

## Fall 2017 Contract Instructor Dates and Deadlines Checklist

### Undergraduate Instructors

Item	Due Date to Faculty Services (in order to meet University dates & deadlines)	Completed
Office hours are required (to schedule office space for the term for appointments) <a href="http://sprott.carleton.ca/faculty-research/faculty-services/forms/request-office-space/">http://sprott.carleton.ca/faculty-research/faculty-services/forms/request-office-space/</a>	Email will be sent out early July for request for office space	
<b>Fall 2017</b> Course Outline (required to be posted on website one week before classes begin)	July 24 <sup>th</sup> , 2017	
<b>Fall 2017</b> Textbook Order <a href="http://sprott.carleton.ca/faculty-research/faculty-services/forms/textbook-adoption-form/">http://sprott.carleton.ca/faculty-research/faculty-services/forms/textbook-adoption-form/</a>	July 24 <sup>th</sup> , 2017	
Midterms/Quizzes/Test (If you are requesting a print job)	Send to <a href="mailto:teaching@sprott.carleton.ca">teaching@sprott.carleton.ca</a> at minimum 48 hours prior to test date to ensure delivery	
<b>Fall 2017</b> Formally Scheduled Final Exams	December 2017 Exams (Approx. Nov 17 <sup>th</sup> ) Exams held Dec. 10-22	
<b>Fall</b> Deferred Final Exams	Submit deferral with your final exam or submit early January (Approx. January 2 <sup>nd</sup> – Deferrals held Jan. 19-21, 26-28)	

### Quick Links:

**Request a Proctor:** <http://sprott.carleton.ca/proctor-request-form/>

**Request a room or space:** <https://booking.carleton.ca/portal/>

**Schedule a Make-up Exam/Test:** <http://sprott.carleton.ca/faculty-research/faculty-services/forms/make-testsexams-request-re-schedule/>

## MBA/MAcc INSTRUCTORS

Item	Due Date	Completed
Office Hours are required to schedule office space for the term) <a href="http://sprott.carleton.ca/faculty-research/faculty-services/forms/request-office-space/">http://sprott.carleton.ca/faculty-research/faculty-services/forms/request-office-space/</a>	Email will be sent out early July for request for office space	
<b>Fall 1</b> Course Outline (required to be posted on website one week before classes begin)	July 24 <sup>th</sup> , 2017	
<b>Fall 1</b> Textbook Order <a href="http://sprott.carleton.ca/faculty-research/faculty-services/forms/textbook-adoption-form/">http://sprott.carleton.ca/faculty-research/faculty-services/forms/textbook-adoption-form/</a>	July 24 <sup>th</sup> , 2017	
<b>Fall 2</b> Course Outline (required to be posted on website one week before classes begin)	October 16 <sup>th</sup> , 2017	
<b>Fall 2</b> Textbook Order <a href="http://sprott.carleton.ca/faculty-research/faculty-services/forms/textbook-adoption-form/">http://sprott.carleton.ca/faculty-research/faculty-services/forms/textbook-adoption-form/</a>	October 16 <sup>th</sup> , 2017	
Midterms/Finals (If you are requesting a print job)	Send to <a href="mailto:teaching@sprott.carleton.ca">teaching@sprott.carleton.ca</a> at a minimum of 48 hours prior to test date to ensure delivery	

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