

Teaching Checklist

This checklist contains practical administrative items and resources essential for course and classroom management.

If you don't already have teacher training, consider Centennial's Teacher/Trainer of Adults certificate! Courses are short, intensive and practical, and reduced employee tuition is available. If Continuing Education teachers take the three core courses as well as Getting Started: Teaching at Centennial, they qualify for a \$1 per hour pay increase.

One of the suggested resources in Centennial's Teacher/Trainer of Adults program is *Teaching Tips: Strategies, Research & Theory for College & University Teachers*, by Wilbert McKeachie. It's available in our college bookstores. For ideas about The First Day of Class, see this excerpt from *Tools for Teaching*, Barbara Gross Davis, Jossey Bass, 1993.

Before course begins

Make sure you give your program liaison an updated copy of any course handouts for printing (at least 10 days before the class starts). Check the latest version of your course outline and text.

Prepare lesson plans.

Review student services, safety and security information in the CE calendar or CE Faculty Guide (audiovisual, bookstores, cafeterias, computer labs, libraries/resource centres, information centres, Enrolment Services offices, security, Dispute Resolution (appeals, cheating & plagiarism, etc).

Consult with your program supervisor and/or other teachers teaching the same course, if possible.

Check room assignments and equipment with your program liaison; book media/audiovisual needs with the campus resource centre (library). Campus floorplans can be found under Locations & Maps (top of college website).

First Class

Pick up your portfolio/folder at the campus information centre where you are teaching. Also pick up any audiovisual equipment you have booked (evenings and weekends, contact Security via the campus information centre).

Introduce yourself to students and ensure they are in right course and classroom (write the course name and number and your name and contacts on the board).

Call out names of all those on the class list and check off attendance. Please keep this list confidential as it contains private student information - do NOT circulate or lose! Your

most current class list is available to you through MyCentennial. For an Excel copy of your class list, ask your program officer.

Introduce course outline, including evaluation, activities, expectations, texts and course resources. (If teaching an advanced course, ensure students know exactly what you are covering so they can transfer to another more appropriate class or withdraw as soon as possible.) Consider an icebreaker to help the class know and learn from each other.

Inform students how to contact you and/or the program liaison/support, i.e., office number, college phone extension, e-mail address. Please use your MyCentennial email for Centennial college business.

Ensure students have appropriate breaks.

Review "ground rules," safety issues, Walksafe program, student services, calendar information, and college policies relating to equity, inclusion and academic honesty (in college calendar). Ask students who have disabilities to identify themselves to you in private. Ask that cell phones be turned off in your classroom.

Present lesson as appropriate to time and students. Here are PDFs of some suggested cooperative learning activities: think-pair-share; corners, five elements, placemat, solve-a-problem, jigsaw.

During the Course

After class, please leave room clean and boards clear. Return furniture to original state.

Report any cleanliness issues, broken furniture or equipment or technical problems to your program liaison.

Develop a plan (including dates) for creating tests, assignments and handouts that incorporate one-week printing lead-time and course drop (withdrawal) dates.

Confirm that all students are officially registered (students will not receive a grade if they are not officially registered and on your class list.)

Remind students of services such as special needs, free tutoring, success workshops, counselling, Centre for Students with Disabilities, etc.

Provide students an opportunity to give you feedback about course and instructional methods. Consider start-stop-continue, goals, what helped me learn.

Provide student with formal feedback on their progress in course (before withdrawal date - midpoint of course). See grading tips and rubric tips for some grading/assessment ideas.

At the end of course

Provide a confidential environment in which students can officially evaluate your course. Leave the room while a student volunteer collects surveys and seals them in an envelope, to be returned to your program liaison. These assessments are not only used for feedback for you and your Chair, but also to determine our annual Continuing Education teaching excellence award recipients.

Submit grades to your program liaison within published deadlines. If assigning an Incomplete ("I") grade, complete the required form and give it to the student and your program liaison.

Your Employment

Teaching Contract

You'll be asked to sign a contract that covers the terms of your employment with Centennial. Please note that this contract does not imply any subsequent contracts. This information will be used to generate your pay cheque, so please be sure it's accurate and complete. Please return it promptly to your program office for processing.

Instructors who are true CE instructors (not academic employees under the Ontario Colleges academic collective agreement) and who teach true continuing education (evening/weekend part-time) courses only are not bound by the academic collective agreement. Instructors who are members of the Ontario college academic union may only teach a maximum of six hours per week in continuing education.

The salary you are paid (normally a starting range of \$39-40 per hour) is based on your academic and professional qualifications, as well as teaching and work experience. Your chair or program liaison will notify you of your rate. If you complete the three core courses in our Teacher/Trainer of Adults program plus "Getting Started: Teaching at Centennial" - you may qualify for an additional \$1 per hour. Please contact your program officer or Chair if you feel you are eligible.

Your salary will be pro-rated on a monthly basis and deposited directly into your designated bank account every two weeks. Your first cheque will be issued about four weeks after your course begins. Faculty are considered college employees for income tax purposes; income tax as well as employment insurance and Canada Pension Plan payments will be deducted at source as required. You can check your pay information under Employee Services on MyCentennial.

Please be sure to inform your office of any change in your name, address, and home or business telephone number. If you have any questions, please contact your program liaison.

Envelopes/portfolios/folders

Your ongoing communication link between you and your office is a vinyl portfolio or folder, which is assigned to each instructor for each course. This will be available for you to pick up before your first class. Pickup is normally at the campus iCentre, 4:30-7:30pm Monday-Friday and 8:30am-1:30pm Saturday. The Progress iCentre is also open Sundays, 9am-1pm.

Progress instructors may return folders to the iCentre or through the slot in the door in the Continuing Education office (room C2-02 beside the iCentre). Morningside instructors should return folders to Security or room 336C, the CE office. Ashtonbee instructors can return to Security or room A-143, first floor near the library, CE office.

At East York Campus, pickup/drop-off is 24/7, in room 103, beside the main office.

Please check with your support person for any special procedures.

Class lists, notices, contracts, printing and other information will be forwarded to you through this portfolio, and you may also use it to pass information (printing requests, etc.) back to your office. Please use this portfolio to return your class list and grades after your class is finished. (Remember to keep class lists and grades in a sealed envelope to preserve student confidentiality!)

Evaluation/Quality Assurance

In continuing education, we try to ensure that every course is evaluated, so that you have summative feedback on each course you teach. This feedback helps us discover our annual CE teaching excellence award winners! Your program supervisor or chair may visit your class and work with you on developing your teaching skills and strategies. Take advantage of some of the free workshops that Centennial College offers! Ask your program officer for details of what's coming up.

If you're interested in professional development of your teaching skills, check out our Teacher/Trainer of Adults program, as well as our Teaching English as a Second Language programs, offered to CE faculty at a reduced rate.

In 2005, 95% of our Continuing Education students were satisfied or very satisfied with their instructors, and 96% were satisfied/very satisfied with instructor knowledge!

Attendance/Class Cancellations

Continuing Education courses may be cancelled if there is less than minimum enrolment. Your office will try to notify you and your students within 48 hours to a week prior to the scheduled start time. The college is not responsible to the instructor in any way if a course must be cancelled.

If you are unable to teach a class, please call your office as soon as possible to allow us time to notify students. For last minute cancellations, call our Progress main office at 416-289-5207 (staffed until 7:30 pm Mon.-Thurs.), so staff may notify students when they arrive.

Information centres (Progress and Ashtonbee) are normally staffed from 8:30 am-7:30 pm Monday-Thursday, and from 8:30 am-1:30 pm on Saturdays. The East York office closes Fridays at 4:30 pm and usually is not open weekends. In the event of an emergency or after-hours cancellation, please call Security: Ashtonbee 416-289-5040; Progress 416-289-5240; East York Campus 416-289-5140.

Cancelled Continuing Education classes must be rescheduled to meet the required hours. Please inform your program liaison to book a room, and your students so that they may arrange their schedules.

If classes are cancelled by the college because of an emergency, the class will be rescheduled and the instructor will be compensated.

Assigned classrooms

Classrooms are assigned just before the first class. Room numbers are posted near main entrances, Enrolment Services (registrar's) offices and at campus information centres. If you need to change rooms, contact your program liaison. Please do not use a classroom not assigned to you, or move furniture or equipment between rooms. Please rearrange furniture back to original position, as a courtesy to other faculty and students.

College Policies

Please see the academic sections of Centennial's Continuing Education calendar for detailed academic policies and services (available at campus information centres and Enrolment Services offices). College human resources policies are available in our human resources office, 416-289-5000 ext. 7312. All employees of Centennial are expected to abide by college policies. Your area may also have area-specific policies which you are expected to follow.

Academic Dates

Please see Centennial college calendars for annual academic sessional dates. Detailed dates are available in campus Enrolment Services offices, campus Continuing Education offices and at information centres, as well as on our publications website/.

Major dates are:

Fall Semester 2007	
Thurs., Aug. 30	CE Information night, 5-7 pm, Information Centre, Progress Campus
Mon., Sept. 3	Labour Day - statutory holiday
Tues., Sept. 4	CE Fall Faculty Fest, 5:30-8pm, Centennial residence
Tues., Sept. 4	Most 15 wk/45 hr. CE courses begin (end week of Dec. 10)
Mon., Sept. 10	Most 14 wk/42 hours CE courses begin (end week of Dec. 10)
Mon., Sept. 10	OntarioLearn fall online courses begin (end Fri., Dec. 14)
Mon., Oct. 8	College closed – statutory holiday
Fri., Dec. 15	OntarioLearn fall online courses end
Mon.-Sun., Dec. 10-16	Most CE fall courses end this week
Mon., Dec. 24	College closes for holidays - reopens Wed., Jan. 2
Winter Semester 2008	
Thurs., Jan. 3	CE Information night, 5–7 pm, information centre, Progress campus
Mon., Jan. 7	Most CE courses begin (end week of April 14)
Fri., Jan. 11	OntarioLearn winter online courses begin (end Fri., April 18)

Fri., March 21	College closed – statutory holiday
Mon.-Sun., Apr. 14-20	Most CE winter courses end this week
Spring Semester 2008	
Wed., April 30	CE Information night, 5-7 pm, information centre, Progress Campus
Mon., May 5	Most CE courses begin (end week of Aug. 11) – Twice/wk (42 hr) courses begin, end weeks of June 23-30
Fri., May 9	OntarioLearn spring/summer online courses begin (end Fri., Aug. 15)
Mon., May 19	College closed – statutory holiday
Thurs., June 19	CE graduation ceremony, 6:30 pm, DEL gym, Progress campus
Summer Semester 2008	
Mon., June 30	College closed
Tues., July 1	College closed - statutory holiday
Wed, July 2	Most CE courses begin, end week of Aug. 18 or 25
Mon., Aug. 4	College closed – statutory holiday
Fri., Aug. 15	OntarioLearn spring/summer online courses end
Mon., Sept. 1	College closed - statutory holiday

Academic policies

As of Sept. 1, 2007, Centennial established six new academic policies relating to academic honesty and plagiarism, grade appeals, disruptive student behaviour in the classroom, harassment and discrimination prevention, student code of conduct, and violence prevention. For details, see centennialcollege.ca/policies or visit any Student Services, Safety & Security, or Student Association (CCSAI) office.

NOTE: For preventative advice for faculty on academic cheating and plagiarism, see the notes provided courtesy of John Oughton, curriculum and professional development facilitator in our Centre for Organizational Learning and Teaching.

Campus/College Closure

Please note that, with the exception of statutory and other holidays, college campuses stay open throughout the year. For instance, the college remains open during the Saturdays and Sundays of a statutory Monday closing, and CE classes take place as scheduled.

If a college or campus is closed, a message will replace the customary greeting on Centennial's main phone line at 416-289-5000.

For information on Enrolment Services office hours, call 416-289-5300 or see http://centennialcollege.ca/student-services/registrar_hours.html

Access Copyright

Our college's licence with Access Copyright allows faculty to copy up to 10% or one chapter of a textbook. For details about copyright privileges at Centennial, see the **Copyright** link on our Learning Resource Centre website at <http://www.lrc.centennialcollege.ca/> or go to www.accesscopyright.ca

Confidentiality

For information, contact our Enrolment Services office; staff there are experienced in dealing with these matters. Please ensure that you keep all student information (such as class lists, with private phone and student numbers) confidential.

Course Changes/Withdrawal (Add/Drop)

Students must send official written forms to any campus Enrolment Services office to add or drop (withdraw from) a course. Students must withdraw in writing officially by the midpoint of the course to avoid an academic penalty (failing grade). If the student is a full-time day student, his/her full-time academic advisor must sign the form to ensure the student understands all financial and academic issues.

Course Outlines

The foundation for your course is the course outline. Up-to-date course outlines are mandatory for each course taught at Centennial College. As this represents a contract between the college and our students, it is critical that instructors follow the given outline and its learning outcomes. Course outlines are to be distributed to students in the first class, so they clearly understand the scope of the course, the learning outcomes, what is expected of them and how you will evaluate the learning outcomes. Please discuss the outline with students, giving them the opportunity to ask questions and clarify any misunderstandings they may have. This also gives you an opportunity to ensure that students who are in the wrong course level have time to transfer to another more appropriate level/section.

Credit for Prior Learning

Any credit for learning outside Centennial may be used for up to 75% of the course credits needed to earn a Centennial certificate or diploma. There are two ways to obtain Centennial credit for prior learning: transfer credit (free) and Prior Learning Assessment and Recognition.

Transfer credit (free) can be obtained for postsecondary courses you've taken at an accredited college or university. Prior Learning Assessment & Recognition (PLAR), helps demonstrate college-level learning acquired through past study, work and life experience. Using PLAR, your past learning is evaluated against established academic standards. Learners need to apply through any campus Enrolment Services office, and pay the PLAR fee (approximately \$114), to receive PLAR credit; work is assessed and a grade is applied on the student's record.

See the Continuing Education calendar academic policies section for detailed information. Transfer credit and PLAR forms are available in any campus Enrolment Services office or online.

Emergencies and Fire

When making an emergency phone call, from a college extension dial (9) 911 or ext.2020 and state:

- Your name.
- Your location (i.e. Centennial College, campus, address, room #)
- Nature of the emergency (e.g., fire, smoke)
- After calling (9) 911, inform Security at ext. 2020 or 416-439-4357 so they can respond to the incident and direct emergency services to the scene.

General Fire Emergency Procedures:

If you discover fire:

- Leave the fire area and close all doors behind you.
- Call the Fire Department at (9) 911 and give exact fire location.
- Sound the fire alarm.
- Leave building by designated exit.

DO NOT USE THE ELEVATORS.

Upon hearing the fire alarm (Ashtonbee, Progress and CCC campuses):

- Leave building by designated exit.
- Close all doors behind you.

DO NOT USE THE ELEVATORS.

HPSTC/Morningside Campus:

First stage (intermittent chime) - Alert Alarm

- Stand by and prepare to evacuate
- Listen for announcements from the Emergency Voice Communication System
Second stage (TEMPCOD alarm) - evacuation alarm (repeating 3 rings followed by a pause)
- Leave the building by nearest exit
- Close all doors behind you.

DO NOT USE THE ELEVATORS.

Faculty Fire Emergency Responsibilities:

At the beginning of each course, review the General Fire Procedures and evacuation routes with students. If you have students with mobility, visual or hearing impairments, acquaint yourself with their evacuation needs. In consultation with the student having a disability, attempt to prearrange evacuation assistance. Untrained people should avoid attempting to evacuate a person who cannot get out of their wheelchair. Remain with them and report your location to emergency services by telling an Emergency Preparedness Officer or Security by using a campus emergency phone or by calling emergency ext. 2020, the HELPLINE 416-439-4357 (Free call from any campus pay phone or your cell phone) or an emergency phone.

IF THE FIRE ALARM SOUNDS DURING CLASS:

- Ensure that your students evacuate by following the General Fire Procedures. DO NOT re-enter the building until the Fire Department or Campus Security gives you permission;
- Shut off appropriate equipment prior to leaving shops or labs;
- Ensure doors are closed on your way out;
- Help others in need on your way out of the building;
- Once outside of the building, ensure exits are clear for Fire Department access and to allow other occupants to safely evacuate.

Please Note: *Faculty not in class during a fire alarm shall follow the Employee Guidelines. For further details, pick up a flyer from any campus information centre or security office. Fire Safety Procedures are also posted on Health and Safety Information Boards. In an emergency, call (9) 911, and/or college security at ext. 2020 or 416-439-HELP (4357). The call is free from any campus pay phone or your cell phone.*

Faculty Consultation

You are expected to communicate specific information to enable students to communicate with you. Communication routes may include voice mail number, email address or instructions for the making of appointments. MyCentennial provides easy access to and from your students. If possible this information should be on the course outline. Instructions should be shared in writing at the beginning of each course so that students are clear about how to contact their teachers. Instructions should also be shared with support staff so that they can appropriately answer student enquiries.

Final Exams

Centennial's final examination policy is in PDF form. Copies of final exams/tests should be given to your program liaison. Originals of final exams should not be returned to the student; however, students may review their final exam in a supervised setting, and make notes. These notes should be shown to the manager or program officer overseeing the review to ensure the integrity of the exam.

Students cannot see confidential papers or marks of other students. In case of a grade

appeal, we need to retain final exams **for 12 months**. Please arrange to file these materials with your department office.

Grades

Final grades are loaded as soon as possible after the end of each course. It is critical that we meet submission deadlines in order that students can qualify to advance or graduate. Your program liaison can help you with grade loading protocol. Because of confidentiality, we are not allowed to release information about grades by phone. After grades have been loaded, students may access grades online at MyCentennial, or they may visit any campus Enrolment Services office and present valid photo identification.

Please note that faculty are prohibited from accepting any favours, gratuities or benefits from students in exchange for grades!

Grade System

Letter Grade	Grade Description	Numerical Equivalents	Grade Point Equivalents (GPA)
A+	Outstanding Achievement	90-100%	4.5
A	Excellent Achievement	80-89%	4.0
B+	Very Good Achievement	75-79%	3.5
B	Good Achievement	70-74%	3.0
C+	Satisfactory Achievement	65-69%	2.5
C	Acceptable Achievement	60-64%	2.0
D+	Pass	55-59%	1.5
D	Pass	50-54%	1.0
F	0-49% or Unsatisfactory Achievement in a course where a percentage grade is inappropriate	0-49%	0
P	Satisfactory achievement in a course where a percentage grade is inappropriate (GPA neutral)	N/A	N/A
I	Incomplete - Students whose course work is at a passing level but who for verifiable reasons beyond their control are unable to finish course work and have not obtained a passing grade by the end of a term/course may be granted a grade of "Incomplete." The "I" is not a permanent grade. It is only a temporary acknowledgment of a legitimate reason	N/A	N/A

	<p>for granting a one-time, limited extension to the time normally allowed to complete all course requirements.</p> <p>Students have up to a maximum of 12 calendar months after the scheduled end of the course to complete required additional work (as determined by the teacher who assigned the “I,”) and to thereby qualify for a passing grade.</p> <p>After 12 calendar months, outstanding “I” grades are converted to “F” (Fail).</p> <p>Thereafter, the student must repeat the course to achieve a passing grade.</p> <p>Instructors must complete an Incomplete form which is sent to the program liaison and the student, with specifics of when and what is required to qualify for a grade.</p>		
CIP	Course in Progress	N/A	N/A
AEG	Aegrotat standing	N/A	N/A
AUD	Audit Status - no credit granted	N/A	N/A
GNR	Grade Not Repeated	N/A	N/A
SUB	Substitution of one required course by another	N/A	N/A
WNP	Withdrew without academic penalty	N/A	N/A
NGR	No grade required	N/A	N/A
TCR	Transfer credit (formerly advanced standing)	N/A	N/A
EXW	Exceptional waiver	N/A	N/A

Grade Appeals

Students may contact you to resolve concerns about grades. If you and your student are unable to informally agree on a resolution, the student may proceed to contact your chair. Students may officially appeal their grades by completing an appeal form, available in any campus Enrolment Services office. The Academic Appeal procedure is set out in the college's academic policies - information is available at Enrolment Services offices and online.

Health and Safety

Health and safety is everyone's responsibility. Report your concern to your supervisor and follow the Protocol for Reporting Health and Safety Hazards below. The Health and Safety Office is part of Facilities and Services department. The Safety Office also supports the Campus Health and Safety Committees. For a list of current Safety

Committee Representatives, please refer to your Campus Health and Safety Committee Board or contact the Health and Safety Coordinator at 416-289-5000, ext. 7272, email mantonio@centennialcollege.ca.

Centennial College is a scent-sensitive environment. Please see our Scent-Free policy for details.

PROTOCOL for Reporting Health & Safety Hazards

Immediate Danger to Life or Health

EXAMPLES: natural gas leak, significant chemical spill, physical fight, situation involving a weapon, exposed high voltage cable

INITIAL ACTION: Call Security - Emergency ext. 2020 or Emergency HelpLine 416-439-4357 (HELP)

FOLLOW-UP ACTION: If no answer or no one responds, call Emergency Services - 911 and ensure Security is notified so they can direct emergency vehicles and personnel to the scene.

Non-Life Threatening Departmental Hazard

EXAMPLES: missing or malfunctioning machine guard, noisy piece of equipment, ergonomic concern, damaged equipment

INITIAL ACTION: Report hazard to manager/supervisor. Include all relevant details. If manager requires assistance, they should contact the Safety Coordinator at 416-289-5000 ext 7272 or Manager, Safety and Security Services, ext 5021. If unresolved contact a Campus Joint Health and Safety Committee Representative (see campus Safety Committee Bulletin Board for current listing).

Non-Life Threatening Hazard Requiring General Building Maintenance, Repair or Service

EXAMPLES: indoor air quality or temperature complaint, non-chemical spill (coffee, juice, etc.), damaged furniture, graffiti, general building repairs, icy walk or roadway

INITIAL ACTION: Weekdays 8 am - 4:30 pm report condition to the Physical Resources Work Order Service Desk, 416-289-5000, ext 7535. Outside of these times contact Campus Security at x5240 or email physicalresources@centennialcollege.ca

FOLLOW-UP ACTION: If unresolved contact your manager/supervisor for follow-up with Physical Resources and/or the Campus Joint Health and Safety Committee Representative (see Campus Safety Committee Bulletin Board for current listing).

Safety and Security

Our Safety and Security office is committed to making your time on campus as safe and trouble-free as possible. To help achieve this high level of public safety, we have developed the Campus Safety Watch Program. This program is designed to help raise your awareness of the personal safety services we offer, inform you how to improve your personal safety and to encourage community involvement in public safety.

Campus Safety Watch Program

This program encompasses a number of initiatives to improve public safety, including:

- WalkSafe service,
- Women's Safety Awareness campaign -www.centennialcollege.ca/wsa
- college-wide security service - ext. 5240
- Emergency HelpLine 416-439-4357(HELP)
- Emergency Extension 2020
- emergency phones at each campus,
- working alone service
- personal safety plans and training
- "For Your Safety" information boards,
- campus safety alerts, safety tips, and promotional material
- annual public safety audits

Other services and initiatives to ensure a safer community.

Sales & Solicitation

Please note that sales and/or solicitation for private or commercial profit are not allowed in Centennial classes or on college premises.

Faculty Services

Blackboard online learning

Blackboard online learning can complement and supplement traditional or pure distance learning. Special **free** training sessions may be set up specifically for Continuing Education faculty (see 2007-2008 dates). Please contact Shaila Dato, sdatoo@centennialcollege.ca, 416-289-5000, ext. 2512. The main IT training centre is located in **room B1-03B**, 1st floor, at Progress Campus.

Your MyCentennial faculty ID is your login to Centennial's Blackboard. If you need help logging in once you have your faculty ID and password, contact our Helpdesk at **416-289-5280**, or helpdesk@centennialcollege.ca. For faculty support issues using Blackboard, contact Tom Kane - tmkane@centennialcollege.ca or Shaila Dato - sdatoo@centennialcollege.ca.

Centennial College Blackboard link: <http://blackboard.centennialcollege.ca>

Bookstores

Our campus bookstores sell texts, disks, stationery, daytimers, Centennial clothing, stamps, snacks, TTC tickets and much more. Bookstores usually open at 8 am; closing times vary depending on time of year. For current hours, call the bookstore directly:

- Progress - 416-289-5224;
 - Ashtonbee - 416-289-5011;
 - Morningside (HP Science & Technology Centre) - 416-289-5000 ext 8180;
 - East York (Centre for Creative Communications) - 416-289-5000 ext. 8840,
- or check them out online at www.centennialcollege.ca/bookstore.

Ask about **great employee discounts** on software! As a Centennial part-time instructor, you are eligible for reduced employee pricing on some software. For instance, Windows XP/ME, Frontpage, Office 2003, Publisher 2003, or Office Mac X are available for approx **\$50 each!** (price subject to change). You must show proof of employment (your contract or pay stub). For details, please contact ccmicro@centennialcollege.ca– 416-289-5000 ext 5225, or visit our Progress Campus bookstore.

Cafeterias/Food Services

Cafeterias or coffee shops on campus offer light meals and snacks; vending service is also available for snacks and on evenings and weekends.

Progress Campus

Tim Horton's: open Monday to Thursday until 9 pm and Saturdays 8am -2pm

Cafeteria: open Monday to Thursday until 7pm

Morningside (HPSTC)

Tim Horton's: open Monday to Thursday until 7 pm

Ashtonbee Campus

Cafeteria: open Monday - Thursday until 9 pm; Saturdays 8am-2pm

For questions on food services call 416-289-5000, ext. 2222.

MyCentennial - <http://my.centennialcollege.ca>

By logging onto MyCentennial, faculty can view current class lists, email students, download tax forms, pay stub and human resource information, and access news, college email, policies, procedures and forms available on Centennial's Intranet.

If you're also a Centennial **student**, you have access to your student records, timetable and grades on this same account. Please note that students must get their grades either in person at any campus Enrolment Services office, or online at MyCentennial. [Click here](#) for a MyCentennial 2-page flyer.

Your user name is your 9 digit employee ID number (on your pay stub and contract, starts with 300.....) - no dashes. Your initial password is your date of birth (MMDDYY, i.e., January 5, 1980 = 010580). If you've forgotten your password, use the reset function on the login page.

If you need technical help logging in after you have your ID and password, contact Helpdesk at **416-289-5280**, or helpdesk@centennialcollege.ca.

For training, call our employee IT training centre at 416-289-5000, ext. 2512 or e-mail sdatoo@centennialcollege.ca.

Centennial College Press

Write the ideal book for your field or program! Centennial College Press publishes educational books and training materials for post-secondary institutions. Its goal is to publish books with distinctive value for carefully targeted markets. Benefits of publishing:

- royalty payments, often long-term;
- enhanced reputation for authors both academically and professionally;
- colleges extend their brand and increase credibility.

To discuss your book idea, please visit: www.centennialcollegepress.com

Centre for Learning Technologies

Our Centre for Learning Technology (employee technology training centre) at Progress Campus offers **free training** for staff and faculty to learn Windows, Microsoft Office, Lotus Notes, MyCentennial, Blackboard, HP podium training and other college applications. The CLT website has helpful resources and workshops free for employees.

For more information, please contact Shaila Dato, sdato@centennialcollege.ca, 416-289-5000, ext. 2512, or itrain@centennialcollege.ca. The training centre is in room B1-03B, 1st floor, at Progress Campus.

Please also check with Shaila for **Mark Tester**, a spreadsheet program which can be tailored to your specific class list for your grading needs. Another great tool is **Easy Test Maker**, a free online tool to help you generate tests/quizzes with ease. You can create multiple choice, fill-in-the-blank, matching, short answer, and true/false questions. It will help eliminate the time you spend formatting your questions in Word.

Once you have completed your test/quiz, you can create alternate versions, print it, or download it to Microsoft Word. Easy Test Maker also allows you to print an answer key. All your tests/quizzes will remain on the vendor's server for you to access anytime. Visit <http://easytestmaker.com> to sign up now for your free account.

Our Learning Resource Centres (libraries) also offer free Internet access to all faculty and students, and our Student Centre at Progress has a 70-station lab available.

Centre for Organizational Learning and Teaching (COLT)

In keeping with our commitment to learning and teaching, our Centre for Organizational Learning and Teaching (COLT) supports faculty in instructional and curriculum development and design. To contact COLT, e-mail colt@centennialcollege.ca or call (416) 289-5000 ext. 2067.

Computer Labs (technical support/scheduling)

All faculty are entitled to use our labs. You need to show proof of employment to Security to gain access at certain hours. Computer labs are operated and maintained by the Client Support Centre branch of our Information Services division. Most student labs are heavily pre-booked for instruction purposes and regular classes. Try our 60-station

lab in our Student Centre at Progress. Schedules are posted on lab doors and at campus information centres. Please book in advance with your program liaison if you need to use a lab.

Centre for Students with Disabilities (CSD)

The CSD serves as an advocacy centre for students. Staff work with students with disabilities who either identify themselves or are referred by faculty members or outside agencies. Official documentation is required to determine what kinds of aids or adaptations may be helpful.

If a student in your class has a disability that might interfere with their academic progress and requires academic accommodation, please urge them to contact the CSD as soon as possible so appropriate arrangements can be made. The service is **free** and **confidential**.

Contact CSD staff at 416-289-5000, ext 8025, email csd@centennialcollege.ca, web: www.centennialcollege.ca/csd

Continuing Education Faculty Advisory Council (CEFAC)

Members of our college-wide continuing education faculty (and student) advisory councils advocate and speak for their constituents on Centennial services and issues. One of the CEFAC's major tasks is helping organize the annual CE faculty fest, which recognizes the college's long-term service and teaching excellence award CE faculty.

Meetings are open to all CE faculty; membership is open to any CE instructor at Centennial. Contact your Chairperson if you'd like to be involved!

HelpDesk

If you need to report a problem or need help, or if you have questions about phones, voice mail, e-mail, viruses or a college computer, please contact the "Help Desk" at helpdesk@centennialcollege.ca or phone ext. 5280 (from within the college) or **416-289-5280**. The HelpDesk is open Mon.-Fri., 8am-6pm. In-person support is available at Progress (room C3-15), Morningside (room 328), Ashtonbee (lab A-209) Mon.-Fri, 8am-8pm, and Sat. & Sun, 9am-4pm.

For faculty/employee computer training, call 416-289-5000, ext. 2512 or e-mail sdatoo@centennialcollege.ca.

iCentres

If you're teaching on evenings or weekends, this is where you'll pick up your class folder/portfolio (with your contract, class list and handouts). Because of privacy concerns, you will be asked for photo ID when you pick up your folder. Please keep student records (class lists, grades, etc.) safe and confidential. Check with your program officer about any specific procedures for your area. Remember you can always check your most current class list (and communicate with your students) on MyCentennial. Icentres have helpful information about everything you want to know about campus services (maps/floor plans, brochures, calendars, tours, hours of operation, whom to

contact). Our 24-hour, 7-day-a-week WalkSafe service to walk you or your students to your car or bus stop is available at these centres.

Learning Resource Centres (www.lrc.centennialcollege.ca)

Our campus Learning & Resource Centres (LRCs) offer free library, tutoring and media services to students, faculty and staff. For complete information, please visit the LRC website at www.lrc.centennialcollege.ca or call the LRC at one of the phone numbers listed below.

Library Services

The Learning & Resource Centres have extensive collections of books, electronic resources, periodicals, newspapers, government documents and videos. In each LRC, you have access to research computers with Internet access. Through our website you have access to the catalogue, "ask the library" virtual interactive and e-mail reference services and a variety of full-text periodical databases. LRC staff will be happy to show you how to use the resources. The campus librarians welcome inquiries about providing library instruction for your classes.

Tutoring Services

Tutoring is a free service offered to all Centennial students at each campus LRC. Students at the satellite locations are welcome to use tutoring services at any campus. Tutoring is available in most subjects taught at the college. Students may sign up for tutoring services on the website using the **Book a tutor** link on www.lrc.centennialcollege.ca. If your students need help in any subject, they can ask staff to arrange a tutor. If students want to practice their English language skills, they can join "Let's talk" sessions. These are small group sessions for students to practice their conversational English skills.

Media Services

Media equipment must be booked at least 24 hours in advance. Pick up equipment at the campus Media Services department or Security prior to your class. Staff will advise you about returning equipment after business hours. Use the Media Services link on www.lrc.centennialcollege.ca to search for videos in our collection. All videos and DVDs shown in the classroom must have **Public Performance Rights** (see below). Visit the LRC website>Copyright>Faculty to learn more.

Online Media Booking

All faculty need a library card to borrow AV equipment and videos for use in class, and must use the online media services booking request form. Go the LRC website at www.lrc.centennialcollege.ca, click on **Media Services > Media Services Booking Request Form**. A booking is confirmed on receipt of an e-mail from Media Services. To use the online form, you need a current, activated 13 digit library card and PIN.

Please note that laptops on carts booked through media services do not require passwords to access the Internet. However, if faculty want to access college network drives or any applications on the college network, they require a Novell login.

When a laptop is powered up, a screen will come up asking the faculty member to press CTL-ALT-DEL. Another image will appear that looks like a password is needed. The username is "**faculty**" and the password should be left blank. Click on OK without entering a password. This will give you access to the Internet.

How to obtain your library card and PIN

If you don't have a library card and PIN, come into any campus LRC to get one. All faculty need to show their library card when picking up AV equipment and videos. This improves security and the equipment lending process. In future, scanners will read the barcodes on faculty cards for circulation of equipment and videos. Your library card is also your gateway to online databases, including 1000s of electronic resources, newspaper and journal articles, book reviews and e-books – a wealth of information to support teaching and research. Go to the LRC website www.lrc.centennialcollege.ca and click on e-resources. You may also use your library card to borrow books, place holds on books and renew items electronically.

Public Performance Rights (classroom use of videos and DVDs)

Ownership of a pre-recorded videocassette or DVD does not convey ownership of copyright. Showings in libraries, classrooms, and schools are considered public performances and are subject to Canadian copyright legislation. At Centennial College, it is legal to watch or show a video or DVD that has **Public Performance Rights**. All videos or DVD's owned by the LRCs have Public Performance Rights. Videos/DVDs borrowed from public libraries *may* have Public Performance rights. A Public Performance sticker will appear on these videos/DVDs. Videos borrowed from video stores and public libraries may be for **Home Use Only**. It is illegal to watch or show Home Use Only videos at Centennial College unless the producer or distributor is on the Criterion or Audio-Cine Films lists. Please use the Copyright hotlink on the Learning and Resource Centres web page for specific guidelines and to access the Criterion and Audio-Cine film lists - <http://www.lrc.centennialcollege.ca/>

For more information about LRC services, please visit the LRC website or call:

Learning Resource Centres 416-289-5000 plus extension	Library Services	Media Services	Tutoring Services
Ashtonbee	Ext. 7000	Ext. 7010	Ext. 7230
Centre for Creative Communications (East York)	Ext. 8600	Ext. 8610	Ext. 8600
Progress	Ext. 2600	Ext. 2610	Ext. 2547
Centennial HP Science & Technology Centre (Morningside)	Ext. 8000	Ext. 8010	Ext. 8020

Lost and Found

See Campus Security for any lost or found items.

Massage Clinic

Our massage therapy students offer a clinic at our new Morningside Campus at Scarborough U of T) - only \$25 for a one-hour treatment! Call **416-289-5353** for hours and to reserve an appointment.

Parking

As of May 2005, parking gates will be up in the evenings (after 6pm) and on weekends (8am to 4pm) to accommodate evening and weekend CE classes at all campuses except HPSTC/Morningside. At Morningside, UofT Scarborough owns the parking lots, and although costs are subsidized, students will have to pay \$5 per evening or weekend at that campus. CE faculty teaching at Morningside in the evening or on the weekend may park in the lower lot at the 200 level entrance (off Morningside). For semester access, contact your manager/support to arrange the issue of a gate card for this lot. Please note if you are teaching a course outside of the CE hours listed above, regular parking rates apply. Parking for faculty with disabilities or temporary medical conditions is available at each campus. For information, call Security at 416-289-5240.

Photocopying/Printing

Turnaround time for print materials/handouts to be copied is at least **one week to 10 days**. Printing costs half the price of photocopying, so please give your handouts, tests and exams to your program support person well in advance, to avoid last-minute expensive photocopying. Photocopying is available on an "emergency-only" basis. Your printer cartridges and office supplies are **not** reimbursed. Please contact your program liaison to discuss your needs in advance.

Centennial is governed by Canadian copyright law, which means it's illegal to copy the whole or a major part of a document. Our licence with Access Copyright covers the right to incidental copying by college faculty and students.

Scantrons

A Scantron machine (now "Grademaster"), used for simple testing and evaluation, is located in the School of Continuing Education main office, room C2-02 at Progress Campus, as well as our CE offices at Ashtonbee (A-143) and Morningside (336). For access after hours, or for information, training or access, please contact your program liaison.

School of Continuing Education

This school can help you access services and support as a continuing education instructor. Call 416-289-5207, visit room C2-02 beside the information centre at Progress Campus, email ce@centennialcollege.ca or see Continuing Education

Main office: Progress Campus, room C2-02: 416-289-5207, Fax 416-289-2646
Open 9am-7:30 pm, Monday to Thursday (till 4:30 pm Fridays).

Satellite campus offices are also located at our other campuses:
Ashtonbee - room A-143, 416-289-5000 ext. 7086, Fax 416-289-5051
Morningside - room 336C, 416-289-5000 ext. 8046
East York- room 107, 416-289-5000 ext. 8683

This School is also responsible for staffing the Information Centres at Progress, Morningside and Ashtonbee campuses on **evenings and weekends** (4:30-7:30 pm Mon-Thurs., and 8:30am-1pm on Saturdays, as well as Friday nights and Sunday mornings at Progress Campus).

Here are some college services for continuing education teachers and learners we offer:

- Continuing Education student and faculty advisory councils;
- this CE Faculty Guide and "Getting Started: Teaching at Centennial" college orientation workshop;
- our annual Fall CE Faculty Fest at which our long-service and teaching excellence award-winning CE faculty are celebrated;
- our Teacher/Trainer of Adults and Teaching English as a Second Language (TESL) programs; offered at reduced employee rates;
- free mini-conferences for Metro college CE faculty, offered throughout the year by host colleges (email mdaye@centennialcollege.ca to be put on an email distribution list);
- success workshops (most only \$5, subsidized by CE student fees);
- free student college-wide information sessions before the beginning of each semester; (publicized on the inside front cover of our Continuing Education calendar);
- our online CE Student Guide as well as this CE Faculty Guide.

Summer traveller discounts

As a Centennial part-time instructor, during the summers you qualify for reduced staff pricing at student residences across Ontario – in Ottawa, Welland, Windsor, Hamilton, Kitchener and Niagara-on-the-Lake, for instance. **Only \$49.95** per night! Call 1-877-225-8664 for reservations, or visit www.residenceconferencecentre.com for details.

Teacher Training

Employees (full/part-time/continuing education) may take Centennial **ministry credit** courses for a special employee tuition rate of \$20 per course (any materials, administrative and other non-tuition fees are extra **per course**).

Our Teacher/Trainer of Adults certificate program and Teaching English as a Second Language programs (all comprised of ministry-credit courses) are available for this reduced employee tuition. These programs provide practical instructional skills and professional development for teachers and trainers. Our Centre for Organizational Learning and Teaching (COLT) and Centre for Learning Technologies also provide advice and training.

To maintain a high standard of instruction in our programs, and to fulfill our commitment to our Academic Framework, Centennial strongly recommends that all CE/part-time faculty joining the college complete these four courses within 24 months of your first teaching assignment. Once you have completed these, you are then eligible for a \$1 per hour increase in pay rate; please let your chair or program officer know:

- Getting Started: Teaching at Centennial CENT-101 (*There is no transfer credit/PLAR for this college orientation workshop*) - [*dates & times*](#)
- Foundations of Teaching and Learning CEID-001 **Note:** CEID-001, 002 and 003 *must be completed in **sequence**, as you take one project (course/workshop development) from creation to presentation*
- Instructional Methodologies & Lesson Planning CEID-002
- Applications of Instructional Techniques CEID-003

You must register by special procedures (centennialcollege.ca/employee) to qualify for the employee tuition rate. You may apply to our Enrolment Services office for transfer credit for similar teacher training at other postsecondary institutions, or for Prior Learning Assessment and Recognition credit for work/life experience in attaining course outcomes.

Telephones/VoiceMail/Email/Snailmail

To phone internal staff from within a Centennial campus, just use their four-digit extension. To make an outside call, dial "9" first. If you have Centennial voicemail, dial **416-289-5200** to retrieve your messages; outside callers reach you by calling 416-289-5000 and your extension.

As a CE instructor, you should use MyCentennial email to communicate with your students. Please see your program liaison to ensure setup of college voicemail and e-mail as well as for any training.

Centennial College's main phone number is **416-289-5000**; our main website is www.centennialcollege.ca.

The **mailing** address for the college is

P.O. Box 631, Station A, Toronto, ON Canada M1K 5E9.

The **shipping** address is

1960 Eglinton Ave. East, Toronto, ON, Canada M1L 2M5.

Our campus locations in eastern Toronto are listed at centennialcollege.ca/map

The School of Continuing Education's website is:

www.centennialcollege.ca/ce

Email: ce@centennialcollege.ca

Phone **416-289-5207** - our Progress office is open Mon-Thurs., 8:30am-7:30 pm (till 4:30 pm Fridays)

Webdrive

If you have a Novell login (available from your CE program liaison) you can access your **college H: drive files** from anywhere you have an Internet connection. Log onto: <http://webdrive.centennialcollege.ca>, and enter your Novell log-in ID and password. You will also have access to any shared drives you are using. Use the menu bar at the top of the drive list to help you identify and perform various functions on your files.

Please note that this system is changing effective Fall 2007; all students and faculty are being moved to an Active Directory Network ID from Novell. If your network account has not been converted to an Active Directory Network ID or you do not know your Network ID, please login to the workstation using the User Name "**Faculty**", **no password** (see this PDF for details).

- To access your network files visit <http://webdrive.centennialcollege.ca>
- To print from a Faculty workstation please call the helpdesk 416-289-5280
- Please note that the new system supports H: P: and S: drives. O: is no longer supported.

This service is also available for students, and is promoted to them via MyCentennial and in computer classes. Please contact the Helpdesk (**416-289-5280**), helpdesk@centennialcollege.ca if you have any questions.