



# 2024/25 Teaching in Forestry

Welcome to UBC Forestry! Here, you will find a list of important information, resources, and support available to you as an instructor.

## Important Contacts

Department Admin <a href="#">FRM</a>   <a href="#">FCS</a>   <a href="#">WOOD</a>	Student Services <a href="#">Undergraduate</a>   <a href="#">Graduate</a>	Teaching & Learning Support Team <a href="#">Forestry TLS</a>
<ul style="list-style-type: none"> <li>Human Resources</li> <li>TA Hiring &amp; Appointments</li> <li>Teacher &amp; TA Access to Canvas</li> </ul>	<ul style="list-style-type: none"> <li>Course Scheduling</li> <li>Exam Scheduling</li> <li>Enrolments</li> <li>Undergraduate Co-op Inquiries</li> </ul>	<ul style="list-style-type: none"> <li>Canvas &amp; EdTech Consultation</li> <li>Add Cross-list, Sections, &amp; Observers to Canvas</li> <li>Hybrid Teaching Solutions</li> <li>Teaching Innovation &amp; Evaluation</li> </ul>

## Getting Started

- Your [Campus-Wide Login \(CWL\)](#) provides access to UBC's online systems such as [Canvas](#) and [Workday](#).
- [UBC Faculty & Staff Email \(FASmail\)](#) is the email you should use for all UBC activities.
- UBC Vancouver Senate prepared a syllabus [template](#). Please read the [Syllabi Guidelines](#).
- [Canvas](#) is UBC's Learning Management System. All credit courses listed in the [UBC Course Schedule](#) will have a course shell created automatically. If not, contact [forestry.tls@ubc.ca](mailto:forestry.tls@ubc.ca).
- To set up a Canvas site, feel free to follow the steps in [Forestry's Canvas & EdTech Training Site](#).
- Check out [classroom recording and live streaming](#) for the various options in Forestry. Live streaming and recording requests must be submitted > 2 business days to Central AV before the session. See [this tip-sheet](#) for instructions.
- See [Get Help](#) for Forestry's Software List and the Lab Software Request Form. The list summarizes commonly used or requested software. It does not represent what is currently installed in the Forestry Undergraduate Computer Labs or CBM laptops. For questions, contact [forestry.ithelp@ubc.ca](mailto:forestry.ithelp@ubc.ca).

## Resources & Support for WorkDay Student

- UBC instructors have access to the [Student Communication Tool](#) and the [Final Grade Submission Tool](#) in WorkDay Student.
- Step-by-step guides (e.g., accessing the teaching app, communicating with students, submitting final grades, viewing the final exam schedule, etc.) can be found on the [Faculty/Instructor Training Hub](#).

## Course Content

- See [Sharing and Copying Content](#) to share or reuse previous course content, including lecture slides, open educational resources, third-party owned copyrighted materials, recordings/videos, images, and other materials.
  - More information can be found here: [copyright at UBC](#).

- Note that recording classes is a matter of instructor choice, but if you do so there are implications to notify students and (potentially) seek [consent](#), depending on how you intend to distribute the recording. Recordings are the intellectual property of the presenter in the recording (usually the instructor).
- Explore the resources for [learning technologies supported by UBC](#).
- Any use of external websites and software (i.e., not supported by UBC) for teaching must pass [Privacy Impact Assessments](#) (PIA).
- Contact [forestry.tls@ubc.ca](mailto:forestry.tls@ubc.ca) for consultation of alternative options and support for the PIA process.

## Assessments & Academic Integrity

- For guidance in navigating the decision between In-person or Online exams, see [this tip-sheet](#).
- For information on UBC Exam Polices, Procedures, and Reminders, see [this tip-sheet](#).
- For Technical Tips for Exam Logistics, see [this tip-sheet](#).
- Midterms or other exams are not allowed to be scheduled in the [two weeks \(one week\) preceding the formal examination periods of the Winter Session \(Summer Session\)](#). However, regularly scheduled quizzes and assignments can be due during this time according to the [Senate Policy](#).
- If you schedule midterm exams outside regular class time: Include the time in the syllabus, cancel lecture time to balance out the midterm exam time.
- The [final exam schedule](#) is announced in the second month of the term.
- UBC 1<sup>st</sup> and 2<sup>nd</sup> year courses **shall have final exams** unless exempted ([see Senate Policy](#)).
- See [Assessments and Alternatives to Proctoring Online Exams](#) if you plan on having an online exam.
- Students can apply for an out-of-time final or **Standing Deferred (SD)**. If a student contacts you regarding a missed final exam, direct them to [Forestry Academic Advising](#) to initiate the SD application process.
- A [Privacy Impact Assessment \(PIA\)](#) is required for tools involving personal information at the university. Instructors can check out [this page for the current state of PIA and any recommendations](#) with regards to teaching and learning uses of generative AI (e.g., ChatGPT, Bing Chat) at UBC.
  - For academic integrity cautions, or guidelines for tool use in your class, please visit the [Academic Integrity at UBC Chat GPT FAQ page](#). For further instructional guidance around optional use for students, visit the [FAQ item on whether you can require GenAI in your course](#). Please contact [forestry.tls@ubc.ca](mailto:forestry.tls@ubc.ca) for consultation and support.
  - Students should **not** assume that all available technologies are permitted. The use of generative AI tools is a **course-level decision** and there is no overall ban in teaching and learning at UBC. As such, the use of ChatGPT or other generative AI tools does not automatically equate to academic misconduct at UBC.
  - If using generative AI tools **has been permitted by the instructor**, then instructors should make sure to convey the limitations of use and how it should be acknowledged, and use should stay within those bounds. See this [webpage for UBC guidelines on generative AI](#).
- If you have concerns about plagiarism or [academic integrity](#) with a specific student, [Associate Dean, Students](#) is your first point of contact.

## Grading & Final Grade Submissions

- UBC uses a [percentage scale \(100%\) and equivalent letter grades](#) for grading purposes.
- Grading schemes must be in the syllabus as for how final grades are calculated.
- Final grades must be submitted either
  - (1) 7 business days following the exam date OR
  - (2) 5 days following the exam date on the last 2 days of the exam period. TAs can help prepare the CSV file of final grades. [See this tip-sheet for instructions](#).
- Explore the Grading Section in [Forestry Canvas & EdTech Training](#) to learn about UBC grading scheme, marking with rubrics, grade posting policies, final grades override, and more.
- To submit grades to WorkDay Student, refer to the the [Final Grade Submission Tool](#) and [Instructor Training Hub](#).

## Student Experience of Instruction (SEI)

- Students are asked to [provide feedback](#) near the end of the term on their course experience and the quality of learning. Students access the survey in their Canvas shell and receive reminder emails. You can monitor the survey completion rate on Canvas and will receive results within a few weeks of the end of term, only once your course grades have been submitted.
- You can [access the course report here](#).
- Contact [Michelle Zeng, Senior Manager, Educational Strategies](#), from the Forestry TLS team for questions about SEI.

## Working with Teaching Assistants

- TAs are part of the [CUPE 2278 union](#), which supports bargaining, grievances, and lobbying between TAs and UBC. Keep the following in mind as you work with TAs.
  - [Pay rates and classifications for TAs](#)
  - [Collective Agreement](#)
- A full-time TA position is 192 hours per term. An Hours Allocation Form is required to be filled out and signed by both the TA and supervisor. If you are teaching a multi-section course, someone else might be responsible for filling out this form.
- Daily TA duties **cannot** exceed 8 continuous hours without consent.
- A full-time TA position includes 8 hours of vacation per term and 12 hours of paid sick leave per term. Vacation time will be included in the Hours Allocation Form.
- TAs are hired using the [Forestry TA Application Portal](#). See Instructor Resources on how to use the [TA portal](#).
- TAs can use the Forestry TA Pods (FSC 2500 A, B, C) for meetings and office hours. [To book the room, see instructions here](#). Note that the space is reserved on a first come first serve basis.

## Communication

- The primary way to communicate with students outside of lecture is through [Canvas Announcements](#) & [Canvas Inbox](#).
- Students should be directed to contact instructors and TAs through the [Canvas Inbox](#) and only through UBC email for urgent requests.
- Students' personal emails are personal information and **must not be shared** (such as through forwarding an email) without the student's consent. See [Privacy Fact Sheet Privacy of Email Systems](#) for more information.
- UBC employees have free access to [Microsoft 365 Applications](#) such as [Microsoft Teams](#)
- Use [UBC Microsoft OneDrive](#) to securely share and collaborate on files.

## Protection of Privacy

- UBC operates under the BC Freedom of Information and Protection of Privacy Act (FIPPA) which aims to protect the personal information of faculty, staff and students
- It is best for student work to be hosted on UBC or Canadian servers. If using non-UBC or non-Canadian servers, students should create anonymous accounts.
- See [this tip-sheet about protecting privacy in teaching and learning](#) to learn about communicating with students, using educational technologies, collecting student information for surveys and activities, recording classes, and more.
- Learn more about [UBC Privacy Compliance Guidelines](#).

## Other

- See the [CTLT Faculty Primer](#) for a more general guide to UBC.