early March of their final semester of the BEd program).

It is the responsibility of the student to ensure that he or she meets the requirements for their program of study which include placement in an educational setting, by completing the necessary Criminal Records Check as required.

## 5. **Review**

This policy will be reviewed five years following its adoption and every five years thereafter OR as additional requirements for practicum are made by the public school system.

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## Operational Definition of Pass/Fail

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### Operational Definition of Pass / Fail UPEI Faculty of Education

| Grade      | Sample Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PASS       | <p><b>Outstanding work.</b> Consistently high levels of skill and creative application of course content. The assignment demonstrates the use of innovative ideas for teaching and learning with a high degree of personal commitment and involvement with the work. Assignments with this level of achievement could be used as models of exemplary work for future course participants.</p> <p><b>Quality work with no major weaknesses.</b> This is the expected performance level. The assignment demonstrates a clear understanding of the subject and the skills needed to perform the assigned task. Shows personal involvement in the subject and success at using meaningful teaching and learning strategies. Assignments with this level of achievement are examples of what all effective educators need to do to implement successful and meaningful programs.</p> <p><i>Note: Assignment due dates will be strictly enforced.</i></p>                      |
| INCOMPLETE | <p><b>Re-submit the assignment.</b> The work demonstrates a fair demonstration of the expected level of performance for the assignment. There are parts missing, insufficient detail or lack of personal involvement in the work. Assignments in this category need one or more aspects re-submitted in order to reach the Pass level of expected performance.</p> <p><b>Re-do the assignment.</b> The original performance was unacceptable. There are serious deficits or flaws resulting in a level of performance that would not be accepted by any educator. Assignments in this category must be started from scratch and re-submitted.</p> <p><i>Note: Students who receive an "Incomplete" on an assignment must meet with the course instructor to establish a time line for re-submission and to set a detailed list of expectations for completing the assignment. Re-submissions are normally due one week after meeting with the course instructor.</i></p> |
| FAIL       | <p><b>Failure</b> to demonstrate adequate performance in a course assignment including the failure to submit an assignment, submitting an incomplete assignment without revision, or the failure to revise and improve returned inadequate assignments for reassessment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

*Note: All assignments must be completed to the Pass level of performance in order to receive an overall mark of P for the course. Failure in even one assignment will automatically result in an overall mark of F for the course.*

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## BEd Principles and Practices of Teaching Excellence

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### **1. Educators value and care for all students and act in their best interests.**

Educators care for and foster the development of the whole student, including but not limited to emotional, aesthetic, intellectual, physical, social, and vocational dimensions. Educators treat students with respect and dignity, and are responsible for the emotional and physical safety of students in school. They respect confidentiality unless disclosure is required by law. Educators do not abuse or exploit students or minors for personal, sexual, ideological, material or other advantage. (2, 3, 10, 11)

### **2. Educators understand and apply knowledge of student growth and development.**

Educators are knowledgeable about how children develop as learners and as social beings, and demonstrate an understanding of individual learning differences and special needs. Educators use this knowledge to inform decisions about curriculum, instruction, assessment and classroom management. (2, 3, 13)

### **3. Educators nurture relationships with families and communities to foster involvement in student learning.**

Educators embrace difference and diversity. They understand, respect and support the role of parents and the community in the education of students. Educators communicate effectively and in a timely manner with parents and consider their advice on matters pertaining to their children.

### **4. Educators implement effective practices in areas of classroom management, planning, instruction, assessment, evaluation, and reporting.**

Educators use their knowledge and skills to facilitate learning for all students and know when to seek additional support for their practice. Educators thoughtfully consider all aspects of teaching, from planning through reporting, and understand the relationships among them. Educators employ a variety of instructional and assessment strategies. (1, 2)

### **5. Educators have a broad knowledge base and demonstrate expertise in the subject areas they teach.**

Educators demonstrate knowledge of curricula in multiple Canadian, Indigenous, International, and global contexts. Educators remain current in the content and methodology of the subject areas they teach. Educators think creatively and critically about the curricular, conceptual, and methodological foundations of education. (7, 8)

**6. Educators engage in career-long learning.**

Educators engage in professional development and reflective practice, understanding that a hallmark of professionalism is the concept of professional growth over time. Educators develop and refine personal philosophies of education, teaching, and learning that are informed by theory, practice, and emerging needs. Educators identify their professional needs and work to meet those needs individually and collaboratively. (3, 5, 9, 10, 13)

**7. Educators contribute to the profession.**

Educators support, mentor, and collaborate with other educators and those preparing to enter the profession. Educators recognize the value of providing their expertise to activities offered by their schools, districts, professional organizations, post-secondary institutions, and communities. (1, 3, 4, 10, 12)

**8. Educators are role models who act for social justice and responsible change.**

Educators understand their role in fostering equitable participation and authentic dialogue. Teachers create opportunities for students to act with integrity and justice in supporting environmental stewardship, diversity in communities, and individual differences. (4, 6, 8, 12, 13)

**9. Educators act ethically and in a professional manner.**

Educators have a privileged position of power and trust. Educators act with integrity, maintaining the dignity and credibility of the profession. Educators have an understanding of the cultural contexts of the education system they are working in, the codes of ethics therein, and the laws as they relate to their duties. (2, 3, 10, 11, 12)