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About the Faculty of Education

Memorial University’s Faculty of Education is one of Atlantic Canada’s primary teacher preparation institutions. We offer ten degree and diploma programs designed to prepare students academically and professionally for careers in the K-12 and post-secondary education sectors. Our programs are designed to help future teachers meet the needs of a diverse population of learners.

Teacher preparation programs in Canada typically include studies in liberal arts, specialized studies in specific academic areas, educational theory and teaching methods. Our programs and courses are developed on these foundations but grounded in an overarching belief that the purpose of education is to improve the human condition. We expect high performance levels from those enrolled in our programs. Our graduates are expected to be committed to their learning, to know the subjects they teach and how to effectively teach these subjects to students, to manage and monitor student learning, to think systematically about their practice, to be educational change agents, and to serve as effective advocates for their students and the overall learning community. Our teacher preparation programs encourage examination and discussion of significant educational issues within a framework of critical reflection and analytical practice. We welcome, as prospective teachers, individuals who want to aspire to these ideals in their teaching practice and provide leadership in schools and other educational settings.

Members of the Faculty of Education are committed to providing students with the highest level of professional preparation. We strive to integrate theory into practice in our courses and internship. We also embrace technology and collaborative learning through our on-site facilities and our on-line learning tools. With 50 full time faculty, our research and teaching expertise covers a broad array of sub fields: leadership, administration and foundations, English language education, mathematics and science, educational psychology, post-secondary education, technology education, religious and moral education, aboriginal education, social studies, and second language education. With this strength of diversity, our faculty are at the forefront of disciplinary knowledge.

The Faculty of Education extends a warm welcome to new instructors and we hope this orientation booklet will give you the tools you require to succeed as a new member of our team.
# Office of Undergraduate Programs

## Associate Dean Suite ED 2020

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Gerald Galway</td>
<td>Associate Dean Undergraduate Programs</td>
<td><a href="mailto:ggalway@mun.ca">ggalway@mun.ca</a></td>
<td>864-3315</td>
</tr>
<tr>
<td>Ms. Beverly Earle</td>
<td>Assistant to the Associate Dean</td>
<td><a href="mailto:bearle@mun.ca">bearle@mun.ca</a></td>
<td>864-3315</td>
</tr>
</tbody>
</table>

## Undergraduate Programs Suite ED 2020

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Claudette Kennedy</td>
<td>Coordinator Undergraduate Programs</td>
<td><a href="mailto:claudett@mun.ca">claudett@mun.ca</a></td>
<td>864-7554</td>
</tr>
<tr>
<td>Ms. Beverly Fraize</td>
<td>Academic Program Administrator</td>
<td><a href="mailto:bfraize@mun.ca">bfraize@mun.ca</a></td>
<td>864-3485</td>
</tr>
<tr>
<td>Ms. Camilla Stoodley</td>
<td>Coordinator French Programs</td>
<td><a href="mailto:camillas@mun.ca">camillas@mun.ca</a></td>
<td>864-6923</td>
</tr>
<tr>
<td>Ms. Meghan Collett</td>
<td>Administrative Assistant</td>
<td><a href="mailto:mcollett@mun.ca">mcollett@mun.ca</a></td>
<td>864-7555</td>
</tr>
<tr>
<td>Mr. John Collins</td>
<td>Program Assistant</td>
<td><a href="mailto:johnpc@mun.ca">johnpc@mun.ca</a></td>
<td>864-3403</td>
</tr>
</tbody>
</table>

## Field Services Room ED 2024 and Admissions Room ED 2026

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Hayward Blake</td>
<td>Coordinator Admissions and Field Services</td>
<td><a href="mailto:hblake@mun.ca">hblake@mun.ca</a></td>
<td>864-2169</td>
</tr>
<tr>
<td>Ms. Sheri Roberts</td>
<td>Academic Program Administrator (Field Services)</td>
<td><a href="mailto:sherir@mun.ca">sherir@mun.ca</a></td>
<td>864-8599</td>
</tr>
<tr>
<td>Ms. Roxanne McHugh</td>
<td>Admissions Officer</td>
<td><a href="mailto:rmchugh@mun.ca">rmchugh@mun.ca</a></td>
<td>864-3406</td>
</tr>
<tr>
<td>Ms. Fay Whelan</td>
<td>Admissions Assistant</td>
<td><a href="mailto:fwhelan@mun.ca">fwhelan@mun.ca</a></td>
<td>864-3505</td>
</tr>
</tbody>
</table>
# St. John’s Campus Contacts

<table>
<thead>
<tr>
<th>If you need assistance with:</th>
<th>Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising for Education Students</td>
<td>Beverly Fraize</td>
</tr>
<tr>
<td>Access to Faculty Web/Banner</td>
<td>Beverly Earle</td>
</tr>
<tr>
<td>Admission Inquiries</td>
<td>Roxanne McHugh or Fay Whelan</td>
</tr>
<tr>
<td>Classroom and Instructional Spaces</td>
<td>Beverley Fraize</td>
</tr>
<tr>
<td>Classroom Support (equipment, etc)</td>
<td>DELTS 864-7552/7553 or <a href="mailto:csupport@mun.ca">csupport@mun.ca</a></td>
</tr>
<tr>
<td>Compensation/Remuneration</td>
<td>Beverly Earle</td>
</tr>
<tr>
<td>Computer Support in the Education Building</td>
<td>Education Computer Technical Support 864-8655</td>
</tr>
<tr>
<td>Course Materials/Outlines</td>
<td>John Collins</td>
</tr>
<tr>
<td>Course Readings and Reserves</td>
<td>Liza-Ann Tucker 864-7466 or <a href="mailto:ltucker@mun.ca">ltucker@mun.ca</a></td>
</tr>
<tr>
<td>Distance Education - Courses/web links/access and D2L</td>
<td>864-8700 Tech Support on site, via <a href="http://www.delts.mun.ca">www.delts.mun.ca</a></td>
</tr>
<tr>
<td>Email</td>
<td>C&amp;C 864-4595 or <a href="mailto:help@mun.ca">help@mun.ca</a></td>
</tr>
<tr>
<td>Exam Storage</td>
<td>John Collins</td>
</tr>
<tr>
<td>Field Placement Issues</td>
<td>Hayward Blake</td>
</tr>
<tr>
<td>General Student Inquiries</td>
<td>John Collins</td>
</tr>
<tr>
<td>Locked Rooms</td>
<td>Campus Enforcement and Patrol 864-8561 or <a href="mailto:cep@mun.ca">cep@mun.ca</a></td>
</tr>
<tr>
<td>Parking Permits</td>
<td>Campus Enforcement and Patrol FM 1018 or 864-8561</td>
</tr>
<tr>
<td>Photocopying ($50 per course) and mailboxes</td>
<td>Carolyn Lono 864-8238 ED 1008 or <a href="mailto:clono@mun.ca">clono@mun.ca</a></td>
</tr>
<tr>
<td>Program or Student Issues</td>
<td>Claudette Kennedy</td>
</tr>
<tr>
<td>Submission of Grades</td>
<td>Beverly Earle</td>
</tr>
<tr>
<td>Textbook Orders</td>
<td>John Collins</td>
</tr>
<tr>
<td>If you need assistance with:</td>
<td>Contact:</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Issues relating to the Education program</td>
<td>Education Program Coordinator, Ms. Sharon Langer, (709) 639-4341 <a href="mailto:slanger@grenfell.mun.ca">slanger@grenfell.mun.ca</a></td>
</tr>
<tr>
<td>Parking permits – Campus Enforcement</td>
<td>Ms. Darlene Pike, (709) 637-4096 or <a href="mailto:dpike@grenfell.mun.ca">dpike@grenfell.mun.ca</a></td>
</tr>
<tr>
<td>Textbook Orders</td>
<td>Ms. Wendy Hackett, (709) 637-6262 or <a href="mailto:whackett@grenfell.mun.ca">whackett@grenfell.mun.ca</a></td>
</tr>
<tr>
<td>Computing and Communications (equipment, emails, photocopy access etc)</td>
<td>Helpdesk, (709) 639-2049, or <a href="mailto:helpdesk@grenfell.mun.ca">helpdesk@grenfell.mun.ca</a></td>
</tr>
</tbody>
</table>
Facilities

Teaching and Learning Commons

The Faculty of Education’s new Teaching and Learning Commons is now open in room ED 5006! It is a leading-edge learning centre created to support teacher candidates in their academic programs. This state-of-the-art open-concept space is located on the 5th floor of the Education Building in close proximity to our regular learning spaces. It provides a friendly, comfortable space for collaborative work, technologies for teaching and learning such as Smartboards, digital projection equipment, two video/audio editing stations, multimedia support, and faculty/staff support for different approaches to teaching and learning. This lively, engaging space is designed to accommodate student discussion and group work, innovative projects and seminars.

Education Library

Located on the second floor (ED2030), the Education Library provides students access to course readings and reserves. To help instructors comply with Memorial University’s Copyright procedures, Library staff are available to review course reading lists; obtain necessary resources; and make them available for students either in print, or online. This applies to journal articles and chapters from books (both in print and online). The Library also has a specialized collection that includes current texts and support materials authorized for Newfoundland and Labrador’s K-12 schools; current Newfoundland and Labrador curriculum guides; and a continually updated collection of children’s and adolescent literature. Students use the library for group collaboration and individual study. To learn more visit http://www.library.mun.ca/cmc

Queen Elizabeth II Library

The QEI1 Library is also available to students for research, quiet study, and access to the Digital Media Centre and Writing Centre. The MUN Libraries website is the best access point for the library’s extensive online collection of journal articles and e-books. To learn more visit http://www.library.mun.ca/

Office of Undergraduate Programs

The Faculty of Education’s Office of Undergraduate Programs is located in room ED 2020 of the Education Building and is committed to meeting the needs of education students. Faculty and staff members are eager to offer assistance and support.
Cafeteria

The Education Cafeteria, *Roasters*, is located on the first floor of the Education building. Coffee, sandwiches, soups and more are available here throughout the school year.

Mail Room

The Education mail room is located in room ED 1008.

The University Diary for the academic year 2014-2015 can be found at:

http://www.mun.ca/regoff/calendar/sectionNo=GENINFO-0086

Important Academic (Calendar) Regulations

The General Academic Regulations (Undergraduate) section of the University Calendar can be viewed at:

http://www.mun.ca/regoff/calendar/sectionNo=REGS-0474
Important Administrative Processes (St. John’s)

1. **Class Meeting Times/Room Allocation**

   Changes to Class Schedule information (including room changes or time changes) must be done through the Office of Undergraduate Programs (Beverly Fraize). Before requesting any change, please consider the following:

   The Office of the Registrar directs that:

   *Since students will make registration decisions in accordance with the Class Schedule, changes to this information following publication of Course Offerings will result in many students having to restructure their timetable. Therefore, changing meeting times, reserved seating, prerequisite checking, etc., should be considered only in extreme circumstances.*

   Note: You may not be aware that a change in class meeting time usually requires that the original course section be cancelled and another (in the new time slot) added. Students will need to register for the course again.

2. **Drop and Add Courses**

   All drop and add requests are processed through the Office of Undergraduate Programs. Instructors should not sign course change forms for students. Please refer students to Beverly Fraize or Claudette Kennedy.

3. **Class Lists**

   Instructors can view/print a current class list at any time from Faculty Self Service.

   Please inform John Collins if any student is missing from the class list, or if a student on your list does not attend class in the first week.

4. **Submission of course outline(s) and course evaluation(s)**

   A file is maintained in the Office of Undergraduate Programs of all undergraduate course outlines (syllabi) including details of the evaluation scheme. It is a mandatory Memorial University regulation that you forward a copy of your course outline(s) to John Collins at the beginning of the semester to enable us to maintain an accurate and up-to-date course outline file.
5. **Forwarding address at completion of course(s)**

There are occasions when the Office of Undergraduate Programs must reach an instructor after the semester/session is completed. This becomes necessary when a question arises concerning a student's final grade, assignments completed, etc. We ask that you leave a forwarding address at the completion of your course(s) with Beverly Earle.

6. **Mailboxes**

You will be assigned a mailbox and key. Please contact Carolyn Lono (clono@mun.ca) in ED-1008 to arrange for a mailbox. You should note that all keys must be returned at the end of the semester.

7. **Photocopying**

Photocopying is available to supplement course delivery. However, instructors are strongly encouraged to place reference material on library reserve where possible. Should photocopying be required, please be advised that your photocopying budget is limited to $50 per course section.

8. **Parking**

You are responsible for arranging on-campus parking should it be necessary for you to do so. If you require on-campus parking, please contact Campus Enforcement and Patrol (FM1018) to arrange for a permit.

9. **Direct Deposit**

All biweekly payroll amounts for staff, faculty, and students hired under new contracts of employment will be paid by direct deposit. New employees will be required to make arrangements for their net pay to be deposited directly into a Canadian financial institution. Please return the application form to the Department of Human Resources, Memorial University as soon as possible. You will find an application for deposit of bi-weekly salaries into bank accounts at:

[http://www.mun.ca/humanres/DEPAPPL.pdf](http://www.mun.ca/humanres/DEPAPPL.pdf)

10. **Connecting to the WiFi network**

Connecting to the Campus WiFi network can be done online on your device. However, you can also visit the Commons in the Queen Elizabeth II library or the Education Library if you require assistance.
11.  **Communication**

Memorial has implemented a single e-mail policy whereby all official e-mail correspondence between students and the University will be sent to @mun.ca designated e-mail addresses only. This is to ensure that there is a formal email address which is known to be reliable.

Official e-mail correspondence from Memorial will be sent only to the Memorial address and not to any other e-mail address. Memorial is not obliged to accept e-mail from a student or an employee unless it comes from a valid Memorial address.

To obtain an e-mail account, please contact the Human Resources Helpline at 864-2423 or email hronline@mun.ca. They will provide you with a personal identification number and instructions on setting up your email account. Your employee # is required.

12.  **Student evaluation of Course/Instructor (CEQ)**

All instructors are required to have their course and instruction evaluated by students. Prior to the end of the semester or session, all students will complete a standard Course Evaluation Questionnaire (CEQ) online. Instructors are asked to encourage students to complete the questionnaires.

Results of CEQs are made public unless instructors choose to opt-out of publication. Instructions on how to opt-out of CEQ publication will be circulated by email to all faculty towards the end of each semester. If you have any questions about this, please contact the Faculty of Education, Undergraduate Programs Office.

13.  **Per Course Instructors**

All advertisements for per course instructors are advertised on the Faculty of Education website: [www.mun.ca/educ](http://www.mun.ca/educ)

When a position becomes available, it will be posted electronically and may be concurrently advertised elsewhere. Postings shall be for a minimum of 10 days except where it is not possible due to emergency circumstances. Appointments will be posted a minimum of two months in advance of the semester start date.

For further information, please refer to the Lecturer’s Union of Memorial University of Newfoundland’s Collective Agreement.

14. Correction and Return of Work

Reporting of students’ grades on assignments throughout the term (excluding final grades)

Throughout the term, instructors might wish to post students’ grades on various assignments either outside your office door or on-line via the D2L Course Shell. You are reminded that students’ names cannot be displayed opposite grades assigned. If you plan to use students’ MUN numbers for identification, please use only the last five digits to ensure that there is no risk that confidentiality might be compromised.

Reminder: University Regulation 6.6.6 Correction and Return of Student Work

1. Provided that students submit work by the due date outlined in the method of evaluation, instructors shall mark and return work that is worth a total of 20% of the final grade before the last day to drop courses without academic prejudice. This excludes practicums, placements, internships, theses, and courses where a single piece of work is used to determine the entire mark for the course.

2. In courses where evaluation includes a final examination, provided that students submit work by the due date outlined in the method of evaluation, instructors shall make all reasonable efforts to mark and return all work before the beginning of the examination period.

Exams and Course Assignments

Because examination items may form part of an item bank that may be used in future examinations, many professors choose not to allow students to retain quizzes and exams. However, you are reminded that you should provide an opportunity for students to review their examination paper, should they wish to do so.

All course assignments should be returned to students prior to course completion. For any assignments to be returned after course completion, you should have students leave with you a self-addressed stamped envelope for mail out purposes.

15. Grading Standards

In response to concerns about grade inflation expressed by the Senate Committee on Undergraduate Studies (the university-wide body that is responsible for reviewing grades) the Faculty of Education has initiated a strategy to monitor grades in undergraduate courses.

It is important to note the university definition of the criteria for awarding an A or a B:

"A" indicates excellent performance with clear evidence of:
• comprehensive knowledge of the subject matter and principles treated in the course,
• a high degree of originality and independence of thought,
• a superior ability to organize and analyze ideas, and
• an outstanding ability to communicate.

"B" indicates good performance with evidence of:
• substantial knowledge of the subject matter,
• a moderate degree of originality and independence of thought,
• a good ability to organize and analyze ideas, and
• an ability to communicate clearly and fluently.

Instructors should note the criteria for awarding an A or a B at Memorial University and design their evaluation and marking schemes suitably to respect these criteria.

16. Final Grade Entry

In order to enter final grades all instructors require a BANNER PASSWORD (Banner Security Access Application attached). This will enable instructors to enter their own grades into BANNER. If you do not have access to Banner, please complete an application form available online at

http://www.mun.ca/finance/forms/security_app.pdf

In accordance with the University’s policy on grade returns, grades must be submitted no later than 5 calendar days after the date of the examination. Instructors are urged to comply with this deadline since grades must be reviewed and approved by the Associate Dean and failure to submit grades on time may mean that grades will not be available to students when they are released by the Registrar’s Office.

17. Exam Storage

Per course instructors who do not have an office to store final exams must deliver all final exams to the Undergraduate Programs Office. Please package all examination papers in alphabetical order into labeled boxes with instructors name, course, section and semester and hand deliver them to John Collins for storage on campus.

18. Disposition of Examination Papers

Please note that final examination papers must be retained for a period of one year and then shredded. Shredding occurs two or three times a year and a call to Faculty and Staff will be made by email at that time.
Important Administrative Processes (Grenfell)

1. **Class Meeting Times/Room Allocation**

Most courses take place in room AS 2011. However, please check your course schedule. Before requesting any change, please consider the following:

The Office of the Registrar directs that:

*Since students will make registration decisions in accordance with the Class Schedule, changes to this information following publication of the course offerings will result in many students having to restructure their timetable. Therefore, changing meeting times, reserved seating, prerequisite checking, etc., should be considered only in extreme circumstances.*

Note: You may not be aware that a change in class meeting time usually requires that the original course section be cancelled and another (in the new time slot) added. Students will need to register for the course again.

2. **Drop and Add Courses**

Normally at Grenfell Campus, there is no reason for students to change or drop courses. However, all drop and add requests are processed through the Office of Undergraduate Programs. Instructors should not sign course change forms for students. Please refer students to Beverly Fraize or Claudette Kennedy.

3. **Class Lists**

Instructors can view/print a current class list at any time from Faculty Self-Service.

4. **Submission of course outline(s) and course evaluation(s)**

A file is maintained in the Office of Undergraduate Programs of all undergraduate course outlines (syllabi) including details of the evaluation scheme. It is mandatory that you submit an *electronic copy* of your course outline(s) to John Collins at the beginning of the semester to enable us to maintain an accurate and up-to-date course outline file.

5. **Forwarding address at completion of course(s)**

There are occasions when the Office of Undergraduate Student Services must reach an instructor after the semester/session is completed. This becomes necessary when a question arises concerning a student’s final grade, assignments completed, etc. We ask that you leave a forwarding address at the completion of your course(s) with Beverly Earle.
6. Mailboxes

You will share a mailbox with the other instructors. You can collect your mail during normal office hours at the Resource Centre. You should check the mailbox periodically by asking for assistance at the Resource Centre desk.

7. Photocopying

Photocopying is available to supplement course delivery. However, instructors are strongly encouraged to place reference material on library reserve where possible. Should photocopying be required, please be advised that your photocopying budget is limited to $50 per course section.

8. Parking

You are responsible for arranging on-campus parking should it be necessary for you to do so. If you require on-campus parking, please contact Ms. Darlene Plke to arrange for a permit.

9. Direct Deposit

All biweekly payroll amounts for staff, faculty, and students hired under new contracts of employment will be paid by direct deposit. New employees will be required to make arrangements for their net pay to be deposited directly into a Canadian financial institution. Please return the application form to the Department of Human Resources, Memorial University as soon as possible. You will find an application for deposit of bi-weekly salaries into bank accounts at:

http://www.mun.ca/humanres/DEPAPPL.pdf

10. Communication

Memorial has implemented a single e-mail policy whereby all official e-mail correspondence between students and the University will be sent to @grenfell.mun.ca designated e-mail addresses only. This is to ensure that there is a formal email address which is known to be reliable.

Official e-mail correspondence from Memorial will be sent only to the Memorial address and not to any other e-mail address. Memorial is not obliged to accept e-mail from a student or an employee unless it comes from a valid Memorial address.

To obtain an e-mail account, please contact the Help Desk in the Library. Help desk personnel will assist you in setting up a Grenfell email account. Your employee # is required.
11. Student evaluation of Course/Instructor (CEQ)

All instructors are required to have their course and instruction evaluated by students. Prior to the end of the semester or session, all students will complete a standard Course Evaluation Questionnaire (CEQ) online. Instructors are only asked to encourage students to complete the questionnaires.

Results of CEQs are made public unless instructors choose to opt-out of publication. Instructions on how to opt-out of CEQ publication will be circulated by email to all faculty towards the end of each semester. If you any questions about this, please contact the Faculty of Education, Undergraduate Programs Office.

12. Per Course Instructors

All advertisements for per course instructors are advertised on the Faculty of Education website: www.mun.ca/educ

When a position becomes available, it will be posted electronically and may be concurrently advertised elsewhere. Postings shall be for a minimum of 10 days except where it is not possible due to emergency circumstances. Appointments will be posted a minimum of two months in advance of the semester start date.

For further information, please refer to the Lecturer’s Union of Memorial University of Newfoundland’s Collective Agreement.


13. Correction and Return of Work

Reporting of students’ grades on assignments throughout the term (excluding final grades)

Throughout the term, instructors might wish to post students’ grades on various assignments either outside your office door or on-line via the D2L Course Shell. You are reminded that students’ names cannot be displayed opposite grades assigned. If you plan to use students’ MUN numbers for identification, please use only the last five digits to ensure that there is no risk that confidentiality might be compromised.

Reminder: University Regulation 6.6.6 Correction and Return of Student Work

1. Provided that students submit work by the due date outlined in the method of evaluation, instructors shall mark and return work that is worth a total of 20% of the final grade before the last day to drop courses without academic prejudice. This excludes practicums, placements, internships, theses, and courses where a single piece of work is used to determine the entire mark for the course.
2. In courses where evaluation includes a final examination, provided that students submit work by the due date outlined in the method of evaluation, instructors shall make all reasonable efforts to mark and return all work before the beginning of the examination period.

Exams and Course Assignments

Because examination items may form part of an item bank that may be used in future examinations, many instructors choose not to allow students to retain quizzes and exams. However, you are reminded that you should provide an opportunity for students to review their examination paper, should they wish to do so.

All course assignments should be returned to students prior to course completion. For any assignments to be returned after course completion, you should have students leave with you a self-addressed stamped envelope for mail out purposes.

14. Grading Standards

In response to concerns about grade inflation expressed by the Senate Committee on Undergraduate Studies (the university-wide body that is responsible for reviewing grades) the Faculty of Education has initiated a strategy to monitor grades in undergraduate courses.

It is important to note the university definition of the criteria for awarding an A or a B:

"A" indicates excellent performance with clear evidence of:
- comprehensive knowledge of the subject matter and principles treated in the course,
- a high degree of originality and independence of thought,
- a superior ability to organize and analyze ideas, and
- an outstanding ability to communicate.

"B" indicates good performance with evidence of:
- substantial knowledge of the subject matter,
- a moderate degree of originality and independence of thought,
- a good ability to organize and analyze ideas, and
- an ability to communicate clearly and fluently.

Instructors should note the criteria for awarding an A or a B at Memorial University and design their evaluation and marking schemes suitably to respect these criteria.
15. Final Grade Entry

In order to enter final grades all instructors require a BANNER PASSWORD. This will enable instructors to enter their own grades into BANNER. If you do not have access to Banner, please complete an application form available online at: http://www.mun.ca/banner/pdf/security_app.pdf.

In accordance with the University’s policy on grade returns, grades must be submitted no later than 5 calendar days after the date of the examination. Instructors are urged to comply with this deadline since grades must be reviewed and approved by the Associate Dean and failure to submit grades on time may mean that grades will not be available to students when they are released by the Registrar’s Office.

16. Final Exam Storage

After the instructor has corrected the examinations and submitted the grades, the examinations should then be packaged in an envelope, labeled with the instructor’s name, course number and date (please also include a class list) and brought to Sharon Langer for storage.

17. Disposition of Examination Papers

Please note that final examination papers must be retained for a period of one year and then shredded.
Protection of Privacy and Access to Information

Access to Information and Protection of Privacy legislation requires all of us to store, use and share students’ personal information responsibly. You can help the university meet its privacy obligations in the following ways:

- If you (or a laboratory/instructional assistant) post students’ grades in a public place (your office door, course website, etc.), identify individuals by using the last five digits of their student numbers.

- Consider students’ privacy collecting or returning papers/exams. Rather than placing graded papers in a public area (eg. table in classroom or chair outside your office), pass them back in class or drop them off to ED 1008 (main office) and ask students to collect them from the staff there.

If you have any questions about access to information or protection of privacy legislation you can visit the Information Access and Privacy Protection website, http://www.mun.ca/iapp/home/.
Copyright Compliance

Memorial University is committed to compliance with Canadian Copyright law. All copying at Memorial University (paper, digital or otherwise) must be permitted by the relevant license or covered under the education exceptions or fair dealing provisions found in the Copyright Act. Memorial University’s Copyright Policy, which includes the Fair Dealing Requirements and a wealth of other resources that will help you avoid copyright infringement, is available at www.mun.ca/copyright. It is crucial that you are familiar with this policy. It is your responsibility to avoid copyright infringement.

The following uses of materials do not infringe copyright:

- Providing a link to materials on the Internet;
- Posting materials that are in the public domain (i.e. the term of copyright has expired);
- Posting materials in which you are the owner of the copyright (i.e. you are the author); and,
- Posting materials where the appropriate licences have been purchased.

Pursuant to the Fair Dealing Requirements, a “short excerpt” of a work may be posted without obtaining permission from the copyright owner. Guidance for the posting of short excerpts can be found at www.mun.ca/copyright/fair_dealing.php. If an extract to be posted exceeds the limitations of a short excerpt as set out in the Fair Dealing Requirements, permission must be secured.

The Fair Dealing Requirements permit the posting of short excerpts to a password protected secure site such as D2L. By contrast, posting a copyrighted work on some other publicly accessible website would generally be considered to be copyright infringement, unless it was done with the copyright owner’s consent. In addition, no more than one short excerpt from a copyrighted work may be copied and made available to students during a course, irrespective of the medium in which it is made available (e.g. online or in paper) unless permission has been secured.

Beginning August 28, 2014, there will be a copyright notice as part of the login process for Desire2Learn (D2L). Once per semester, Users (Faculty, Students and Staff) will be required to review and confirm the copyright notice before proceeding with the login process.

Copyright Officers are available to answer your questions, provide advice on how to use copyrighted materials without infringement and secure permissions. The office is located in the G.A. Hickman Building, Room ED-2000M. Please contact Nancy Simmons (709-864-2080) or Dallas Clairmont (709-864-7578) or copyright@mun.ca with any questions you may have.