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# Information for Faculty

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**April 2017**

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## Before the First day of Class

Welcome to your teaching experience NSCAD University! Before you read this information booklet, it may be helpful to look over this list;

Before the first day of class please:

1. Make sure your **course outline** is emailed to your Academic Chair AND to the Office of Academic Affairs and Research a minimum of one week before the start of semester.
2. Familiarize yourself with the location of fire alarms, fire extinguishers and fire exits nearest your teaching space(s)
3. Ensure that you have identified the nearest source of first aid supplies to your classroom.
4. Enter the Security office telephone numbers for the campus you will be teaching at into your cell phone.
5. Find out from your **Division Chair**, the amount of the **material fee** for your course (if applicable) so that you can add that information to your course outline. Be sure you know what materials you will be providing to each student so that this information can also be listed.
6. A class list/attendance sheet can be viewed in WebAdvisor once you have obtained a NSCAD Faculty email address.
7. Go to the Office of Student Services and obtain an **ID card**, then go to the Library and get the **Library access bar code** put on that card. Meet the **Librarian**. Go to the Multimedia Centre and meet the Multimedia Technicians, acquaint yourself with what they have in **Multimedia**. **If you are at the Port Campus or Academy Building, find out what media resources are available and how to arrange for them.** Ask your **Division Chair** where you can find your **Mailbox**. Mailboxes are available in the Service Centre for all faculty – please ask Sonya Diamond if you don't have one.
8. Final versions of course outlines are to be provided to your **Division Chair** and the **Office of Academic Affairs** at least **seven days prior** to the beginning of semester. (For the Foundation Division, second session, seven week module courses, be sure to submit your course outline at least one week prior to the start of that second session.)
9. Ensure that you also know where the nearest NSCAD telephone is, and that you have access to it.

10. If you are going to require a campus guide, course-pack, textbook or readings, talk to your Chair about how and if that can be arranged, as soon as possible. You can also arrange to get a login for Campus Guides (<https://libguides.com/login.php?iid=962>) which would enable **you** to upload your readings on a page you create on the NSCAD site. Talk to the **Librarian** about that as soon as possible.
11. Make a date to go in and find out how to use the **AV equipment**, and software, make arrangements with Multimedia, or locate props and equipment specific to your class, as appropriate.
12. Visit the **Library** to find out what **books and visual resources** are there for you to use. Get instruction on accessing **ArtStore** and other image banks that we pay fees for access.
13. Become familiar with the **Learning Commons** located on the second floor of the Library.
14. Visit the NSCAD **Art Supply Store** located on the ground level of the Hollis Street entrance.
15. Visit the **Anna Leonowens Gallery** and find out about exhibitions/opportunities.
16. Look through the tremendously useful instructional sheets provided by Computer Services if you have technical questions. They are found on the website under 'Shops and Services', here is the link:  
<http://nscad.ca/en/home/shopsandservices/computerservices/default.aspx>
17. Read the NSCAD University Occupational Health and Safety Policy, available on the University website <http://nscad.ca/site-nscad/media/nscad/310-006%20Occupational%20Health%20&%20Safety%281%29.pdf> ; before you start teaching.
18. **For employees new to NSCAD: ENSURE THAT YOU HAVE FILLED out the email request form for a NSCAD email address. Contact your Division Chair about this.**
19. Be sure you carry your cell phone and bring the 24 hours number for Security with you.
20. Carry this number as well, it is the direct 24/7 number for the HRM Mental Healthy Mobile Crisis Team for youth and adults experiencing a mental health crisis.  
**902-429-8167**
21. Get your key card/keys from Facilities Management using the Maintenance Service Request form which can be found at: <https://nscad.macmms.com/>

NOTE: Instructors using WebAdvisor can EMAIL themselves their class lists.

- On your WebAdvisor Faculty page you will see a link called "**Email Class Roster**",
- You can click this to email yourself a "comma separated value file" containing the roster for the classes that they teach.
- Save this file to your Desktop or wherever you wish.
- Open EXCEL, go to FILE, OPEN, and browse to select the document.
- This will open the class list in excel so that you can print it, create a table to use as attendance lists, etc.

### **During the second week of classes;**

By now, any student with special circumstances should have been in contact with you about those circumstances.

**Attendance:** Report the names of any non-attending students to the Assistant Registrar immediately following the second class of the semester and cc your Division Chair with this information. The Assistant Registrar can be reached at 902-494-8124.

### **YOU MUST HAVE A NSCAD EMAIL ADDRESS IN ORDER TO SUBMIT YOUR GRADES. \* Please note:**

It is our official communication policy that you use your NSCAD email address to communicate with your students. Using Office 365 (Webmail), you can forward all of your NSCAD email to another email address. This is an option for your convenience if you are not able to check your NSCAD email regularly. The instructions to do this can be found here:

<http://nscad.ca/en/home/shopsandservices/computerservices/mailforwarding.aspx>

**Grade submissions:** Be sure your grades are submitted online using WebAdvisor within 3 working days after the summer term, and within 4 working days after the Fall and 5 working days after the Winter term

**PLEASE NOTE: STUDENT EVALUATIONS.** After the end of the term you will have the feedback from the evaluations your students write about you. Please always keep the hand written comment sheets because you are the only person who will have those papers. You may wish to use these evaluations when applying for jobs as well as part of your Teaching Dossier both during your first application for Regular Part-Time status and **again during the VP – Academic's performance reviews, after attaining Regular Part-Time status.**

## Recommended Checklist for Course Outlines

**YOU MUST have a NSCAD email address or you will not receive vital information from the various administrative areas.**

	Course Code
	Course Title
	Instructor name
	Instructor phone number/ <b>NSCAD email</b>
	Instructor Office telephone number, if applicable
	Instructor Office Hours, if applicable. (Individual Course Appointees are not required to give this information)
	Course days
	Course times
	Course Campus and room number
	Approved Course Description (see Academic Calendar and Guide to Undergraduate and Graduate Programs online) and course pre-requisites
	Overview of subject matter to be taught
	Course objectives
	Course workload: for each Credit hour in a 14-week course, a student should be expected to spend three hours of time per week, including scheduled class time. For example, in a three-credit course that meets for four hours a week, a student may be expected to spend five hours on homework and preparations each week.
	<b>If you apply penalties for late work and attendance they must be set out in detail</b> (these details may not change once the term has begun). Any policy you have about redoing work should also be included.
	<b>Positive Classroom Participation and BEHAVIOR requirements. Please reference the Student Charter of Rights and Responsibilities located in our Academic Calendar, in print</b>

	<b>and on our Website. Also note in that document that cell phones and other technological devices are to be silenced while in class.</b>
	Probable dates, percentage values of tests, examinations, term papers, critiques
	Grading system used for the course (the approved Letter Grade system is within this document under Evaluation/Grading)
	Materials required and the amount of any materials fees along with a list of what materials will be provided, if applicable.
	Any relevant Health and Safety information. Please note that MSDS are kept in each Division office or studio/shop area.
	Be certain to include note about NSCAD University's <b>Academic Integrity Policy including Plagiarism</b> , available on our website ( <a href="http://nscad.ca/site-nscad/media/nscad/ARR_AcademicIntegrityPolicy.pdf">http://nscad.ca/site-nscad/media/nscad/ARR_AcademicIntegrityPolicy.pdf</a> ). This policy addresses both visual and written plagiarism.
	Please include the following; <b>"Please note that items such as backpacks, purses, laptops, ipods and cameras should never be left unattended.</b>  <b>PLEASE also note the <u>importance</u> of "using the buddy system when working on campus outside of class time."</b> This policy is in place for the safety of our students.
	Talk to your Chair if you plan on having guest lecturers or taking class trips.
	If you are teaching a Liberal Arts course (LAS), please provide the topic and assigned readings for each class. <b><u>Note that you are to provide each student with a course outline during the first class meeting.</u></b>
	Request that students <b>retain all work</b> through the entire semester, including all work that has been submitted to you for evaluation.
	Please include the following statement on your course outline <b>"Students who require academic accommodation are urged to identify themselves to the Disability Resource Facilitator (Bill Travis) in the Office of Student and Academic Services as soon as possible"</b> . The University has adopted a General Policy on Students with Disabilities, which is posted on the University website ( <a href="http://nscad.ca/site-nscad/media/nscad/180-012%20Student%20with%20Disabilities.pdf">http://nscad.ca/site-nscad/media/nscad/180-012%20Student%20with%20Disabilities.pdf</a> ). For additional information or advice, please see the Office of Student and Academic Services or your Division Chair.



# Employment Terms and Payroll

## Contractual Arrangements

Please contact the Office of Academic Affairs if you have any questions regarding your contract. You are required to provide the Office with an up-to-date curriculum vitae with your current address and other contact information. The Collective Agreement between the Faculty Union (FUNSCAD) and the Board of Governors of the university articulates the rights, responsibilities, terms and conditions of employment for most faculty; Individual Course Appointees are not members of the bargaining unit. The Collective Agreement can be viewed on-line, via the NSCAD University website ( <http://nscad.ca/site-nscad/media/nscad/unit1.pdf> ).

## Important Payroll Information

All employees of NSCAD are paid, by direct, on a semi-monthly basis: the 15<sup>th</sup> and 30<sup>th</sup> each month. If a payday falls on a weekend or a holiday, employees will be paid on the business day immediately preceding the weekend or holiday. The pay periods cover the 1<sup>st</sup> to the 15<sup>th</sup> and the 16<sup>th</sup> to the end of each month.

You will need to provide a voided cheque (Canadian) along with a TD1 Personal Tax Credits Return and TD1NS Nova Scotia Personal Tax Credits Return tax forms to the Payroll Office. These tax forms can be found on the Canada Revenue Agency website at [www.cra-arc.gc.ca/menu/AFAF\\_T\\_TD-e.html#ti](http://www.cra-arc.gc.ca/menu/AFAF_T_TD-e.html#ti) or requested from the Payroll Office.

A Social Insurance Number (SIN) is required by all employees in order to be paid for work in Canada. You can apply for a SIN on the Service Canada website at <http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml>

The above information must be provided to the Payroll office at least one (1) week prior to the first day of the term during which you will be teaching in order to ensure there is no delay in your being paid.

If you are a returning employee and you have changes to your personal information, including banking, please provide these changes to the Payroll Office.

Additional information regarding payroll should be directed to [mstein@nscad.ca](mailto:mstein@nscad.ca) in the Payroll Office.

For NAFTA (AMERICAN CITIZENS) banking information, please contact the Director of Human Resources

## Viewing your Pay Advice

You are able to view and print your Pay Advice by logging into Web Advisor from NSCAD's home page.

Web Advisor > Log In > Enter User ID and Password > Employees

<https://colleague.nscad.ns.ca/WebAdvisor/>.

From here you also have the option of clicking on Stipends to view your contract payment details and yearend tax forms such as T4s and T4As.

If you have any questions or concerns regarding your Pay Advice or if you have problems accessing the Employee menu on Web Advisor, contact [mstein@nscad.ca](mailto:mstein@nscad.ca) in the Payroll Office located on the 4<sup>th</sup> Floor Business Office at the Duke Street campus.

## Communication

### Phone and Email

To reach an external phone number from a NSCAD telephone at the Fountain Campus, press 9 first.

All NSCAD students are issued a NSCAD student email account by the Office of Student and Academic Services (students are expected to regularly check their NSCAD email). Generally the email address is first initial+last name@student.nscad.ca (i.e. [jsmith@student.nscad.ca](mailto:jsmith@student.nscad.ca)) or first name+lastname@student.nscad.ca (i.e. [johnsmith@student.nscad.ca](mailto:johnsmith@student.nscad.ca)). Students' phone numbers and/or additional email addresses are available on WebAdvisor. Login and choose the "Faculty menu, then choose "Class Roster", choose the course you are teaching and in the next window you will see the student's name, student ID#, email address and phone number. You can send individual or group emails from this page.

\*Please be aware that privacy laws prohibit the release of students' addresses, phone numbers, and other information to other parties (including students' immediate family members and classmates). **It is highly recommended that you establish a contact list for students in your classes during the first class meeting.** This list should **never** be distributed to others. **Email correspondence to your class group must be done using blind copies (bcc).**

If you are not able to log onto WebAdvisor, please contact the Manager of Compensation and Finance (Jo-Ann Melanson).

**Microsoft Outlook users** can access the university's staff and faculty email list by selecting "Global Address List" in the Address Book. For those who are not using the Outlook system, please note that all NSCAD email addresses follow the same format: first initial, last name, @nscad.ca. For

persons with hyphenated last names, the address is comprised of the first initial and the last name after the hyphen (Jane Smith-Doe would be [jdoe@nscad.ca](mailto:jdoe@nscad.ca)). Please refer to the Computer Services page on the NSCAD website for general information about IT resources and desktop help at the university.( <http://nscad.ca/en/home/shopsandservices/computerservices/default.aspx> )

**Mail boxes** for faculty and staff are primarily located in the Service Centre or at the Individual Campuses. A mailbox (shared or individual) will be set up for you at the beginning of the semester. Please ask Sonya Diamond in the Service Centre if one has not already been assigned to you.

**Website:** The NSCAD University website is [www.nscad.ca](http://www.nscad.ca): The section entitled “Student Resources” includes updated Timetable information, and Guides to Undergraduate and Graduate Programs (with official course descriptions). The website also features employment listings, information about academic programs, and in the section entitled ‘About the University’ a number of items including policies, collective agreements and frequently-requested forms. Event listings, Research and other items of interest are featured regularly on the website. Circumstances permitting, emergency bulletins will appear on the website in the event of closure of the school.

**NSCAD Notes** will be emailed to you regularly with a good deal of information about NSCAD and Halifax events.

### **NOW Bulletin**

The Service Centre publishes this printed bulletin through the week, and it is distributed around the campus. Please contact Sonya Diamond in the Service Centre (494-8146) to have information item included in the NOW bulletin.

## **Administrative Offices and Staff**

**Vice President, Academic and Research: Dr. Ann-Barbara Graff**

**Academic Affairs Officer/FOIPOP Coordinator: Anne Masterson**

**Director of Human Resources: Ashley Lorette**

**Registrar: James Barmby, Associate Vice President, Student Experience and Registrar**

Assistant Registrar: Debra Campbell

Assistant Registrar: Dirk Staatsen

**Director of Library Services: Rebecca Young**

**Director, Facilities Management: Randall Turple**

Building Manager for Port Campus: TBA

Facilities Services Coordinator: James Rae

**Director of Computing Services: Tim MacInnes**

**Contact for: Student financial matters and scholarships, student counseling, students in crisis**

Manager of Financial Aid and Student Services: Christina Warren

902-494-8130

**Campus Security**

**Fountain Campus: [within the Fountain Campus dial 9+] 902-877-0764**

Port Campus: 902-442-4218

**Carry your cell phone with you in class and keep this number programmed into it**

**Division Chairs**

**Division of Foundation Studies:** Marilyn McKay (Acting, Fall 2017)

**Division of Fine Arts:** Mathew Reichertz

**Division of Media Arts:** Adrian Fish

**Division of Craft:** Gary Markle

**Division of Design:** Christopher Kaltenbach (Acting, Fall 2017)

**Division of Division of Art History & Contemporary Culture:** Darrell Varga

**Master of Fine Arts Program:** Jan Peacock, Director

**Master of Design Program:** Rudi Meyer, Director

**Administrative Services for Instructors**

**Identification Cards**

ID cards are produced by the Office of Student and Academic Services (OSAS), on the second floor of the Granville Block. Please come early in the semester for your ID card which is required for building access on all campuses during evenings and weekends. The ID card is also used as a library card (see below).

**Offices and Supplies**

Your Division may be able to offer **Regular Part-Time (RPT)** faculty the shared use of an office during teaching hours. ICA's do not have office spaces. All office requests are to be submitted to the OAAR. Basic supplies such as notepaper, examination booklets, pencils, pens and paperclips are provided on request in each Division. Please request all needed supplies from your Division Chair or Director.

## Keys

Keys for the **Port Campus** are held at the Security desk, but some areas are by **KEY CARD ACCESS ONLY**. **You are not permitted to copy NSCAD University keys, and you are required to return them at the end of each semester. Please submit requests for keys through the Maintenance Service request form located on the website under 'Shops and Services – Facility Management – Submit a Maintenance Service Request', you do not need to sign in to submit this request.**

## Photocopying

Please be aware that CanCopy regulations apply to photocopy materials. Photocopying and all requests for photocopied material can be made through the Service Center located in the Granville Mall. If you are photocopying at the Port Campus, you will need a copy code for the Ricoh located on the north end of the second floor. This code is assigned by Sonya Diamond in the Service Centre at the request of your Chair or the Office of Academic Affairs and Research.

## Library

You are requested to arrange for an Identification Card (which functions as a library card) before or at the beginning of the semester, through the **Office of Student and Academic Services**. The card allows you access to NOVANET, which includes all the Nova Scotia university libraries (except Acadia and College de l'Acadie) as well as the Nova Scotia Community College. The Print and Visual Resources Collections at NSCAD University have separate entrances and hours; you are welcome to make full use of both. The Library provides orientation sessions and classes in research skills geared to different subject areas. **Please contact the Library early in the term to make arrangements for your individual classes.**

The university has site licenses for many (but not all) films in distribution besides those in the public domain or in the National Film Board of Canada collection. Copyright laws pertain to all other films shown. The library staff can advise you in more detail on this matter. Please ensure that arrangements are in place before planning for screenings in your class.

- **Borrowing from the Visual Resources Collection**

An introduction to the VRC will be given to new instructors on an individual basis, as requested. The hours of operation for the VRC are 9:00–5:00 Monday through Friday. The borrowing period for slides is 24 hours, and for DVDs and VHS tapes it is 2 nights. Instructors must sign out all materials, and materials may be used solely for teaching purposes on NSCAD University campuses. No reproduction of materials is permitted.

The Visual Resources Collection can produce digital images upon request. Please contact staff to request images at least two weeks ahead of time. Please refer additional information regarding the Visual Resources Collection on line at: <http://guides.nscad.ca/vrc>  
The Photography Department has a copystand (with camera) available if you prefer to make your own slides.

- **Reserved Readings**

To have readings (library books and other materials) for your class(es) placed On Reserve in the Library, please contact the Library (494-8229) as far in advance as possible. An information package regarding Reserve readings is available from the Library upon request.

**ARTstor and other online image banks.** Please visit the library with your faculty ID card to obtain logins for online image banks and videos on demand.

Order early (two months is good) when placing library book and media orders for the semester ahead. Also, it's never too early to be thinking about reserves for the approaching semester to ensure that material is processed in time.

When recommending a title, please let the library know the details of your request. For your convenience, there are online forms located on the NSCAD website.

Ordering Books

<http://nscad.ca/en/home/libraries/resources/bookrequestform.aspx>

Ordering Visual Resources

<http://nscad.ca/en/home/libraries/vrc/vrcmaterialsrequestform.aspx>

Reserves: Books

<http://nscad.ca/en/home/library/services/reserves/reserverequestform.aspx>

Reserves: Visual Resources

<http://nscad.ca/en/home/libraries/vrc/vrccoursereserves.aspx>

For all visual resources inquiries, please contact the Visual Resources area at 902-494-7212.

For books, periodicals, and online resources please contact the Librarian at 902-494-8181.

## **Books, Supplies and the Art Supply Store**

Textbooks and other required resources should be ordered well in advance of the beginning of classes. Please contact the Bookstore Manager (Neil Thompson) at 494-8176 enquire about orders. **The Bookstore (Art Supply Store) is open from Monday through Friday from 9am to 5pm and on Saturday from 11am to 5pm. \* Please check with the Art Supply Store for summer hours.**

## **Course Support Funds and Materials Fees**

Some courses require students to pay Materials Fees, to cover bulk purchases of essential resources. **Materials fees are to be approved by the VP Academic in consultation with Division**

***Chairs, and must be published in course outlines along with a list of the materials to be provided. These fees are established a year in advance of the course and are not subject to change once published with the timetable.***

Some faculty will be responsible for purchasing their own class supplies and will be issued a budget on a form/envelope at the start of semester. This represents your Materials Fee budget for the semester and class indicated on the form.

All receipts for purchases, including charge slips from the Art Supply Store, must be kept in this envelope and returned to the Finance Office at the end of semester. This report may be submitted earlier if you use all of your materials fees near the beginning of the semester. Expenses beyond the limit of the budget will be the responsibility of the faculty unless there has been prior approval from the Academic Chair or budget manager.

Purchases should be made through the NSCAD Art Supply Store whenever possible using this form which provides the staff of the store the information necessary to approve your purchase. These purchases will be handled internally and will not require a payment from you provided that you have this form with you when making this transaction. Some items may need to be ordered in advance so please check with Neil Thompson early to ensure he can have the supplies you need available.

Cash purchases when necessary are also acceptable and will be reimbursed at the end of semester providing that all receipts are turned in. Please note: transaction records are not considered receipts and are not reimbursable – please make sure the vendor gives you a detailed receipt that indicates the amount of taxes paid for the purchase. Also note, material fees have been established to support the pedagogy of the course by providing students with the consumable goods needed for their studio education, they are not to be used for social events or non-course related purchases.

If you have any questions about material fees, please contact your Department Chair or Patty in the Office of Academic Affairs and Research.

### **Equipment and Divisional Resources**

Divisional areas may have resources such as desk copies and other texts available for your use during the semester. Resources might also include items such as drawing props, basic tools and supplies for studio classes, slide and overhead projectors, audio and video decks and monitors and CD players. **The Multimedia Centre in the North Block** also signs out projectors and other equipment, as well as **the remote control for the video projector in D440 (the Bell Auditorium)**. Please contact the **Multimedia Centre ([within the Fountain Campus dial 9+] 902-494-8170)** for arrangements.

## **Anna Leonowens Gallery**

The gallery has an active program of student, faculty and visitor exhibitions. You are encouraged to attend the openings, noon hour discussions and other events, with or without the students in your class(es).

## **University Closure Policy**

In the event that severe weather conditions or other circumstances require closure of the University and/or cancellation of classes, an announcement will be posted on our website and regular announcements will be made in the morning hours, on **CBC Radio 90.5 FM**. An emergency announcement will also be placed on the NSCAD University website, if at all possible. For more extensive information please see the appendix (**Cancellation of Classes**) at the end of this document. **The University is completely closed to all access and to everyone from December 22 and January 2 of each year.**

## **Public Presentations**

Excellent public presentations by visiting and guest artists are given during noon and evening hours throughout each semester. Summer semesters have weekly speakers. All such events are free, and you and your students are encouraged to attend. Please watch for announcements regarding visitors' presentations.

## **Course Information and Academic Matters**

The **Office of Student and Academic Services**, in addition to providing registration services, addresses a wide range of student concerns, including:

- **academic advising**
- **disability services**
- **off-campus and international Exchange programs of study**
- **financial aid and scholarship awards**
- **health and personal development**
- **housing assistance**
- **international student services.**

In addressing the extra-academic needs of students, the Office provides

- **personal counseling**
- **financial advising and assistance**
- **professional referrals (e.g. psychological, legal, medical)**
- **International student advising**
- **career exploration resources**



**OSAS is also responsible for recruitment and admission** to the university. The Admissions office is located at the Port Campus. The rest of the OSAS team is located at the Fountain Campus, second floor.

OSAS provides information about the programs at the university to interested individuals and those considering applying to NSCAD. The Office also assists students in establishing their educational goals within the disciplines offered by the university and in investigating further study options through Off Campus Study and Exchange Study. The Office also provides resources on a broad range of topics including national and international **scholarships, internships, and travel subsidies**

Please refer students with such matters to the OSAS office, or feel free to contact the individuals below if you would like to discuss any student issues. Additional counseling for NSCAD students may also be available – please check with OSAS.

### **Contacts at the Office of Student and Academic Services:**

- **James Barmby: Associate Vice-President, Student Experience and Registrar** 902-494-8200 or [jbarmby@nscad.ca](mailto:jbarmby@nscad.ca)
- **Ken Rice: Coordinator, Admissions** 902-494-8259 or [admissions@nscad.ca](mailto:admissions@nscad.ca)  
**Contact for:** Admission inquiries, general inquiries
- **Debra Campbell: Assistant Registrar** 902-494-8124 or [dcampbell@nscad.ca](mailto:dcampbell@nscad.ca)  
**Contact for:** Class lists and attendance issues, registration information, marks submission, information on mid-term warnings, petitions, appeals, etc.
- **Christina Warren: Director of Financial Aid and Student Services** 902-494-8130 or [cwarren@nscad.ca](mailto:cwarren@nscad.ca)  
**Contact for:** Financial aid (including student loans, awards, bursaries and scholarships); student counseling, students in crisis, international student services including health insurance and work permits.
- **Dirk Staatsen: Assistant Registrar** 902-494-8194 or [dstaatsen@nscad.ca](mailto:dstaatsen@nscad.ca)  
**Contact for:** Student registration issues, Timetabling, course prerequisite questions, academic advising
- **Bill Travis: Disability Resource Facilitator** 902-494-8313 or [btravis@nscad.ca](mailto:btravis@nscad.ca)  
**Contact for:** Students with disabilities (physical, psychological, learning, etc)
- **Terry Wade: Administrative Assistant, Registrar** 902-494-8260 or [twade@nscad.ca](mailto:twade@nscad.ca)  
**Contact for:** Student records, transcripts, advising appointments, questions regarding graduation, general inquiries

- **Joann Reynolds-Farmer: Coordinator Off-campus International and Academic Advising**  
902-444-7213 or [jfarmer@nscad.ca](mailto:jfarmer@nscad.ca)

Please note the published **Academic Dates** for the **Summer - Fall– Winter** academic year are on the NSCAD Website. Dates such as the last dates to add and drop courses, holidays, and end of semester are very important, and you are asked to note them carefully. The dates are also published and included with your class list for the semester. Dates can be found at <http://nscad.ca/en/home/studentresources/calendarsdates.aspx>

### **Academic Advising**

Students should make regular contact with the Academic Advisors through the Office of Student and Academic Services to discuss program progress and course selection and planning.

### **Students with Disabilities:**

Students with disabilities who are seeking the university's assistance in providing services and accommodations in relationship to these disabilities, should make an appointment to discuss their circumstances with the **Disability Resource Facilitator** (Bill Travis, in the Office of Student and Academic Services), phone **902-494-8313**. This appointment should take place as soon as possible after admission to the university. During this appointment, the facilitator and the student will explore possible forms of assistance needed to facilitate her/his study, based on documentation of the disability that students bring with them to the meeting. Students who feel they may have a learning disability or attention deficit are able to access free of charge LD pre-assessments from Dalhousie University's Counseling and Psychological Services – please check with the Disability Resource Facilitator about this. Students previously diagnosed with LD are also entitled to counseling and services from Dalhousie at no cost. Students should also request a copy of the university's policy relating to this issue when they begin studies. In all cases, it is the student's responsibility to consult with each instructor from whom s/he requests accommodations.

**Students are expected to consult with their instructors concerning their circumstances during the first two weeks of the semester.** Visit

<http://nscad.ca/en/home/studentresources/disabilityservices.aspx>

### **Writing Centre**

Students should be encouraged to make use of this valuable resource:

<http://nscad.ca/en/home/studentresources/writingcentre.aspx>

### **Counseling and Psychological Services**

During their enrolment at the university, students may need assistance to work through problems or issues that relate to their personal growth and development and to their participation in the university community. The Director of Financial Aid and Student Counseling is available for consultation in regard to such matters, which might include personal, social, or academic

concerns. When necessary, appropriate referrals to professional services will be made. Students experiencing concerns that may affect their involvement at the university are encouraged to take advantage of this service, which is both informal and confidential.

Extended professional psychological counseling may be available at no charge to NSCAD students for the following:

- short-term programs for personal and academic development (e.g. study skills, social confidence and self-esteem workshops, exam skills, etc.)
- individual counseling
- career planning services and vocational counseling

Student concerns often include self esteem and confidence issues, career planning, depression, anxiety, anger, job search skills, procrastination, study efficiency, relationship difficulties and stress management. For more information please contact Christina Warren, *Manager, Financial Aid and Student Counselling* at [cwarren@nscad.ca](mailto:cwarren@nscad.ca) or by phone at (902) 494 8130.

Participation in any of the above is voluntary and confidential.

**If a student is in immediate crisis and you are not able to reach the Manager of Financial Aid and Student Counseling (Christina Warren), you can contact the Mental Health Mobile Crisis Team at 902-429-8167. If calling from a NSCAD phone within the Fountain Campus, dial 9+ 902-429-8167.**

## **Class Lists, Attendance & Grading**

**Class Lists:** are available for viewing in your **WebAdvisor** account. If you taught previously, you are familiar with **WebAdvisor**. If not, detailed instructions are available as a PDF document at <http://nscad.ca/en/home/studentresources/registration/default.aspx>. If you have any difficulties accessing or using your **Webadvisor** account, please contact [registration@nscad.ca](mailto:registration@nscad.ca) or Dirk Staatsen at 902-494-8194 if your query relates to class lists or grading. For the “employee” module of WebAdvisor please contact [jmelanson@nscad.ca](mailto:jmelanson@nscad.ca) in the Payroll Office.

**Waitlists:** If your class was running a waitlist, you can view your waitlist on WebAdvisor. This is for information only – students on the waitlist will be offered a spot in order of ranking as registered students drop. Instructors **SHOULD NOT** tell students lower on a waitlist that they will be allowed into the class until their name comes up **OR** the waitlist has been exhausted (waitlist “order” is managed by WebAdvisor and cannot be changed by an instructor).

Prior to classes beginning for a term, Waitlist Offers will be emailed (to NSCAD students’ email accounts) on **WEDNESDAYS** until the relevant semester begins, when waitlist offers will be sent out **DAILY**.

**You are to provide each student with a course outline at the commencement of classes. Please ask Academic Affairs and Research for the template to use in preparing your course outline (attached appendix). This template is pre-formatted for you and contains policy information and sections which are mandatory. A few things to remember when preparing your course outline are:**

- **Workload:** for each credit in a 14-week course, a student should be expected to spend three hours of time per week, including scheduled class time. For example, in a three-credit course that meets for four hours a week, a student may be expected to spend five hours on homework and preparations each week (3 credits multiplied by 3 hours per credit equals 9 hours in total). If you are teaching a Liberal Arts course (LAS), please provide the topic and assigned readings for each class.
- You must fill in the section 'Value of Tests/Examinations/Papers/Critiques and Probable Dates'. You are requested to separate the criteria you employ (which may include attendance, participation, in-class projects, tests, examinations, reports, essays, presentations and critiques) and give a value for each.
- If you apply penalties for late work and attendance they must be set out in detail.
- Course outlines should include the request that students retain all work submitted for evaluation.
- You are requested to include information regarding learning-disabled students in your course outline. This information is already included on the course outline template.
- If your course has a Material Fee, it will be collected along with the student tuition. Once classes begin for a semester, there are **NO MATERIAL FEE REFUNDS** without the Instructor's signature on the Material Fee Refund Form (found on the website or picked up by the student in the Finance Office). If a student drops your course, in order to be refunded the material fee (or have the charge removed from their record), the Instructor will need to authorize that no materials were granted.

**Attendance:** *"Class attendance at NSCAD is expected. Unexcused absences could result in lowered or failing grades. Any absences must be discussed with the course instructor who may request supporting documentation. Missing sequential classes that include essential health and safety training may result in the student having his/her enrolment in the course cancelled. Specific requirements for individual courses will be found in the course outline."*

The Office of Student and Academic Services relies on faculty to identify students at risk. By checking class lists regularly and reporting absent or missing students early in the semester, faculty has a unique opportunity to identify students who need help. Notifying OSAS when

students are not in class can allow intervention to occur and students who are struggling (financially as well) can be referred to services to receive help. When problems occur, early intervention can make the difference between a student failing or withdrawing and successful completion of their course work. (Source: OSAS)

It is important to track your attendance and notify OSAS of students who do not show up for the first two classes (this may mean they have neglected to drop the course, and that a space can be made available for another student). Instructors should make every effort to contact absent students through their NSCAD student email address.

**Grading:** Grading will likewise be done on your WebAdvisor account. A reminder regarding due dates for online grades will be sent towards the end of each semester. The Grading grid is available in the Academic Calendar. A copy of the Academic Calendar is available on the website, choose Student Resources, then Calendars & Dates.

## **Academic Warnings**

- Students who have made poor progress may choose to drop your course by the 'Last Day to Drop'. This includes students whose names are on the Class List but who have not attended class. Any student who is currently receiving a D or F grade in the course, or has not been attending classes must be given written notice two weeks before the Last Day to Drop date through email (cc'd to the Assistant Registrar and Division Chair/Director) or through WebAdvisor notification.\*\*
- Academic warnings may be given to students at any point, and more than one can be given. Faculty members are requested to consult with the Division Chair on academic warnings. Students who have not completed course requirements due to matters beyond their control (such as serious illness, accident or bereavement) may be given the grade "Incomplete" which allows them additional time for outstanding work. The procedures and guidelines for Incompletes are to be discussed with the Chair or the Registrar before grading is completed.
- As the mid-term warning period approaches, a memo will be sent via email to all teaching faculty with instructions of how to submit mid-term warnings to the OSAS office (it is done via a web portal)

The *Academic Calendar and Guide to Undergraduate and Graduate Programs* contains additional information regarding academic programs. You are encouraged to read them on-line or to request a copy of the Calendar from the Office of Student and Academic Services.

*\*\* The process of using WebAdvisor for a Mid-term warning is in progress and is expected to be in place during the Fall 2015 semester. Until this process is fully implemented, the method of issuing a Mid-Term warning is by email which is copied to the Assistant Registrar and Division Chair/Director.*

## **Evaluation / Grading**

NSCAD University uses a **letter grading system** for all undergraduate courses.

The evaluation system you employ, including dates and values for all required critiques, exams, and presentations, is to be described in your course outline.

In accordance with the Collective Agreement, students are provided with Instructional Assessment Forms for each course. Instructional Assessment packages will be distributed late in the semester, and will include information for you and your students.

Course outlines, academic warnings and other records relating to evaluation have become increasingly important in academic matters such as Grade Appeals and Appeals of Academic Policy. In the event that an appeal is made by a student in your course, you may be required to provide such records during or following your teaching semester.

### **Grade Scale for undergraduate courses:**

<b><i>Letter Grade</i></b>	<b><i>Numerical Equivalent</i></b>	<b><i>Grade Point Score</i></b>	<b><i>Descriptive Term</i></b>
<b><i>A+</i></b>	<b><i>95 and above</i></b>	<b><i>4.3</i></b>	<b><i>Excellent</i></b>
<b><i>A</i></b>	<b><i>90-94</i></b>	<b><i>4.0</i></b>	<b><i>Excellent</i></b>
<b><i>A-</i></b>	<b><i>85-89</i></b>	<b><i>3.7</i></b>	<b><i>Very Good</i></b>
<b><i>B+</i></b>	<b><i>80-84</i></b>	<b><i>3.3</i></b>	<b><i>Very Good</i></b>
<b><i>B</i></b>	<b><i>73-79</i></b>	<b><i>3.0</i></b>	<b><i>Good</i></b>
<b><i>B-</i></b>	<b><i>67-72</i></b>	<b><i>2.7</i></b>	<b><i>Good</i></b>
<b><i>C+</i></b>	<b><i>63-66</i></b>	<b><i>2.3</i></b>	<b><i>Satisfactory</i></b>
<b><i>C</i></b>	<b><i>59-62</i></b>	<b><i>2.0</i></b>	<b><i>Satisfactory</i></b>
<b><i>C-</i></b>	<b><i>55-58</i></b>	<b><i>1.7</i></b>	<b><i>Satisfactory</i></b>
<b><i>D</i></b>	<b><i>50-54</i></b>	<b><i>1.0</i></b>	<b><i>Marginal</i></b>
<b><i>F (Fail)</i></b>	<b><i>49 and below</i></b>		<b><i>Unsatisfactory</i></b>

Approved: AC January 29, 2007

### **Grade Scales for Graduate Courses**

*This system does not include cumulative grade point averages.*

**MDes Students**

**Grading**

MDes courses	Pass/Fail (P/F)
All undergraduate courses	Letter Grade: Must Receive at least a B grade
MDes Program Activation**	In Progress/No Credit
<b><u>MFA STUDENTS</u></b>	<b><u>Grading</u></b>
MFA Studio	In Progress/Pass/No Credit
Art History or Liberal Arts & Science*	Letter Grade: Must receive at least a B grade.
MFA (L)	Letter Grade: Must receive at least a B- grade.
All Other Courses	Letter Grade
MFA Program Activation**	In Progress/No Credit

## Grade Submission

Your rosters at the start of term are obtained from WebAdvisor. There are no online Mid-Term grades submitted. You **MUST** submit your grades online at the end of term using WebAdvisor. **It is an extremely easy to use interface.** Visual instructions are located in the appendix of this document.

You **MUST** have a NSCAD email account with login and password to access WebAdvisor.

## Academic Warnings

- Students who have made poor progress may choose to drop your course by the “Last Day to Drop”. This includes students whose names are on the Class List but who have not attended class. Please ensure that all such students have received a graded piece of work or a mid-term warning (with advice to drop the course) before the Last Day to Drop.
- Academic warnings may be given to students at any point, and more than one can be given. Faculty members are requested to consult with the Division Chair on academic warnings. Students who have not completed course requirements due to matters beyond their control (such as serious illness, accident or bereavement) may be given the grade “Incomplete” which allows them additional time for outstanding work. The procedures and guidelines for Incompletes are to be discussed with the Chair or the Registrar before grading is completed.

The *Academic Calendar and Guide to Undergraduate and Graduate Programs* contains additional information regarding academic programs. You are encouraged to read them on-line or to request a copy of the Calendar from the Office of Student and Academic Services.

## Academic Policies

NSCAD University has established policies on Academic Integrity including Plagiarism, Grade Appeals and other matters related to academic programs, standards and practices. The university policy on Plagiarism and all policies are on the NSCAD website (<http://nscad.ca/site->

[nscad/media/nscad/ARR\\_AcademicIntegrityPolicy.pdf](#) ). Please feel free to enquire about such policies should the need arise.

**IMPORTANT! There is a Student Charter of Rights and Responsibilities (*Code of Conduct*) that governs student's behaviors while in your classroom**

NSCAD University has a *Student Charter of Rights and Responsibilities*, which expresses the general principle that all students at NSCAD University shall conduct themselves in a manner consistent with the maturity expected of university students. If you have any concerns regarding student conduct, please contact your Division Chair or the Vice-President (Academic Affairs and Research).

CHARTER OF STUDENT RIGHTS AND RESPONSIBILITIES: <http://nscad.ca/site-nscad/media/nscad/charter-student-rights.pdf>

It is assumed that all students at NSCAD University shall conduct themselves in a manner that is consistent with the maturity and integrity expected of university students. Student conduct shall be consistent with general laws of the community and with university regulations. Students shall show regard and respect for the rights and the safety of all members of the university community and shall act in a responsible manner within and outside the university.

The university may take disciplinary action up to and including permanent dismissal from a course or program of study if it determines that a student's conduct contravenes the above guidelines. No refund of fees will be made to a student who loses credit(s) because of being required to withdraw, dismissed or suspended from any course or program in which he or she has registered at the university.

If a student's conduct is such that disciplinary action appears to be warranted, the President's Advisory Committee on Disciplinary Matters will meet to review the conduct, and recommend action to the President. In a situation where there is a perceived risk such that immediate action is required, the President may suspend the student for not more than seven days, pending the meeting of the Advisory Committee on Disciplinary Matters. The student will be given the opportunity to appear before and/or make written submissions to the President's Advisory Committee prior to the Committee's making its recommendation to the President. For further information in regard to disciplinary matters and proceedings, individuals should contact the Dean.

**Student Use of Facilities**

All students of the Nova Scotia College of Art and Design are entitled to use and enjoy the properties and facilities of the university, and are responsible for the proper use and care of the spaces and facilities to which they are provided access. Theft, defacement (including graffiti) or damage to NSCAD property or to the property of faculty, staff or students of NSCAD is not acceptable. If you have any concerns regarding student use of facilities, please contact the Dean or the Director of Facilities Management.



Policy on Student Use of University Facilities:

<http://nscad.ca/site-nscad/media/nscad/studentusepolicy.pdf>

If you are interested in using spaces (on or off campus) other than your assigned classroom for student projects, please enquire and obtain approval well in advance. Preliminary enquiries on this topic can be made to your Division Chair.

## Security and Building Access

**Before your first class**, ensure that you know where the nearest telephone is, and that you have access to it.

***Print these numbers out and staple them to your attendance roster each term***

**EMERGENCIES:**

**9-911 for Fountain Campus and Academy Building**

**911 for Port Campus**

**SECURITY:**

**Security cell phone (Fountain Campus, 24 hours): (902) 877-0764**

**Security desk, Fountain Campus: (902) 492-8778 and (902) 494-8174**

**Port Campus Security desk: (902) 442-4218**

**Port Campus Security cell: (902) 478-0234**

**Academy Building Security: (902) 456-7759**

**Mental health emergency**

**Mental Health Mobile Crisis Team**

**902-429-8167**

## Access and Identification

On weekends, and after 5pm on weekdays, Security guards are on duty at NSCAD University. **If you enter the campus after-5 PM, you will be asked for NSCAD University ID (your Library card)** and will be required to sign in at the Security desk set up by the elevator on the ground floor of the Duke Building and at the Port Campus building. The campus is open to students, faculty and staff on a 24-hour basis. Security guards make rounds on the campus after-hours, and may ask for your name at these times. You are requested to let the Security guards know when you are leaving the campus after-hours (either in person or by calling them).

NSCAD now has an improved card access system, instituting greater security measures for the Fountain Campus. Because of the changes, it will be necessary for all NSCAD faculty, staff and students to get in the habit of carrying their key card and identification when they are on the Fountain Campus. Those who require any updates to their cards should do so as soon as possible at NSCAD's Service Centre, located next door to the NSCAD Art Supply Store. The new system will require card access to open some external doors at the Fountain Campus 24/7. Those entrances include the Granville Mall entrance to Jewellery, the entrance to the mall from Hollis Street to the Bell stairwell, the entrance to the North Block, and the entrance to the Seeds Building.

Weekday evenings, after 7 p.m. and until 7 a.m., the only doors that will work with key cards will be the front entrance, the elevator and the admin stairwell as well as all internal doors that you have clearances for.

On the weekends, everyone must enter the campus through the 5163 Duke Street entrance, which is staffed by a security guard. The exterior door will be open from 12 noon to 8 p.m. on Saturday and Sunday, allowing access for students, faculty and the public to the NSCAD Library. The door to the stairwell and the elevator—providing admittance to the rest of the campus—will only be accessible with a key card. All other remaining external doors will remain deactivated from 7 p.m. Friday evening until 7 a.m. Monday morning.

Under the new system, the security guard on duty will be alerted if any external doors are propped open and they will take action to secure the door.

The new system will allow the university greater control of who enters the campus, particularly after daytime working hours when studios remain open around the clock. It will also allow the university the ability to completely lockdown the campus in case of emergency.

Allowances will be made (with sufficient notice to Facilities Management) for special events including evening public lectures and portfolio days. All guests should sign in with the security guard at the 5163 Duke Street entrance.

#### **At a glance:**

	5163 Duke St.	Elevator/stairwell	Other entrances
Weekdays-7 am to 7 pm	Exterior door at main entrance is open.	Free access to admin stairwell and elevator.	Key cards allow entry to exterior doors at Fountain Campus.
Weekdays-7 pm to 7 am	Exterior door at main entrance is closed, key card access	Key card access to admin stairwell and elevator.	Key cards allow entry only at main entrance.
Weekends-12 noon to 8 pm	Exterior door at main entrance is open.	Key card access to admin stairwell and elevator	Entry only through main entrance.
Weekends-8 pm to 12 noon	Exterior door at main entrance is closed, key card access	Key card access to admin stairwell and elevator.	Key cards allow entry only at main entrance.

Complete details can be found at:

<http://nscad.ca/en/home/abouttheuniversity/news/nscadmovestokeycardaccesssystem.aspx#sth.ash.MlsH8kCq.fPOg9VCF.dpuf>

## **Safety and Security**

University buildings are locked after hours, but can be opened for you if you present your ID to the guards. There are occasional thefts of personal and school property, and you are advised to keep doors locked, and not to leave items such as laptops, purses, briefcases, backpacks, cameras and other valuables unattended. Please report any suspicious visitors to the security guards (after hours) or Facilities Maintenance staff (regular hours). Never leave doors propped open.

NSCAD University does not accept responsibility for the loss or damage of personal or University property. When working during the evenings and weekends, be sure that the security guards know where you will be working and always try to work with a colleague present.

## **Types of Emergencies and Procedures**

### **A. Medical Emergency**

#### **STEPS:**

##### ***Person Identifying Situation***

1. Notify Manager of Facilities Management, indicate medical emergency, they will contact Emergency Response and ambulances if necessary. Dial 9+830-8452; OR 9+ 911
2. Be available to provide information to Emergency Response team or Manager of Facilities Management.
3. Facilities Management will contact Crisis Management Team
4. Facilities Management will contact Health Authority if necessary (or HRM Police department).

### **B. Violent Crime or Behavior**

#### **STEPS: (CRIME IS IN PROCESS)**

##### ***Person Experiencing the Situation:***

1. Stay calm, give money or meet demands if possible
2. Notify Facilities Management as soon as possible (9+830-8452). Facilities Management will contact Emergency First Response Team or outside authority, if required
3. Secure the area or move to a safe environment

#### **STEPS: DISCOVERY OF VIOLENT CRIME (AFTER THE FACT)**

##### ***Person discovering the situation***

4. Notify Facilities Management ([within the Fountain Campus dial 9+] 902-877-0750), they will notify Emergency First Response Team if required.
5. Go to a safe place and wait for Facilities Management and/or Security. Report anything noted of relevance to Facilities Management.

#### C. Political Situation

##### STEPS: (RIOT / DEMONSTRATIONS)

###### *Person Identifying Situation*

6. Notify Facilities Management ([within the Fountain Campus dial 9+] 902-830-8452). They will notify Emergency First Response Team and the HRM Police if required
7. Move to a safe environment

#### D. Off Campus Accidents Involving Students, Faculty and/or Staff

8. Notify a member of the Crisis Management Team

#### E. Environmental / Natural Disaster - Evacuation

##### STEPS:

###### *Person discovering the situation*

9. Pull fire alarm and follow procedures to evacuate the area
10. Notify Facilities Management ([within the Fountain Campus dial 9+] 902-830-8452)

#### F. Bomb Threats

##### STEPS

###### *Person Identifying Situation*

11. Notify Facilities Management

### First Aid

Basic first aid supplies are kept in many service areas throughout the three NSCAD campuses. **Before your first class, please ensure that you have identified the nearest source of first aid supplies to your classroom.**

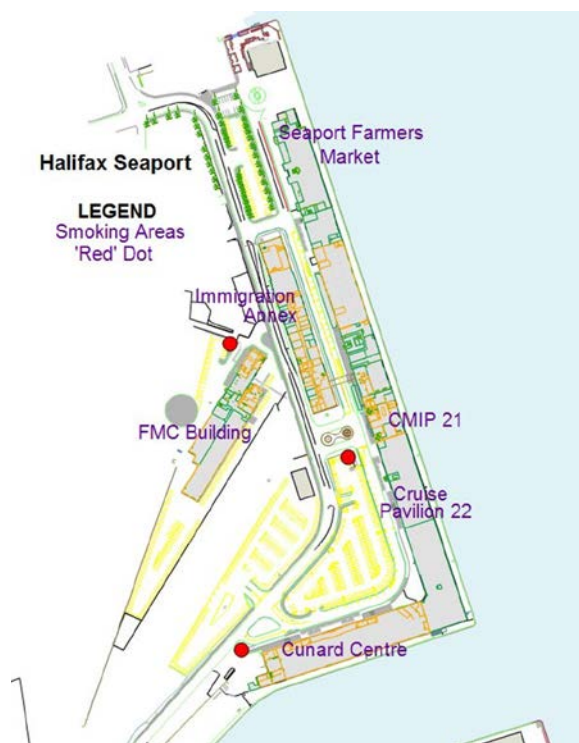
### Fire Prevention

There is **no smoking** permitted anywhere inside the University, or within four metres of doors or windows. Smoking is not permitted on the deck. The campus is equipped with **fire alarms**, extinguishers and a sprinkler system. The **sprinkler system** pipes and heads are not to be used to suspend any materials.

**Before the first day of class**, please also familiarize yourself with the location of **fire alarms, fire extinguishers and fire exits** nearest your teaching space(s). In the event of a fire alarm, please **immediately** use staircases to exit the buildings, and direct your students to do the same.

### **Halifax Seaport Tobacco Free Policy (Port Campus)**

- Halifax Seaport Tobacco Free Policy came into effect on July 31, 2015.
- Policy applies to all employees, contractors, third party contractors, tenants (NSCAD Port Campus), invitees and visiting public
- Tobacco and associated products are defined as:
  - Cigarettes, pipes, chewing tobacco, e-cigarettes and any other products defined under the Revenue Act or Nova Scotia Tobacco Access Act
  - The term also includes herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products, including but not limited to cloves, bidis and kreteks
- Tobacco use includes smoking, chewing, dipping or any other consumption or use of tobacco products



### **Occupational Health and Safety**

All faculty, staff and students are responsible for safe working practices and procedures so as to safeguard their own individual health and well-being as well as that of other members of the NSCAD University community. Faculty are responsible for ensuring that students in their courses are provided with the relevant health and safety information about the materials, processes and

tools they assign students to work with. You are requested to read the NSCAD University Occupational Health and Safety Policy, available on the University website under “Documents”, **before you start teaching**

### **Conclusion**

This information package has been provided as a resource for your teaching experience at NSCAD University. If you have any questions, suggestions or comments about the information provided, you are encouraged to bring them forward. Feel free to contact this office to discuss matters which arise.

Thank you for your interest in teaching at NSCAD University.

## Appendices:

### Important Information for US Citizens teaching at NSCAD

#### Banking Information

In order to receive payment from the University you must establish a Canadian Bank Account in order to receive a direct payroll deposit. RBC Bank has accounts that you may establish in both the USA and Canada and those accounts can be web linked. ING Bank has a process by which any account from any country in the world may be linked to their bank in Nova Scotia. HSBC may also have a plan for multiple currency accounts

#### Work Permit Information for US Citizens

As an American academic working in Canada, you are covered under the NAFTA agreement and therefore do not require a Labour Market Opinion. However the following information will be required upon entry into Canada. You must see an Immigration Officer prior to departing from your Port of Entry. An application for a work permit is enclosed with this letter.

##### **Proof of identity**

- a valid passport or travel document that guarantees re-entry to the country that issued it;
- two photos of you and your accompanying family members taken in advance

##### **Proof of employment in Canada**

- Your job offer letter or contract from your prospective employer.
- Evidence that you meet the requirements of the job, possibly including specific educational requirements or past work experience possibly outlined in a resume. *It is important that you supply the officer with a copy of your degree(s) or any other educational certificates required for the position.*

##### **In addition, note that:**

- if you are not a citizen of the country in which you are applying, you must provide proof of your present immigration status in the country of application;
- if the government that issued your passport or travel document requires a re-entry permit this must be obtained before you apply for a Canadian visa; and
- additional documents may be required. This can include copies of your birth certificate, immunization records, proof of return travel, etc.

### **Required Fees**

You **must** pay a processing fee of \$150.00 Cdn when you submit an application for a work permit to the immigration officer at the port of entry. Personal checks are not acceptable.

Make sure that you are eligible to apply before you pay your fees and that you provide all the information requested before you submit your application. **The processing fee will not be refunded**, regardless of the final decision on your application. For example, a determination that you are not eligible for a work permit is considered as “processing” and the fee will not be refunded. If you apply again, you will have to pay another processing fee.

Please see the document checklist enclosed for a full list of all necessary documentation required.

We recommend you visit the Citizenship and Immigration Canada web site at <http://www.cic.gc.ca/english/information/applications/work.asp> for the work permit guide and more detailed information.





**COURSE CODE: COURSE NAME**  
**MEETING DAYS, MEETING TIMES**  
**Instructor Name:**  
**Telephone:**  
**Office Location:**

**SEMESTER: YEAR**  
**Room:**  
**#\_\_ credits**  
**E-mail: @nscad.ca**

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**Course Description:**

*\*(The course description from the Calendar goes here. You can find it online at: <http://nscad.ca/site-nscad/media/nscad/NSCAD%20AC%20201516%282%29.pdf>  
You can scroll to your course and using the **Select Tool** you can copy and paste all of the text for your course description directly from the PDF into this spot.)*

**Course Objectives:**

**Estimated weekly time commitment for this course:**

*\*\* (For each credit in a 14-week course, a student should be expected to spend three hours of time per week, including scheduled class time. For example, in a three-credit course that meets for four hours a week, a student may be expected to spend five hours on homework and preparations each week (3 credits multiplied by 3 hours per credit equals 9 hours in total.)*

**Responsibilities:**

**NSCAD Attendance Policy**

Class attendance at NSCAD is expected. Unexcused absences could result in lowered or failing grades. Any absence must be discussed with the course instructor who may request supporting documentation. Missing sequential classes that include essential health and safety training may result in the student having his/her enrolment in the course cancelled. Specific requirements for individual courses will be found in the course outline.

**Attendance Requirements:**

**Grading Criteria:**

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## Value of Tests/Examinations/Papers/Critiques and Probable Dates:

### Grading System:

Successful completion of this course requires that students perform to an acceptable standard in reaching the course objectives. This course will be graded as follows:

Letter Grade Term	Numerical Equivalent	Grade Point Score	Descriptive
A+	95 and above	4.3	Excellent
A	90-94	4.0	Excellent
A-	85-89	3.7	Very Good
B+	80-84	3.3	Very Good
B	73-79	3.0	Good
B-	67-72	2.7	Good
C+	63-66	2.3	Satisfactory
C	59-62	2.0	Satisfactory
C-	55-58	1.7	Satisfactory
D	50-54	1.0	Marginal
F(Fail)	49 and below		Unsatisfactory

At the end of the course, *INCOMPLETE* standing will be granted only in circumstances clearly beyond the control of the student (such as serious illness or bereavement) – at which time documentation will be required.

### Plagiarism:

NSCAD University has a policy on Plagiarism. This is a serious violation of Academic Integrity and penalties range from a zero for an assignment grade to Dismissal from the University. The Plagiarism Policy can be found at:

[http://nscad.ca/site-nscad/media/nscad/ARR\\_AcademicIntegrityPolicy.pdf](http://nscad.ca/site-nscad/media/nscad/ARR_AcademicIntegrityPolicy.pdf)

### Accessibility:

NSCAD University has a **Policy on Disabilities** (available on the NSCAD website: <http://nscad.ca/site-nscad/media/nscad/180-012%20Student%20with%20Disabilities.pdf>) and is committed to providing equal opportunities to academically qualified students with disabilities. A key aspect of the policy is that students self-identify (with their documentation of disability) so that the appropriate accommodations can be predicted, planned-for, and provided in a timely manner. Students should seek assistance if any items on the course syllabus present a potential barrier, based on disability-related limitations. Students who require academic accommodation are urged to identify themselves to the Disability Resource Facilitator (Bill Travis) in the Office of Student and Academic Services as soon as possible. All information regarding individual students with disabilities is respected as confidential.

### Health and Safety:

NSCAD University has policy on Occupational Health and Safety, to which all students, staff, faculty and visitors are expected to adhere. You are advised to familiarize yourself with this policy (available on the NSCAD website: <http://nscad.ca/site-nscad/media/nscad/310->

[006%20Occupational%20Health%20&%20Safety%281%29.pdf](#)) and with Health and Safety procedures and practices employed in your area. The divisional Academic Chairs and NSCAD Library also have books available that detail specific safety aspects of working with art and craft materials. If you have questions about specific materials used in this course, please ask.

Only use spray fixative, spray paint, rubber cement and/or solvents in approved areas.

**Smoking** is not permitted anywhere in NSCAD buildings. It is also not permitted within 4 metres of exterior doorways and windows at the Fountain Campus or Academy Building.

The Port Campus is located at the Halifax Seaport where there is in effect a Tobacco Free policy. Please contact Port Security or Facilities for full details and a map for locations where smoking is permitted.

**Materials Fee:**

A materials fee is charged for this course. The funds are used to pre-purchase particular consumable materials for your use. Such materials include: \_\_\_\_\_

\_\_\_\_\_.

In some cases, pre-purchasing allows for bulk purchases where the materials can be divided up in class which saves time and money, in other cases it is to access materials that cannot easily be purchased locally. The materials fee for this course, which is over and above the more general materials and supplies purchased by the individual student, is \$\_\_\_\_\_.

~~ alternately, you could also use:

A materials fee is charged for this course and applied directly to your student account. The funds are used to pre-purchase particular consumable materials for your use. Such materials include the supplies available in the studio, and some other general materials and equipment. In some cases, pre-purchasing allows for bulk purchases where the materials can be divided up in class which saves time and money, in other cases it is to access materials that cannot easily be purchased locally. The materials fee for this course, which is over and above the more general materials and supplies purchased by the individual student, is \$\_\_\_\_\_.

**Materials Required:**

**Additional Faculty Notes:**

## Grade Submission and Webadvisor

### WEB ADVISOR FOR FACULTY

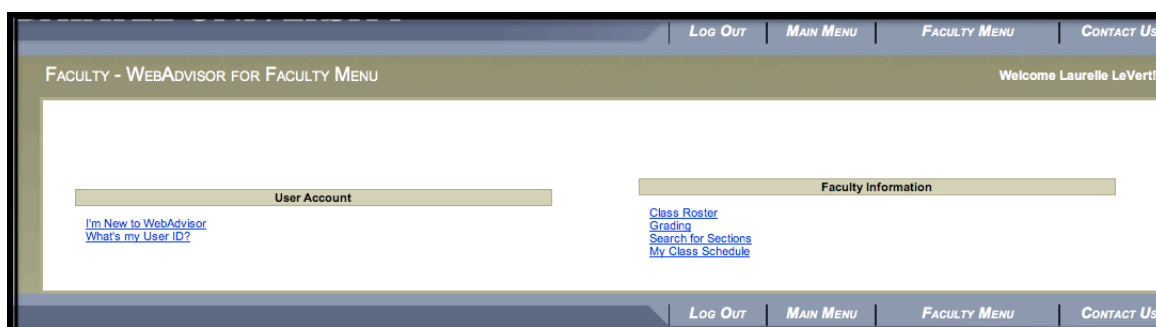
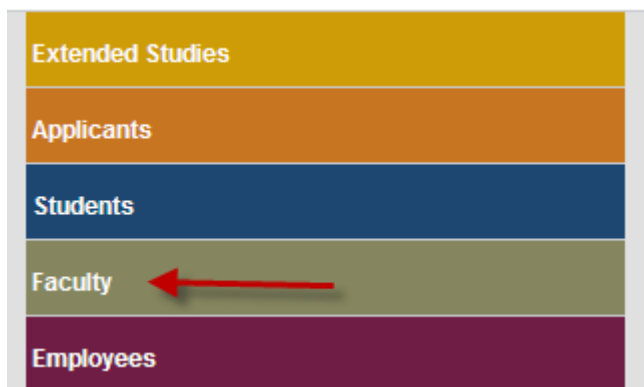
At the Web Advisor Faculty link you can:

1. See and download your class list(s) for this and future semesters
2. Email one, several, or all of the students in your class(s)
3. Enter Final Grades for students in your classes

How to access Web Advisor for Faculty:

Click the "WebAdvisor" Link at the top of the NSCAD Web Page (or enter URL directly:  
[WWW.NSCAD.CA/WEBADVISOR](http://WWW.NSCAD.CA/WEBADVISOR) )

Click on **FACULTY** (Below)



Items you will be able to choose from:

- **I'm New to WebAdvisor:** Redirects you to the Options of Faculty and Employee
- **What's My User ID?:** Use to retrieve your User ID
- **Class Roster:** See class lists, email students
- **Email Class Roster: (and email to yourself)** your class roster
- **Grading:** Submit Grades when grading is available
- **Search for Sections:** Search Timetable(s)
- **My Class Schedule:** View your teaching schedule by semester

## CLASS ROSTER

**Class Roster Select Section**

Section Name and Title	Term	Start Date	End Date	Meeting Information	Location	Reg/Avail/Wait
<a href="#">AHIS-2600-1 Medieval Art</a>	Winter 2011	01/05/11	04/19/11	01/05/2011-04/19/2011		3 / 12 / 0

OR: Select a term or date range to change your class list

Term:  Start Date:  End Date:

**SUBMIT**

If you are teaching more than one class or teaching class(s) in any of the posted semesters, you will be able to link to your class rosters here.

Detail on Class Roster by clicking on the Section Name.

Course Name and Title	Instructor	Meeting Information	Reg/Avail/Wait
<a href="#">&lt;--Select a different course section</a> <a href="#">E-Mail these Students</a>			

Student	ID	Access	E-mail Address	Phone Number	Pass Aud	Class	Academic Level	Status	Credits	CEUs	Cross-Listed Section
<a href="#">Ariste, Sally</a>	0015903		<a href="mailto:llevirt@nscad.ca">llevirt@nscad.ca</a>				UG	New	3.00		
<a href="#">Sequitur, Nona</a>	0015905		<a href="mailto:llevirt@nscad.ca">llevirt@nscad.ca</a>				UG	New	3.00		
<a href="#">Tabula, Rosa</a>	0015904		<a href="mailto:llevirt@nscad.ca">llevirt@nscad.ca</a>				UG	New	3.00		

**Security Access Messages**

None

Show Dropped/Withdrawn Students ☐

Show Waitlisted Students ☐

From this Page...

You can click on a Student's Name and see more information:

Student Profile									
Student ID	0015905								
Preferred Name	Nona Sequitur								
<b>Address</b>									
5678 Irrelevancy Drive, NS B1P 1X2 Canada									
<b>E-mail Address Type</b>									
levort@nscad.ca NSCAD Email									
<b>Phone Number Extension Type</b>									
902-539-0000 Home Phone									
<b>Academic Program</b>	<b>Academic Level</b>	<b>Degree</b>	<b>Anticipated Completion Date</b>	<b>Academic Standing</b>	<b>Major</b>	<b>Minor</b>	<b>CCD</b>	<b>Specialization</b>	
Visual Arts Certificate, Non-Art Specialist	UG				Non-Art Specialist	No Minor Allowed	Visual Arts Cert for Teachers		
<b>Advisor Advisor Type Phone Number Extension E-mail Address Office Hours</b>									
None Specified									
<b>Counselor Counselor Type Phone Number Extension E-mail Address</b>									
None Specified									
<b>Foreign Language Information</b>									
None available									

The "Student Profile" shows an instructor the following information:

- Student Name and ID number
- Address (local)
- NSCAD Student Email address
- Local Phone number
- Academic Program / Major / Minor / Certificate

\*\* The Advisor and Counsellor Tabs are NOT being used, so remain blank\*\*

From the Class Roster, you can also send an Email to one or a group of students:

**Send Email**

To Email One Student in your class:

### Class Roster

Course Name and Title    Instructor    Meeting Information    Reg/Avail/Wait

[← Select a different course section](#)    [E-Mail these Students](#)

Student	ID	Access	E-mail Address	Phone Number	Pass Aud	Class	Academic Level	Status	Credits	CEUs	Cross-Listed Section
<a href="#">Aristo, Sally</a>	0015903		<a href="mailto:llevort@nscad.ca">llevort@nscad.ca</a>				UG	New	3.00		
<a href="#">Segultur, Nona</a>	0015905		<a href="mailto:llevort@nscad.ca">llevort@nscad.ca</a>				UG	New	3.00		
<a href="#">Tabula, Rasa</a>	0015904		<a href="mailto:llevort@nscad.ca">llevort@nscad.ca</a>				UG	New	3.00		

**Security Access Messages**  
None

Show Dropped/Withdrawn Students ☐

Show Waitlisted Students ☐

**SUBMIT**

Click to Send an Email

### Send E-Mail

\* = Required

E-mail Recipients: [Sally Aristo \(llevort@nscad.ca\)](#)

☐ Blind Copy (BCC) all recipients

Additional E-mail Addressees:

E-mail Action	E-mail Address
Copy To	

Subject: \*

E-mail Text: \*

Sender's Name:  Sender's E-mail: [llevort@nscad.ca](mailto:llevort@nscad.ca) Copy (CC) yourself ☒

Record Contact ☐

**SUBMIT**

Email Recipients

You can CC or Bcc others on the email

Email Subject and Text

Copy Yourself on the Email

This is part of a module we are NOT using

Hit **SUBMIT** to send the email. If you CC yourself, a copy will be placed in your Sent box.

OR

To Email a Group of Students from your class:

**Class Roster**

---

Course Name and Title
Instructor
Meeting Information
Reg/Avail/Wait

---

[← Select a different course section](#)
[E-Mail these Students](#)

---

Student	ID	Access	E-mail Address	Phone Number	Pass Aud	Class	Academic Level	Status	Credits	CEUs	Cross-Listed Section
<a href="#">Artiste, Sally</a>	0015903		<a href="mailto:llevort@nscad.ca">llevort@nscad.ca</a>				UG	New	3.00		
<a href="#">Sequitur, Nona</a>	0015905		<a href="mailto:llevort@nscad.ca">llevort@nscad.ca</a>	902-539-0000 (HOME)			UG	New	3.00		
<a href="#">Tabula, Rasa</a>	0015904		<a href="mailto:llevort@nscad.ca">llevort@nscad.ca</a>				UG	New	3.00		

---

**Security Access Messages**  

None

---

Show Dropped/Withdrawn Students ☐  
Show Waitlisted Students ☐

---

SUBMIT

Choose "Email These Students":

**Select Students for E-Mail**

---

**Section Name and Title**

---

**Choose One**

☒ E-Mail All Students Listed  
☐ E-Mail Only Selected Students

Can "select all" students in a class,  
or choose option to select a portion  
of the class

---

Select	Students	Status	E-Mail Address
<input type="checkbox"/>	Artiste, Sally	New	<a href="mailto:llevort@nscad.ca">llevort@nscad.ca</a>
<input type="checkbox"/>	Sequitur, Nona	New	<a href="mailto:llevort@nscad.ca">llevort@nscad.ca</a>
<input type="checkbox"/>	Tabula, Rasa	New	<a href="mailto:llevort@nscad.ca">llevort@nscad.ca</a>

Once selection is complete,  
hit Submit to write email

---

SUBMIT

You are then brought to the page (see above) where you can compose your message.



### Send E-Mail

\* = Required

E-mail Recipients: Sally Artiste (llevert@nscad.ca), Nona Sequitur (llevert@nscad.ca), Rasa Tabula (llevert@nscad.ca)

☒ Blind Copy (BCC) all recipients

Additional E-mail Addressees:

E-mail Action	E-mail Address
<input type="button" value="Add"/>	<input type="text"/>
<input type="button" value="Add"/>	<input type="text"/>
<input type="button" value="Add"/>	<input type="text"/>
<input type="button" value="Add"/>	<input type="text"/>
<input type="button" value="Add"/>	<input type="text"/>

Subject:

E-mail Text:

Sender's Name:  Sender's E-mail:  Copy (CC) yourself ☒

Record Contact ☐

Hit **SUBMIT** to send the email. If you CC yourself, a copy will be placed in your Sent box.

## Grading

Faculty will be able to submit final grades online as per the long-standing grade submission deadlines. A Reminder will be sent to NSCAD Faculty Email each semester regarding the deadline to submit grades. Shortly after the last day to submit grades, grade entry online will be closed so that the Registrar's Office can process grading. Any grade changes after that must be submitted in writing to the Registrar's Office (including INCs)

FACULTY

## Grading

Select a term or date range to restrict your class list

Term:

Start Date:  End Date:

Instructors can select the Term they are teaching and select the Course they wish to grade (when that term becomes available for grading):

### Grading

Please only select FINAL grade below. Midterm/Intermediate grades are not being used.

Final or Midterm/Intermediate Grading Final

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input checked="" type="radio"/>	AHIS-2600-1 Medieval Art	01/05/11	04/19/11						2011W

- Select FINAL Grading (we are NOT tracking mid-term grades in the system)
- Select the Course you wish to grade
- SUBMIT

### Final Grading

Once entered and saved, grades can be changed but not deleted. Shortly after the grading deadline, grades will be locked. Faculty who wish to make changes must contact the Registrar's office.

Class Name: AHIS-2600-1  
 Title: Medieval Art  
 Location:  
 Term: Winter 2011

Instructor  
Laurelle LeVert

Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
Artiste, Sally	0015903	N	<span style="border: 1px solid black; padding: 2px;">A</span>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>			3.00		
Sequitur, Nona	0015905	N	<span style="border: 1px solid black; padding: 2px;">B+</span>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>			3.00		
Tabula, Rasa	0015904	N	<span style="border: 1px solid black; padding: 2px;">INC</span>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>			3.00		

Once entered, grades can be CHANGED, but not DELETED. Once you have entered your grades and hit "SUBMIT", you can still return and change grades, up to the last day to submit grades. Shortly after that the Registrar's office will "lock down" grade submission in order to run a process that moves the grade to the student's record.

**NOTE:** We are NOT using "Expire Date" or "Last Date of Attendance" or "Never Attended"

\*\*\*Please do not enter any data in these fields, as it will not be tracked.\*\*\*

### Search for Sections

Instructors here have access to the "timetables" posted which are also available to students and to the general public. NOTE: the version available to the public does NOT contain Faculty contact Email.

### Search for Sections

NOTE: Please select a term and at least one other value to start your search.

Term

Starting On/After Date  Ending By Date

To search for Sections (the Timetable), must select TERM and one other element, such as Subject, Course Level, Day of Week, Instructor, etc

Subjects	Course Levels	Course Number	Section
<input type="text" value="Art History"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After  Sections Ending Before

☐ Mon 
 ☐ Tue 
 ☐ Wed 
 ☐ Thu 
 ☐ Fri 
 ☐ Sat 
 ☐ Sun

Course Title Keyword(s)

Location  Academic Level

Instructor's Last Name

**SUBMIT**

Once you have defined your parameters, hit **SUBMIT**:

Courses with a closed status have reached their capacity.

Click on a course to see description prerequisites, etc

	<a href="#">Term</a>	<a href="#">Status</a>	<a href="#">Section Name and Title</a>	<a href="#">Location</a>	<a href="#">Meeting Information</a>	<a href="#">Faculty</a>	<a href="#">Available/ Capacity/ Waitlist</a>	<a href="#">Credits</a>	<a href="#">CEUs</a>	<a href="#">Academic Level</a>
1	Winter 2011	Open	<a href="#">AHIS-2010-1 Survey of 19th C Art</a>				20 / 130 / 0	3.00		Undergraduate
2	Winter 2011	Open	<a href="#">AHIS-2020-1 Survey of 20th C Art</a>				79 / 130 / 0	3.00		Undergraduate
3	Winter 2011	Open	<a href="#">AHIS-2120-1 Craft &amp; Design Hist 1750-1950</a>				73 / 130 / 0	3.00		Undergraduate
4	Winter 2011	Open	<a href="#">AHIS-2600-1 Medieval Art</a>		01/05/2011-04/19/2011	L. LeVert	12 / 15 / 0	3.00		Undergraduate
5	Winter 2011	Open	<a href="#">AHIS-2702-1 Ren &amp; Baroque Art: Baroque</a>				12 / 40 / 0	3.00		Undergraduate
6	Winter 2011	Open	<a href="#">AHIS-2810-1 Film History &amp; crit: 1940-PRES</a>				37 / 80 / 0	3.00		Undergraduate
7	Winter 2011	Waitlisted	<a href="#">AHIS-3011-1 2th C Art: Art &amp; Activism</a>				3 / 40 / 1	3.00		Undergraduate

**\*\* At this level you can also see if spaces are available, whether there is a waitlist, etc.**

**Section Information**

Title Survey of 19th C Art  
 Course Section Number AHIS-2010-1  
 Description This course will provide a survey of nineteenth-century practices and media in Western art within their social, political and philosophical contexts.  
 Credits 3.00 CEUs  
 Start Date 05 January 2011 End Date 19 April 2011  
 Academic Level UG - Undergraduate

---

**Meeting Information**

01/05/2011-04/18/2011 Lecture Monday, Wednesday 06:00PM - 07:30PM, Duke, Room D440

Faculty name	Phone	Extension	E-mail address	Instructional Method
				Lecture

**Prerequisites**

None

**Supplies**

None

Title	Author	Publisher	Copyright	ISBN	Price	Req.	Comments
To Be Determined							

---

CLOSE WINDOW

This page shows the course description (from the Calendar), Prerequisites, Meeting times/days, Instructor and Instructor's Email (hidden here).

## My Class Schedule

Here you can see a summary of your Teaching Schedule for a Term (enter SUBMIT)

**Class Schedule**

Select A Term Winter 2011

or Enter a Date Range      

SUBMIT