

Winter 2018 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) http://sprott.carleton.ca/faculty-research/faculty-services/forms/request-office-space/	Email will be sent out early July for request for office space	
Winter 2018 Course Outline (required to be posted on website one week before classes begin)	December 11 th , 2017	
Winter 2018 Textbook Order http://sprott.carleton.ca/faculty-research/faculty-services/forms/textbook-adoption-form/	December 11 th , 2017	
Midterms/Quizzes/Test (If you are requesting a print job)	Send to teaching@sprott.carleton.ca at minimum 48 hours prior to test date to ensure delivery	
Winter 2018 Formally Scheduled Final Exams	April 2018 Exams (Approx. March 23) Exams held April 14-26	
Winter Deferred Final Exams	Submit deferral with your final exam or submit early May (Approx. May 1 st – Deferrals held May 18-29)	

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) http://sprott.carleton.ca/faculty-research/faculty-services/forms/request-office-space/	Email will be sent out early July for request for office space	
Winter 1 Course Outline (required to be posted on website one week before classes begin)	December 11 th , 2017	
Winter 1 Textbook Order http://sprott.carleton.ca/faculty-research/faculty-services/forms/textbook-adoption-form/	December 11 th , 2017	
Winter 2 Course Outline (required to be posted on website one week before classes begin)	February 16 th , 2018	
Winter 2 Textbook Order http://sprott.carleton.ca/faculty-research/faculty-services/forms/textbook-adoption-form/	February 16 th , 2018	
Midterms/Finals (If you are requesting a print job)	Send to teaching@sprott.carleton.ca at a minimum of 48 hours prior to test date to ensure delivery	

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/>