WELCOME to the ACADEMIC YEAR 2019 - 2020
“By understanding my students and how they learn, and insisting on their active participation in their education, I hope to inspire students to become lifelong learners and to equip them to make a positive difference in our world.”

Geoff Rideout, 2018 AAU Distinguished Teaching Award Recipient
Faculty of Engineering & Applied Sciences, Memorial University
Teaching Support

No matter if you teach online or on campus, CITL provides a variety of services that support your teaching practice and delivery at Memorial University.

Teach Online

Both online and face-to-face courses can benefit from using an online learning environment, and we can help. Using the Brightspace (D2L) learning management system, we can help you activate your course site and organize your course content so that you can better connect with and engage your students in their learning.

Need to develop a face-to-face course for online delivery? Our instructional designers can work with you to design and develop your course to complement...
THE RHYTHM

- Most lecture periods start on the hour and last 50 minutes.

- Laboratory periods are scheduled in three-hour times blocks.
THE RHYTHM

Fall, Winter and Spring semesters are 13 weeks long.

Wednesday, September 4: First day of Fall semester.

Wednesday, September 18: Last day to add classes.
Monday, October 14: Thanksgiving. No classes or exams.

Tuesday October 15: Midterm break.

Wednesday October 16: Follows Monday schedule.

Thursday October 17: Follows Tuesday schedule.
Wednesday, October 30: Drop date “without academic prejudice”; students to have received at least 20% of final grade.

Monday, November 11: Remembrance Day. No classes or exams.

Friday, November 15: Follows Monday schedule.
THE RHYTHM

Friday November 29: Last day of class.

Wednesday December 4-Friday December 13: Exam period.

Friday December 20: Final grades released to students.
Monday January 6: First day of Winter Semester.

Monday, January 20: Last day to add classes.

Monday February 17-Friday February 21: Midterm break.
Monday, March 2: Drop date “without academic prejudice”; students to have received at least 20% of final grade.

Monday March 16: St. Patrick’s Day (instructional day—not a holiday).

Friday April 3: Last day of semester.
Wednesday April 8-Saturday April 18: Exam period.

Friday April 10: No classes or exams.

Friday April 24: Final grades released to students.
THE RULES

COURSE SYLLABUS

• Provided to students (paper or electronic) by end of first week of classes.
THE RULES

COURSE SYLLABUS

• Needs to include specific information, outlined on the handout under “Course Syllabus” heading.
THE RULES

EVALUATION

• Evaluation scheme can only be changed after the start of the semester with the approval of your head and under "exceptional circumstances."

• No evaluation between last day of classes and first day of exams.
THE RULES

EVALUATION

• 20% of course feedback provided to students by drop date.

• Graduate students must maintain A (80% - 100%) or B (65% – 79%)
THE RULES

ATTENDANCE

• Mandatory attendance policy in a course must be approved by Senate.

(i.e. course with medical practical experience in nursing, medicine, pharmacy programs)
THE RULES

FINAL EXAMS

• You’ll invigilate your own exams.

• Final exams might be scheduled in a location other than where you taught the course.
THE RULES

GRADES DUE

• Grades released to students five days after exam period ends.
THE RULES

ACCOMMODATIONS

• University identifies that it has an obligation to provide Accommodation to ”those students with Disabilities within the scope of [Accessibility for Students with Disabilities Policy]”
THE RULES

ACCOMMODATIONS

• The Blundon Centre notifies instructors of student requests for accommodations.
THE RULES

PRIVACY

• Do not post grades or student numbers publicly.

• Return work to students directly.
THE RULES

ACADEMIC MISCONDUCT
Includes: cheating; impersonating another student; plagiarism; theft of exams; use or distribution of stolen material; double submissions; bribery

• When in doubt, report to academic or administrative head.
OTHER CONSIDERATIONS

• Keep grade records and course correspondence for 12 months after the end of a course.

• Keep exams and papers for 12 months after the end of a course.