

## Quick Tips/Resource Information

In depth information on all processes/information you may require is available to you in our Instructor's Handbook found on our website at <http://sprott.carleton.ca/faculty-research/faculty-services/contract-instructors-resources/>

As a new instructor:

<b>General information</b>	
...getting paid	If you are new to Carleton please visit Human Resources at 507 Robertson Hall to be documented for Payroll; you will need to provide your social insurance number, void cheque and banking information for direct payroll deposit
...Parking	Visit the Parking Office at 204 Robertson Hall if you would like to purchase a parking permit otherwise it is pay and display campus wide
...Union information	As a contract instructor you are a member of CUPE4600. Please visit their website at <a href="http://www.cupe4600.ca/">http://www.cupe4600.ca/</a> for information on what this means to you.
...Library access and staff card	Visit the Campus Card Office at Info Carleton, 4 <sup>th</sup> floor University Centre. You will need this to access material and services at the Library and also at Athletics
...MANDATORY training for all employees	A one-time payment of \$200 will be made to you upon the completion of ALL training...see page 19 of the <a href="#">handbook</a>
...need assistance with access to our computing systems such as cuLearn, MyCarletonOne, Carleton Central	Contact Information Technology Services (ITS) Website: <a href="http://carleton.ca/its/contact/">http://carleton.ca/its/contact/</a> Phone: 613-520-3700 Drop in: 4 <sup>th</sup> Floor Library – IT Help Desk
....questions about examination scantron sheets, multiple choice testing, teaching at Carleton	Contact Educational Development Centre Phone: 613-520-4433 Drop in: 410 Dunton Tower Website: <a href="http://Carleton.ca/edc">Carleton.ca/edc</a>

## Classroom issues that may arise

If....	Do this for SPROTT facilities...	Do this for Carleton facilities...
...the classroom door is locked)	<b>Weekday:</b> Call Sprott Faculty Services at 613-520-2388 or drop by 810 DT <b>Evening:</b> Call Safety at 613-520-2600 ext. 3612	<b>Weekday:</b> call Maintenance Control Centre at ext. 3668 <b>Evening:</b> call Safety at ext. 3612
...the previous class has gone overtime	Politely let your presence be known and then wait a few minutes before sending in your students. Notify Sprott Faculty Services at 613-520-2388	Politely let your presence be known and then wait a few minutes before sending in your students. Contact the Scheduling Office if there is a double booking of space at ext. 3610
...a student is posing a threat in class	Dismiss class and evacuate. Call Safety Patrol Services at 613-520-4444	
...the technical equipment fails	<b>Weekday:</b> Call IMS at ext. 3815, Mon to Thurs from 8am to 10pm, Fri from 8am to 5pm. Always be prepared to teach without the aid of technical equipment!	Call IMS at ext. 3815, Mon to Thurs from 8am to 10pm, Fri from 8am to 5pm. Always be prepared to teach without the aid of technical equipment!
...a student is being disruptive in class	Moderate the situation as much as possible so that it is safe for you and your students	
...a student is being disruptive in class and all attempts have failed	You can ask a student to leave but you cannot force them to leave. You can dismiss the class. You can call Safety Patrol at 613-520-4444. As sworn peace officers, they are trained in interpersonal dispute resolution.	
...a student, or you, faces a medical emergency	Call Safety Patrol Services at 613-520-4444 to arrange for an ambulance or First Aid Always be aware of your room number and building	
...you want to organize a field trip	Check with Faculty Services at Sprott at 613-520-2388 or by email to <a href="mailto:teaching@sprott.carleton.ca">teaching@sprott.carleton.ca</a>	
...you must cancel a class	<b>Planned absence for a Sprott class</b> <ul style="list-style-type: none"> <li>▪ Inform the appropriate Associate Dean - Howard Nemiroff (<a href="mailto:howard_nemiroff@carleton.ca">howard_nemiroff@carleton.ca</a> for UG or <a href="mailto:Shaobo_ji@carleton.ca">Shaobo_ji@carleton.ca</a> for MBA/MAcc)</li> <li>▪ Inform students ahead of time (in class or on cuLearn)</li> <li>▪ Arrange for a substitute instructor or activity. If this is not possible, try to schedule an alternate meeting time (this may not be possible for a first or second year class)</li> </ul>	

	<b>Short-notice cancellation</b> <ul style="list-style-type: none"> <li>▪ Inform the appropriate Associate Dean - Howard Nemiroff (<a href="mailto:howard_nemiroff@carleton.ca">howard_nemiroff@carleton.ca</a> for UG or <a href="mailto:Shaobo_ji@carleton.ca">Shaobo_ji@carleton.ca</a> for MBA/MAcc)</li> <li>▪ If after hours call Safety at 613-520-2600 ext. 3612 and ask them to notify students in class.</li> <li>▪ If time permits send email to students or post on cuLearn (if using)</li> <li>▪ If during working hours notify <a href="mailto:teaching@sprott.carleton.ca">teaching@sprott.carleton.ca</a> and we will send staff to post a sign and notify students.</li> </ul>	
<b>If....</b>	<b>For SPROTT facilities...</b>	<b>For general Carleton facilities...</b>
...need assistance with anything teaching related	Contact <a href="mailto:teaching@sprott.carleton.ca">teaching@sprott.carleton.ca</a> and a staff member of the Faculty Services Team will respond	
...a student asks if they can record the class (this is very common)	It is your decision, unless the student has an accommodation from the Paul Menton Centre	
...the power goes out in a class	All buildings are equipped with emergency power lighting that is strategically located to allow safe exit from rooms/theatres/tunnels/buildings. There will be a couple of minutes of delay before the generator kicks in and transfers to emergency power. Continue to teach as long as you feel the situation is safe for you and your students.	
...the fire alarm sounds	Everyone must evacuate the building, even during exams and tests. Instructors should direct and assist the students to leave and contact Safety Patrol Services at ext. 4444 if anyone requires assistance to do so.	
...you wonder if classes are cancelled due to weather or other reasons	<p>If classes are cancelled and the University is shut down, University Communications will contact faculty, staff and students via:</p> <ul style="list-style-type: none"> <li>▪ A message on the university website</li> <li>▪ An email message to Carleton accounts</li> <li>▪ Advisory to local media</li> <li>▪ A text message, if you sign up with Carleton Central (<a href="http://central.carleton.ca">central.carleton.ca</a>)</li> </ul> <p>Alternatively, you can contact the Sprott Faculty Services office at 613-520-2388 or email <a href="mailto:teaching@sprott.carleton.ca">teaching@sprott.carleton.ca</a></p>	