



Information for Faculty

Fall 2011

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Before the First day of Class

Welcome to your teaching experience NSCAD University! Before you read this information booklet, it may be helpful to look over this list;

Before the first day of class please;

1. Make sure your course outline is emailed to your Administrative Assistant AND the Dean.
2. Familiarize yourself with the location of fire alarms, fire extinguishers and fire exits nearest your teaching space(s)
3. Ensure that you have identified the nearest source of first aid supplies to your classroom.
4. Enter the Duke Granville Security office telephone number into your cell phone.
5. Find out from your Division Chair, the amount of the material fee for your course (if applicable) so that you can add that information to your course outline. Be sure you know what materials you will be providing to each student so that this information can also be listed.
6. A class list/attendance sheet can be viewed in WebAdvisor once you have obtained a NSCAD Faculty email address. Please find the application form within this document **well before your first day of teaching.**
7. Go to the Office of Student Services and obtain an **ID card**.
8. Final versions of course outlines are to be provided to your **Division Office(s)** and the **Office of Academic Affairs** at least **seven days prior** to the beginning of semester. (For the Foundation Division, second session, seven week module courses, be sure to submit your course outline at least one week prior to the start of that second session.)
9. Ensure that you also know where the nearest NSCAD telephone is, and that you have access to it.

10. Make a date to go in and find out how to use the AV equipment, make arrangements with Multi-Media, or locate props and equipment specific to your class, as appropriate.
11. Read the NSCAD University Occupational Health and Safety Policy, available on the University website <http://www.nscad.ns.ca/info/healthpolicy.pdf>; before you start teaching.
- 12. Ensure that you have filled out a Payroll Authorization Form and have attached a VOIDED Canadian Bank Cheque showing your account number for direct deposit. Please contact the Business Office on the 4th Floor of the Granville Campus to make these arrangements.**
- 13. ENSURE THAT YOU HAVE FILLED out the email request form for a NSCAD email address. It is located on page 30 of this document.**
- 14. Be sure you carry your cell phone and bring the 24 hours number for Security with you**

NOTE: Instructors using WebAdvisor are now able to EMAIL themselves their class lists.

- On your WebAdvisor Faculty page you will see a link called "**Email Class Roster**",
- You can click this to email yourself a "comma separated value file" containing the roster for the classes that they teach.
- Save this file to your Desktop or wherever you wish.
- Open EXCEL, go to FILE, OPEN, and browse to select the document.
- This will open the class list in excel so that you can print it, create a table to use as attendance lists, etc.

15.

During the second week of classes;

By now, any student with special circumstances should have been in contact with you about those circumstances.

Attendance: Report the names of any non-attending students to Debra Campbell, the Assistant Registrar immediately following the first class of the semester and cc your division administrative assistant with this information. Debra can be reached at (494-8124 or dcampbell@nscad.ca).

YOU MUST HAVE A NSCAD EMAIL ADDRESS IN ORDER TO SUBMIT YOUR GRADES

AT THE END OF YOUR TERM (Be sure your grades are submitted online using WebAdvisor within 3 working days after the summer term, and within 4 working days after the Fall and 5 working days after the Winter term.)

PLEASE NOTE: STUDENT EVALUATIONS. At the end of your term you will have the feedback from the evaluations your students write about you. Please always keep the hand written comment sheets, because you are the only person who will have those papers. You may wish to use these evaluations when applying for jobs as well as part of your Teaching Dossier both during your first application for Regular Part-Time status and again during the Dean's performance reviews, after attaining Regular Part-Time status.

Recommended Checklist for Course Outlines

Name _____ Course Code and Course Name _____
 Campus & Room# _____ Your nscad* email address _____

YOU MUST have a NSCAD email address or you will not receive vital information from the various administrative areas.

	Course Code
	Course Title
	Approved Course Description (see Academic Calendar and Guide to Undergraduate and Graduate Programs online) and course pre-requisites
	Instructor name
	Instructor phone number/ NSCAD email
	Instructor Office telephone number, or Division Administrative Assistant Office number
	Instructor Office Hours, if applicable. (Individual Course Appointees are not required to give this information)
	Course days
	Course times
	Course Campus and room number
	Overview of subject matter to be taught
	Course objectives
	Course workload (ex:3 hours per credit in a 14-week course)
	Information about class trips and guest lecturers
	If you apply penalties for late work and attendance they must be set out in detail. (these details may not change once the term has begun) Any policy you have about redoing work should also be included.
	Positive Classroom Participation and BEHAVIOR requirements Please reference the Student Charter of Rights and Responsibilities located in our Academic Calendar, in print and on our Website. Also note in that document that cell phones and other technological devices are to be silenced while in class.
	Probable dates, percentage values of tests, examinations, term papers, critiques
	Grading system used for the course (the approved Letter Grade system is within this document)
	Materials required and the amount of any materials fees along with a list of what materials will be provided, if applicable.
	Any relevant Health and Safety information. Please note that MSDS are kept in each Division office.

	Be certain to include note about NSCAD University's Academic Integrity Policy including Plagiarism , available on our website .This policy addresses both visual and written plagiarism.
	Please include the following; “Please note that items such as backpacks, purses, laptops, ipods and cameras should never be left unattended, and also note the importance of using the buddy system when working on campus outside of class time.” NSCAD University Occupational Health and Safety Committee Subcommittee on Health and Safety Information Provided to Students May 1, 2007
	Workload: for each Credit hour in a 14-week course, a student should be expected to spend three hours of time per week, including scheduled class time. For example, in a three-credit course that meets for four hours a week, a student may be expected to spend five hours on homework and preparations each week.. If you are teaching a Liberal Arts course (LAS), please provide the topic and assigned readings for each class. You are to provide each student with a course outline during the first class meeting.
	Request that students retain all work through the entire semester, including all work that has been submitted to you for evaluation.
	Please include the following statement on your course outline “Students who require academic accommodation are urged to identify themselves to the Disability Resource Facilitator (Bill Travis) in the Office of Student and Academic Services as soon as possible” . The University has adopted a General Policy on Students with Disabilities, which is posted under “Documents” on the University website. For additional information or advice, please see the Office of Student and Academic Services or your Division Chair.

Employment Terms and Payroll

Contractual Arrangements

Please see Anne Masterson or Eric MacDonald in the Office of Academic Affairs if you have any questions regarding your contract. You are requested to provide the Office with an up-to-date curriculum vitae with your current address and other contact information, and your Social Insurance Number, if you have not already done so. The Collective Agreement between the Faculty Union (FUNSCAD) and the Board of Governors of the university articulates the rights, responsibilities, terms and conditions of employment, for faculty, although Individual Course Appointees are not members of the bargaining unit. The Collective Agreement can be viewed on-line, via the NSCAD University website, under “Documents”.

Important Payroll Information

In order to complete your payroll set up and ensure processing is complete for the Human Resources system we will require your SIN number, Address, Date of Birth for your file. You may email this information to Keera Buchanan at kbuchanan@nscad.ca or call 494-8131. We will also require a void check or a copy of your Canadian bank account information for direct deposit. Please forward these details at least one week prior to the first day of the term during which you will be teaching, in order to ensure there is no delay in your payment.

If you are a returning employee and you have had changes to your personal information, please provide those changes to the Finance Office as soon as possible so that your information may be updated in our system.

I have also attached the link below for the Federal and Provincial versions of the TD1, Personal Tax Credits Return form. This form is used to determine the amount of tax to be deducted from an individual's employment income or other income, such as pension income. This form is due in advance of your first pay period (one week prior to the start of your first class).

Who should complete this form?

<http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/hwpyrllwrks/stps/hrng/td1/menu-eng.html>

Individuals who have a new employer or payer have to complete the federal TD1 and, if more than the basic personal amount is claimed, the provincial or territorial TD1.

Individuals do not have to complete a new TD1 every year unless there is a change in their entitlements to their federal, provincial or territorial personal tax credit amounts. If a change occurs, they must complete a new form no later than seven days after the change.

All employees will have access their individual pay advice and leave plans via our Web Advisor system by using your email log in and password identification at:

<http://colleagueweb.nscad.ns.ca/WebAdvisor/WebAdvisor>. It is strongly recommended that you complete the attached email application form to access the NSCAD email system for announcements, communication and general information. This same password will allow you access to the Web Advisor payroll information system

Other Payroll information

- All new employees must show a **Social Insurance Number** card and complete a **TD1 form** which may be obtained from the front desk in the Business Office (4th Floor of the Duke Street Building).
- Paydays are the 15th and the 30th of the month.
- When Payday falls on a weekend, the preceding Friday will be the Payday.
- **Payroll distribution is by direct deposit only. In order to be paid, you must provide the Business Office with your bank information and a "void" cheque.**
- Pay stubs will be held in the Business Office for a period of two months only, and then destroyed if not picked up. If you would like to have your stubs, please pick them up in the Business Office within two months of Payday. Call the Business Office Manager, Jo-Ann Melanson, at 494-8116 to have them placed in your mailbox.
- For NAFTA (**AMERICAN CITIZENS**) banking information, please contact the Director of Human Resources

Communication

Phone and Email

Phone lists for NSCAD University offices, services and personnel are available through Division offices. To reach an external phone number from a NSCAD telephone, press 9 first. All NSCAD students are issued (and expected to check) a NSCAD student email account. Generally the email address is first initial+last name+student.nscad.ca (i.e. jsmith@student.nscad.ca). The Student Services office may be able to provide you with a student's local phone number and/or additional email address upon request. Please be aware that privacy laws prohibit the release of students' addresses, phone numbers, and other information to other parties (including students' immediate family members and classmates). **It is highly recommended that you establish a contact list for students in your classes during the first class meeting.** This list should **never** be distributed to others. Email correspondence to your class group **must** be done using blind copies (bcc).

Microsoft Outlook users can access the university email list by selecting "Global Address List" in the Address Book. For those who are not using the Outlook system, please note that all NSCAD email addresses follow the same format: first initial, last name, @nscad.ca. For persons with hyphenated last names, the address is comprised of the first initial and the last name after the hyphen (Jane Smith-Doe would be jdoe@nscad.ca).

Mail boxes for faculty and staff are primarily located in the Service Centre or at the Individual Campuses. Some of them are located in the Duke/Granville Division offices. A mailbox (shared or individual) will be set up for you at the beginning of the semester. **Please check with your Division Administrative Assistant.**

Website: The NSCAD University website is www.nscad.ca: The section entitled "Current Students" includes updated Timetable information, and Guides to Undergraduate and Graduate Programs (with official course descriptions). The website also features employment listings, information about academic programs, and in the section entitled "Documents", a number of items including policies, collective agreements and frequently-requested forms. Event listings, Research and other items of interest are featured regularly on the website. Circumstances permitting, emergency bulletins will appear on the website in the event of closure of the school.

NOW Bulletin

The Service Centre publishes this printed bulletin through the week, and it is distributed around the campus. Please contact Sonya Diamond in the Service Centre (494-8146) to have information item included in the NOW bulletin.

Administrative Offices and Staff

Office of Academic Affairs and Research

Dr. James Moy, Vice-President (Provost and Vice President Academic Affairs)
Dr. Christine Holzer-Hunt, Dean
Anne Masterson, Assistant to the Vice President (Academic Affairs and Research)
Eric MacDonald, Research/Office Assistant

Director of Human Resources

Keera Buchanan

Registrar

Dr. Laurelle LeVert
Assistant Registrar: Debra Campbell

Director of Library Services

Tanja Harrison

Director of Visual Resources Collection

Rebecca Young

Director, Facilities Management

Alexander Doyle

Director of Computing Services

Sean Smith

Contact for: Student financial matters and scholarships, student counseling, students in crisis

Bernadette Kehoe: Director of Financial Aid and Student Services
494-8130 or bkehoe@nscad.ca

Duke Granville Campus Security

Kevin – 877-0764

Carry your cell phone with you in class and keep this number programmed into it

Division Chairs and Administrative Assistants

Division of Foundation Studies

Gene Daniels, Chair
Patricia O'Toole, Administrative Assistant

Division of Fine Arts

Mathew Reichertz, Chair
Susan Sutherland, Administrative Assistant

Division of Media Arts

David Clark, Chair
Sue Sutherland, Administrative Assistant

Division of Craft

Jane Milton, Chair
Heather Harris, Administrative Assistant

Division of Design

Michael LeBlanc, Chair
Heather Harris, Administrative Assistant

Division of Historical and Critical Studies

Sandra Alfoldy, Chair
Ken Rice, Administrative Assistant

Master of Fine Arts Program

Jan Peacock/ Bruce Barber (Interim)
Janice DeMings, Administrative Assistant

Master of Design Program

Rudi Meyer, Director Marlene Ivey (Interim)
Janice DeMings, Administrative Assistant

Division of Extended Studies

Sharon Blanchard

Administrative Services for Instructors

Identification Cards

ID cards are produced by the Office of Student and Academic Services (OSAS), on the second floor of the Granville Block. Please come early in the semester for your ID card which is required for building access on all campuses during evenings and weekends. The ID card is also used as a library card (see below).

Division Administrative Assistants

Administrative Assistants for the Divisions are on hand during regular hours. (Hours vary, so please check with the Division). During breaks, student assistants may perform basic office work for the Division. The priority for the secretaries is the work required for the delivery of academic programs. Please check with the secretary regarding any work you may need. Your Division Administrative Assistant may also assist you with **room and equipment bookings, keys**, and other practical aspects of your teaching.

Divisional offices may have resources such as desk copies and other texts available for your use during the semester. Resources might also include items such as drawing props, basic tools and supplies for studio classes, slide and overhead projectors, audio and video decks and monitors and CD players. Multi-Media can provide data projectors, an auditorium for specialized AV booking needs and various other resources. Please ask in your area.

Offices and Supplies

Your Division may be able to offer **Regular Part-Time (RPT)** faculty the shared use of an office during teaching hours. ICA's do not have office spaces. Basic supplies such as notepaper,

examination booklets, pencils, pens and paperclips are provided on request in each Division. Please request all needed supplies from your Administrative Assistant.

Keys

Your Administrative Assistant can provide you with office and classroom keys for the **Duke Granville Campus and the Academy Building**. Keys for the **Port Campus** are held at the Security desk, but some areas are by **KEY CARD ACCESS ONLY**. **Please see your Division for access forms and keys.** You are not permitted to copy NSCAD University keys, and you are required to return them at the end of each semester.

Photocopying

All Divisions have photocopy machines in the Division Office or nearby. Copiers, and a fax machine, are also located in the Service Centre and at the Port Campus. Your Administrative Assistant may provide you with the access code(s) required. The budgets for copying (as all budgets) are modest; your Administrative Assistant or Chair can advise on allowances for your course. Please be aware that CanCopy regulations apply to photocopy materials.

Library

You are requested to arrange for an Identification Card (which functions as a library card) before or at the beginning of the semester, through the **Office of Student and Academic Services**. The card allows you access to NOVANET, which includes all the Nova Scotia university libraries (except Acadia and College de l'Acadie) as well as the Nova Scotia Community College. The Print and Visual Resources Collections at NSCAD University have separate entrances and hours; you are welcome to make full use of both. The Library provides orientation sessions and classes in research skills geared to different subject areas. **Please contact the Library early in the term to make arrangements for your individual classes.**

The university has site licenses for many (but not all) films in distribution besides those in the public domain or in the National Film Board of Canada collection. Copyright laws pertain to all other films shown. The library staff can advise you in more detail on this matter. Please ensure that arrangements are in place before planning for screenings in your class.

- **Borrowing from the Visual Resources Collection**

An introduction to the VRC will be given to new instructors on an individual basis, as requested. The hours of operation for the VRC are 8:30-4:30, Monday through Friday. The borrowing period for slides is 24 hours, and for DVDs and VHS tapes it is 2 nights. Instructors must sign out all materials, and materials may be used solely for teaching purposes on NSCAD University campuses. No reproduction of materials is permitted.

The Visual Resources Collection has a very modest budget for making new slides. Please contact staff to request slides at least two weeks ahead of time. The Photography Department has a copystand (with camera) available if you prefer to make your own slides.

- **Reserved Readings**

To have readings (library books and other materials) for your class(es) placed On Reserve in the Library, please contact the Library (494-8229) as far in advance as possible. An information package regarding Reserve and Course Pack readings is available from the Library upon request.

ARTstor and other online image banks. Please visit the library with your faculty ID card to obtain logins for online image banks and videos on demand.

Order early (two months is good) when placing library book and media orders for the semester ahead. Also, it's never too early to be thinking about reserves for the approaching semester to ensure that material is processed in time.

When recommending a title, please let the library know the details of your request. For your convenience, there are online forms located on the NSCAD website.

Ordering Books

<http://nscad.ca/en/home/libraries/resources/bookrequestform.aspx>

Ordering Visual Resources

<http://nscad.ca/en/home/libraries/vrc/vrcmaterialsrequestform.aspx>

Reserves: Books

<http://nscad.ca/en/home/libraries/resources/bookrequestform.aspx>

Reserves: Visual Resources

<http://nscad.ca/en/home/libraries/vrc/vrccoursereserves.aspx>

For all visual resources inquiries, please contact Rebecca Young at ryoung@nscad.ca or 494-7212.

For books, periodicals, and online resources please contact Tanja Harrison at tharrison@nscad.ca or 494-8181.

Book and Art Supply Store

Textbooks and other required resources should be ordered well in advance of the beginning of classes. Please see the Administrative Assistant or contact Bookstore Manager Neil Thompson to enquire about orders. The Bookstore is open from Monday through Saturday from 9am to 5pm. Students can arrange credit terms for up to \$50 per month in the Bookstore.

Course Support Funds and Materials Fees

The bookings and budgets for models required in drawing and painting classes are handled by Division Administrative Assistant. Some courses require students to pay Materials Fees, to cover bulk purchases of essential resources. **Materials fees are to be approved by the Dean in consultation with Division Chairs, and must be published in course outlines along with a list of the materials to be provided. These fees are established well in advance of the course and are not subject to change during the term.**

Equipment

Your Division Office may house some of the audio-visual and other resources you need for delivering your course. Please check with your Administrative Assistant for information regarding projectors, video and audio decks and other items. **The Multimedia Centre in the North Block** also signs out projectors and other equipment, as well as **the remote control for the video**

projector in D440 (the Bell Auditorium). Please contact the **Multimedia Centre (494-8170)** for arrangements.

Anna Leonowens Gallery

The gallery has an active program of student, faculty and visitor exhibitions. You are encouraged to attend the openings, noon hour discussions and other events, with or without the students in your class(es).

University Closure Policy

In the event that severe weather conditions or other circumstances require closure of the University and/or cancellation of classes, an announcement will be posted on our website and regular announcements will be made in the morning hours, on **CBC Radio 90.5 FM**. An emergency announcement will also be placed on the NSCAD University website, if at all possible. For more extensive information please see the appendix (**Cancellation of Classes**) at the end of this document.

Public Presentations

Excellent public presentations by visiting and guest artists are given during noon and evening hours throughout each semester. Summer semesters have weekly speakers. All such events are free, and you and your students are encouraged to attend. Please watch for announcements regarding visitors' presentations.

Course Information and Academic Matters

The **Office of Student and Academic Services**, in addition to providing registration services, addresses a wide range of student concerns, including:

- **academic advising**
- **disability services**
- **off-campus and international Exchange programs of study**
- **financial aid and scholarship awards**
- **health and personal development**
- **housing assistance**
- **international student services.**

In addressing the extra-academic needs of students, the Office provides

- **personal counseling**
- **financial advising and assistance**
- **professional referrals (e.g. psychological, legal, medical)**
- **International student advising**
- **career exploration resources**

OSAS is also responsible for recruitment and admission to the university. The Admissions office is located at the Port Campus. The rest of the OSAS team is located at the Duke Campus, second floor.

OSAS provides information about the programs of the university to interested individuals and those considering applying to the university. The Office also assists students in establishing their educational goals within the disciplines offered by the university and in investigating further study

options through Off Campus Study and Exchange Study. The Office also provides resources on a broad range of topics including national and international **scholarships, internships, and travel subsidies**

Please refer students with such matters to the OSAS office, or feel free to contact the individuals below if you would like to discuss any student issues. Additional counseling for NSCAD students is also provided by the Counseling Services at Dalhousie University.

Contacts at the Office of Student and Academic Services:

- **Terry Bailey: Director of Admissions and Enrollment** 494-8188 or tbailey@nscad.ca
Contact for: Admissions inquiries, Off Campus Study, Exchanges
- **Crystal Bona: Administrative Assistant, Admissions** 494-8259 or cbona@nscad.ca
Contact for: Admission inquiries, general inquiries
- **Debra Campbell: Assistant Registrar** 494-8124 or dcampbell@nscad.ca
Contact for: Class lists and attendance issues (except for Foundation Classes, for which instructors should contact Patty O'Toole at the Foundation Office), registration information, marks submission, information on mid-term warnings, petitions, appeals, etc.
- **Bernadette Kehoe: Director of Financial Aid and Student Services** 494-8130 or bkehoe@nscad.ca
Contact for: Financial aid (including student loans, awards, bursaries and scholarships); student counseling, students in crisis, international student services including health insurance and work permits.
- **Laurelle LeVert: Registrar and Director of Student Services** 494-8200 or llevvert@nscad.ca
- **Dirk Staatsen: Coordinator, Student Records & Academic Advising** 494-8194 or dstaatsen@nscad.ca
Contact for: Student registration issues, Timetabling, course prerequisite questions, academic advising
- **Bill Travis: Disability Resource Facilitator** 494-8313 or btravis@nscad.ca
Contact for: Students with disabilities (physical, psychological, learning, etc)
- **Terry Wade: Administrative Assistant, Registrar** 494-8260 or twade@nscad.ca
Contact for: Student records, transcripts, advising appointments, questions regarding graduation, general inquiries

Please note the published **Academic Dates** for the **Fall– Winter** academic year on the NSCAD Website. Dates such as the last dates to add and drop courses, holidays, and end of semester are very important, and you are asked to note them carefully. The dates are also published and included with your class list for the semester. Dates can be found at <http://nscad.ca/en/home/studentresources/calendarsdates.aspx>

Academic Advising

Students should make regular contact with the Academic Advisors in the Office of Student and Academic Services to discuss program progress and course selection and planning.

Students with Disabilities:

Students with disabilities who are seeking the university's assistance in providing services and accommodations in relationship to these disabilities, should make an appointment to discuss their circumstances with the **Disability Resource Facilitator** (Bill Travis, in the Office of Student and Academic Services), phone **(902) 494-8313**. This appointment should take place as soon as possible after admission to the university. During this appointment, the facilitator and the student will explore possible forms of assistance needed to facilitate her/his study, based on documentation of the disability that students bring with them to the meeting. Students who feel they may have a learning disability or attention deficit are able to access free of charge LD pre-assessments from Dalhousie University's Counseling and Psychological Services. Students previously diagnosed with LD are also entitled to counseling and services from Dalhousie at no cost. Students should also request a copy of the university's policy relating to this issue when they begin studies. In all cases, it is the student's responsibility to consult with each instructor from whom s/he requests accommodations. **Students are expected to consult with their instructors concerning their circumstances during the first two weeks of the semester.**

Visit <http://nscad.ca/en/home/studentresources/disabilityservices.aspx>

Counseling and Psychological Services

During their enrolment at the university, students may need assistance to work through problems or issues that relate to their personal growth and development and to their participation in the university community. The Director of Financial Aid and Student Counseling is available for consultation in regard to such matters, which might include personal, social, or academic concerns. When necessary, appropriate referrals to professional services will be made. Students experiencing concerns that may affect their involvement at the university are encouraged to take advantage of this service, which is both informal and confidential.

Extended professional psychological counseling is available at no charge to NSCAD students through the Dalhousie University Counseling and Psychological Services Centre, which is located in the Dalhousie University Student Union Building. The Centre offers the following services:

- short-term programs for personal and academic development (e.g. study skills, social confidence and self-esteem workshops, exam skills, etc.)
- individual counseling
- career planning services and vocational counseling

Student concerns often include self esteem and confidence issues, career planning, depression, anxiety, anger, job search skills, procrastination, study efficiency, relationship difficulties and stress management. Both individual counseling and group programs are offered. Visit the Dalhousie website for further information. Visit <http://counsellingservices.dal.ca/index.html>

Participation in any of the above is voluntary and confidential.

If a student is in crisis and you are not able to reach the Director of Financial Aid and Student Counseling, you can refer the student directly to;

**Dalhousie Counseling Services
Centre**

4th Floor, Student Union Building
6136 University Avenue
Halifax, NS B3H 4J2

Phone: (902) 494-2081

Fax: (902) 494-3337

E-mail: Victor.Day@Dal.Ca

**Frank G. Lawson Career Information
Centre**

4th Floor, Student Union Building
6136 University Avenue
Halifax, NS B3H 4J2

Phone: (902) 494-2081

Fax: (902) 494-3337

E-mail: Carol.DeCoff@Dal.Ca

Appointments can be made by dropping into Dalhousie Counseling Services Centre, 4th Floor, Student Union Building or by calling 494-2081. Please phone or come in person to arrange an appointment.

Class Lists, Attendance & Grading

Class Lists: are available for viewing in your **WebAdvisor** account. If you taught this past winter, you are familiar with **WebAdvisor**. If not, detailed instructions are available as a PDF document at <http://nscad.ca/en/home/studentresources/registration/default.aspx> . If you have any difficulties accessing or using your **Webadvisor** account, please contact registration@nscad.ca or Dirk Staatsen at 494-8194 if your query relates to class lists or grading. For the “employee” module of WebAdvisor please contact Human Resources (kbuchanan@nscad.ca)

Attendance: *“Class attendance at NSCAD is expected. Unexcused absences could result in lowered or failing grades. Any absences must be discussed with the course instructor who may request supporting documentation. Missing sequential classes that include essential health and safety training may result in the student having his/her enrolment in the course cancelled. Specific requirements for individual courses will be found in the course outline.”* It is important to track your attendance and notify the relevant office of students who do not show up for the first two classes (this may mean they have neglected to drop the course, and that a space can be made available for another student). **Foundation Faculty:** please notify Patty O’Toole (494-8144) immediately following your first class to report names of students not in attendance. **All other Faculty** should contact Debra Campbell (above) and cc Division Chair.

Grading: Grading will likewise be done on your WebAdvisor account. A reminder regarding due dates for online grades will be sent during the summer. The Grading grid is available in the Academic Calendar. A copy of the Academic Calendar can be picked up at the Office of Student and Academic Services.

Waitlists: If your class was running a waitlist, you can view your waitlist on webadvisor This is for information only – students on the waitlist will be offered a spot in order of ranking as registered students drop. Instructors **SHOULD NOT** tell students lower on a waitlist that they will

be allowed into the class until their names comes up OR the waitlist has been exhausted (waitlist “order” is sacred, and should not be messed with ☺).

Prior to classes beginning for a term, Waitlist Offers will be emailed (to NSCAD student email accounts) on WEDNESDAYS until the relevant semester begins, when waitlist offers will be sent out DAILY.

Workload: for each credit in a 14-week course, a student should be expected to spend three hours of time per week, including scheduled class time. For example, in a three-credit course that meets for four hours a week, a student may be expected to spend five hours on homework and preparations each week. If you are teaching a Liberal Arts course (LAS), please provide the topic and assigned readings for each class. You are to provide each student with a course outline at the commencement of classes.

- You are requested to separate the criteria you employ (which may include attendance, participation, in-class projects, tests, examinations, reports, essays, presentations and critiques) and give a value for each.
- If you apply penalties for late work and attendance they must be set out in detail.
- Course outlines should include the request that students retain all work submitted for evaluation.
- You are requested to include information regarding learning-disabled students in your course outline. Please include a statement on your course outline such as “*Students who require academic accommodation are urged to identify themselves to Coordinator of Disability Services in the Office of Student and Academic Services as soon as possible*”. The University has adopted a *General Policy on Students with Disabilities*, which is posted under “Documents” on the university website. For additional information or advice, please see the Office of Student and Academic Services or your Division Chair.
- If your course has a **Material Fee**, it will be collected along with the student tuition. Once classes begin for a semester, there are NO MATERIAL FEE REFUNDS without the Instructor’s signature on the Material Fee Refund Form (found on the website or picked up by the student in the Finance Office). If a student drops your course, in order to be refunded the material fee (or have the charge removed from their record), the Instructor will need to authorize that no materials were granted.

Academic Warnings

- Students who have made poor progress may choose to drop your course by the “Last Day to Drop”. This includes students whose names are on the Class List but who have not attended class. Please ensure that all such students have received a graded piece of work or a mid-term warning (with advice to drop the course) before the Last Day to Drop.
- Academic warnings may be given to students at any point, and more than one can be given. Faculty members are requested to consult with the Division Chair on academic warnings. Students who have not completed course requirements due to matters beyond their control (such as serious illness, accident or bereavement) may be given the grade “Incomplete” which allows them additional time for outstanding work. The procedures and

guidelines for Incompletes are to be discussed with the Chair or the Registrar before grading is completed.

- As the mid-term warning period approached, a memo will be sent via email to all teaching faculty with instructions of how to submit mid-term warnings to the OSAS office (it is done via a web portal)

The *Academic Calendar and Guide to Undergraduate and Graduate Programs* contains additional information regarding academic programs. You are encouraged to read them on-line or to request a copy of the Calendar from the Office of Student and Academic Services.

Evaluation / Grading

NSCAD uses a letter grading system for all undergraduate courses. The evaluation system you employ, including dates and values for all required critiques, exams, and presentations, is to be described in your course outline. In accordance with the Collective Agreement, students are provided with Instructional Assessment Forms for each course. Instructional Assessment packages will be distributed late in the semester, and will include information for you and your students.

Course outlines, academic warnings and other records relating to evaluation have become increasingly important in academic matters such as Grade Appeals and Appeals of Academic Policy. In the event that an appeal is made by a student in your course, you may be required to provide such records during or following your teaching semester. If you have questions or concerns regarding the challenge of grades, you may consult with the Registrar regarding the process.

PLEASE NOTE that if you are advising Graduate students a grade of at least a B is required for the AH / LAS courses.

Grade Submission and Webadvisor

WEB ADVISOR FOR FACULTY

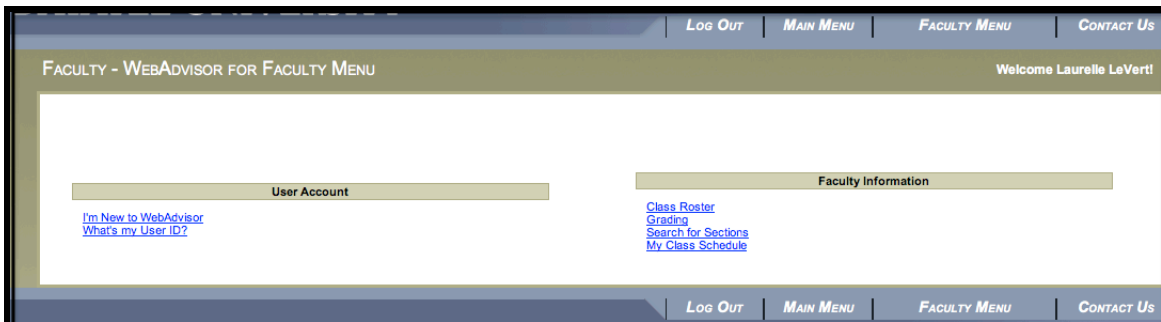
At the Web Advisor Faculty link you can:

1. See and download your class list(s) for this and future semesters
2. Email one, several, or all of the students in your class(s)
3. Enter Final Grades for students in your classes

How to access Web Advisor for Faculty:

Click the "WebAdvisor" Link at the top of the NSCAD Web Page (or enter URL directly: WWW.NSCAD.CA/WEBADVISOR)

Click on **FACULTY** (Below)



Items you will be able to choose from:

- **I'm New to WebAdvisor:** Redirects you to the Options of Faculty and Employee
- **What's My User ID?:** Use to retrieve your User ID
- **Class Roster:** See class lists, email students
- **Grading:** Submit Grades when grading is available
- **Search for Sections:** Search Timetable(s)
- **My Class Roster:** View (and email to yourself) your class roster

CLASS ROSTER

Class Roster Select Section

Section Name and Title	Term	Start Date	End Date	Meeting Information	Location	Reg/Avail/Wait
AHIS-2600-1 Medieval Art	Winter 2011	01/05/11	04/19/11	01/05/2011-04/19/2011		3 / 12 / 0

OR: Select a term or date range to change your class list

Term: Start Date: End Date:

If you are teaching more than one class or teaching class(s) in any of the posted semesters, you will be able to link to your class rosters here.

Detail on Class Roster by clicking on the Section Name.

Student	ID	Access	E-mail Address	Phone Number	Pass Aud	Class	Academic Level	Status	Credits	CEUs	Cross-Listed Section
Artiste, Sally	0015903		llevort@nscad.ca				UG	New	3.00		
Sequitur, Nona	0015905		llevort@nscad.ca				UG	New	3.00		
Tabula, Rasa	0015904		llevort@nscad.ca				UG	New	3.00		

Security Access Messages
None

Show Dropped/Withdrawn Students

Show Waitlisted Students

From this Page...

You can click on a Student's Name and see more information:

Student Profile

Student ID 0015905
Preferred Name Nona Sequitur

Address
5678 Irrelevancy Drive, NS B1P 1X2 Canada

E-mail Address Type
llevort@nscad.ca NSCAD Email

Phone Number Extension Type
902-539-0000 Home Phone

Academic Program	Academic Level	Degree	Anticipated Completion Date	Academic Standing	Major	Minor	CCD	Specialization
Visual Arts Certificate, Non-Art Specialist	UG				Non-Art Specialist	No Minor Allowed	Visual Arts Cert for Teachers	

Advisor Advisor Type Phone Number Extension E-mail Address Office Hours
None Specified

Counselor Counselor Type Phone Number Extension E-mail Address
None Specified

Foreign Language Information
None available

The "Student Profile" shows an instructor the following information:

- Student Name and ID number
- Address (local)
- NSCAD Student Email address
- Local Phone number
- Academic Program / Major / Minor / Certificate

** The Advisor and Counsellor Tabs are NOT being used, so remain blank**

From the Class Roster, you can also send an Email to one or a group of students:

Send Email

To Email One Student in your class:

Class Roster

Course Name and Title Instructor Meeting Information Reg/Avail/Wait

[<- Select a different course section](#) [E-Mail these Students](#)

Student	ID	Access	E-mail Address	Phone Number	Pass Aud	Class	Academic Level	Status	Credits	CEUs	Cross-Listed Section
Artiste, Sally	0015903		llevert@nscad.ca				UG	New	3.00		
Seguitur, Nona	0015905		llevert@nscad.ca				UG	New	3.00		
Tabula, Rasa	0015904		llevert@nscad.ca				UG	New	3.00		

Security Access Messages
None

Show Dropped/Withdrawn Students

Show Waitlisted Students

Click to Send an Email

Send E-Mail

* = Required

E-mail Recipients: [<Sally_Artiste_\(llevert@nscad.ca\)>](mailto:Sally_Artiste_(llevert@nscad.ca))

Blind Copy (BCC) all recipients

Additional E-mail Addresses:

E-mail Action	E-mail Address
Copy To	

Subject: *

E-mail Text: *

Sender's Name: Sender's E-mail: Copy (CC) yourself

Record Contact

Email Recipients

You can CC or Bcc others on the email

Email Subject and Text

Copy Yourself on the Email

This is part of a module we are NOT using

Hit **SUBMIT** to send the email. If you **CC** yourself, a copy will be placed in your Sent box.

OR

To Email a Group of Students from your class:

Class Roster

Course Name and Title Instructor Meeting Information Reg/Avail/Wait

[← Select a different course section](#) [E-Mail these Students](#) ←

Student	ID	Access	E-mail Address	Phone Number	Pass Aud	Class	Academic Level	Status	Credits	CEUs	Cross-Listed Section
Artiste, Sally	0015903		llevirt@nscad.ca				UG	New	3.00		
Sequitur, Nona	0015905		llevirt@nscad.ca	902-539-0000 (HOME)			UG	New	3.00		
Tabula, Rasa	0015904		llevirt@nscad.ca				UG	New	3.00		

Security Access Messages
None

Show Dropped/Withdrawn Students

Show Waitlisted Students

Choose "Email These Students":

Select Students for E-Mail

Section Name and Title

Choose One E-Mail Options

<input checked="" type="radio"/>	E-Mail All Students Listed
<input type="radio"/>	E-Mail Only Selected Students

Can "select all" students in a class, or choose option to select a portion of the class

Select	Students	Status	E-Mail Address
<input type="checkbox"/>	Artiste, Sally	New	llevirt@nscad.ca
<input type="checkbox"/>	Sequitur, Nona	New	llevirt@nscad.ca
<input type="checkbox"/>	Tabula, Rasa	New	llevirt@nscad.ca

Once selection is complete, hit Submit to write email

You are then brought to the page (see above) where you can compose your message.

Send E-Mail

* = Required

E-mail Recipients: Sally Artiste (llevert@nscad.ca), Nona Sequitur (llevert@nscad.ca), Rasa Tabula (llevert@nscad.ca)

Blind Copy (BCC) all recipients

Additional E-mail Addressees:

E-mail Action	E-mail Address
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Subject*

E-mail Text*

Sender's Name Sender's E-mail Copy (CC) yourself

Record Contact

Hit SUBMIT to send the email. If you CC yourself, a copy will be placed in your Sent box.

Grading

Faculty will be able to submit final grades online as per the long-standing grade submission deadlines. A Reminder will be sent to NSCAD Faculty Email each semester regarding the deadline to submit grades. Shortly after the last day to submit grades, grade entry online will be closed so that the Registrar's Office can process grading. Any grade changes after that must be submitted in writing to the Registrar's Office (including INCs)

FACULTY

Grading

Select a term or date range to restrict your class list

Term

Start Date End Date

Instructors can select the Term they are teaching and select the Course they wish to grade (when that term becomes available for grading):

Grading

Please only select FINAL grade below. Midterm/Intermediate grades are not being used.

Final or Midterm/Intermediate Grading

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	AHIS-2600-1 Medieval Art	01/05/11	04/19/11						2011W

- **Select FINAL Grading (we are NOT tracking mid-term grades in the system)**
- **Select the Course you wish to grade**
- **SUBMIT**

Final Grading

Once entered and saved, grades can be changed but not deleted. Shortly after the grading deadline, grades will be locked. Faculty who wish to make changes must contact the Registrar's office.

Class Name AHIS-2600-1
 Title Medieval Art
 Location
 Term Winter 2011

Instructor

Student	ID	Status	Grade	Expire Date	Last Date of Attendance	Never Attended	Midterm Grade	Class Level	Credits	CEUs	Cross-Listed Section
Artiste, Sally	0015903	N	<input type="text" value="A"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>			3.00		
Sequitur, Nona	0015905	N	<input type="text" value="B+"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>			3.00		
Tabula, Rasa	0015904	N	<input type="text" value="INC"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>			3.00		

Once entered, grades can be CHANGED, but not DELETED. Once you have entered your grades and hit "SUBMIT", you can still return and change grades, up to the last day to submit grades. Shortly after that the Registrar's office will "lock down" grade submission in order to run a process that moves the grade to the student's record.

NOTE: We are NOT using "Expire Date" or "Last Date of Attendance" or "Never Attended"

*****Please do not enter any data in these fields, as it will not be tracked.*****

Search for Sections

Instructors here have access to the "timetables" posted which are also available to students and to the general public. NOTE: the version available to the public does NOT contain Faculty contact Email.

Search for Sections

NOTE: Please select a term and at least one other value to start your search.

To search for Sections (the Timetable), must select TERM and one other element, such as Subject, Course Level, Day of Week, Instructor, etc

Term

Starting On/After Date Ending By Date

Subjects	Course Levels	Course Number	Section
<input type="text" value="Art History"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After Sections Ending Before

Mon
 Tue
 Wed
 Thu
 Fri
 Sat
 Sun

Course Title Keyword(s)

Location Academic Level

Instructor's Last Name

Once you have defined your parameters, hit SUBMIT:

Courses with a closed status have reached their capacity.

Click on a course to see description prerequisites, etc

	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs	Academic Level
1	Winter 2011	Open	AHIS-2010-1 Survey of 19th C Art				20 / 130 / 0	3.00		Undergraduate
2	Winter 2011	Open	AHIS-2020-1 Survey of 20th C Art				79 / 130 / 0	3.00		Undergraduate
3	Winter 2011	Open	AHIS-2120-1 Craft & Design Hist 1750-1950				73 / 130 / 0	3.00		Undergraduate
4	Winter 2011	Open	AHIS-2600-1 Medieval Art		01/05/2011-04/19/2011	L. LeVert	12 / 15 / 0	3.00		Undergraduate
5	Winter 2011	Open	AHIS-2702-1 Ren & Baroque Art: Baroque				12 / 40 / 0	3.00		Undergraduate
6	Winter 2011	Open	AHIS-2810-1 Film History & crit: 1940-PRES				37 / 80 / 0	3.00		Undergraduate
7	Winter 2011	Waitlisted	AHIS-3011-1 2th C Art: Art & Activism				3 / 40 / 1	3.00		Undergraduate

** At this level you can also see if spaces are available, whether there is a waitlist, etc.

Section Information

Title Survey of 19th C Art
Course Section Number AHIS-2010-1
Description This course will provide a survey of nineteenth-century practices and media in Western art within their social, political and philosophical contexts.
Credits 3.00 CEUs
Start Date 05 January 2011 End Date 19 April 2011
Academic Level UG - Undergraduate

Meeting Information

01/05/2011-04/18/2011 Lecture Monday, Wednesday 06:00PM - 07:30PM, Duke, Room D440

Faculty name	Phone	Extension	E-mail address	Instructional Method
				Lecture

Prerequisites

None

Supplies

None

Title	Author	Publisher	Copyright	ISBN	Price	Req.	Comments
To Be Determined							

CLOSE WINDOW

This page shows the course description (from the Calendar), Prerequisites, Meeting times/days, Instructor and Instructor's Email (hidden here).

My Class Schedule

Here you can see a summary of your Teaching Schedule for a Term (enter SUBMIT)

Class Schedule

Select A Term

or Enter a Date Range

SUBMIT

Evaluation / Grading

NSCAD University uses a **letter grading system** for all undergraduate courses.

The evaluation system you employ, including dates and values for all required critiques, exams, and presentations, is to be described in your course outline.

In accordance with the Collective Agreement, students are provided with Instructional Assessment Forms for each course. Instructional Assessment packages will be distributed late in the semester, and will include information for you and your students.

Course outlines, academic warnings and other records relating to evaluation have become increasingly important in academic matters such as Grade Appeals and Appeals of Academic Policy. In the event that an appeal is made by a student in your course, you may be required to provide such records during or following your teaching semester.

Grade Scale for undergraduate courses:			
Letter Grade Term	Numerical Equivalent	Grade Point Score	Descriptive
A+	95 and above	4.3	Excellent
A	90-94	4.0	Excellent
A-	85-89	3.7	Very Good
B+	80-84	3.3	Very Good
B	73-79	3.0	Good
B-	67-72	2.7	Good
C+	63-66	2.3	Satisfactory
C	59-62	2.0	Satisfactory
C-	55-58	1.7	Satisfactory
D	50-54	1.0	Marginal
F (Fail)	49 and below		Unsatisfactory

Approved: AC January 29, 2007

Grade Submission

Your rosters at the start of term are obtained from WebAdvisor. There are no online Mid-Term grades submitted. You **MUST** submit your grades online at the end of term using WebAdvisor. **It is an extremely easy to use interface.**

You **MUST** have a NSCAD email account with login and password to access WebAdvisor. Please contact **Debra Campbell, or Laurelle LeVert, the Registrar to obtain more information about WebAdvisor.**

Academic Warnings

- Students who have made poor progress may choose to drop your course by the “Last Day to Drop”. This includes students whose names are on the Class List but who have not attended class. Please ensure that all such students have received a graded piece of work or a mid-term warning (with advice to drop the course) before the Last Day to Drop.
- Academic warnings may be given to students at any point, and more than one can be given. Faculty members are requested to consult with the Division Chair on academic warnings. Students who have not completed course requirements due to matters beyond their control (such as serious illness, accident or bereavement) may be given the grade “Incomplete” which allows them additional time for outstanding work. The procedures and guidelines for Incompletes are to be discussed with the Chair or the Registrar before grading is completed.

The *Academic Calendar and Guide to Undergraduate and Graduate Programs* contains additional information regarding academic programs. You are encouraged to read them on-line or to request a copy of the Calendar from the Office of Student and Academic Services.

Academic Policies

NSCAD University has established policies on Academic Integrity including Plagiarism, Grade Appeals and other matters related to academic programs, standards and practices. The university policy on Plagiarism is the last page of this booklet, and all policies are on the NSCAD website. Please feel free to enquire about such policies should the need arise.

IMPORTANT! There is a Student Charter of Rights and Responsibilities (*Code of Conduct*) that governs student's behaviors while in your classroom

NSCAD University has a *Student Charter of Rights and Responsibilities*, which expresses the general principle that all students at NSCAD University shall conduct themselves in a manner consistent with the maturity expected of university students. If you have any concerns regarding student conduct, please contact your Division Chair, the Dean, or the Provost and Vice-President (Academic Affairs and Research).

It is assumed that all students at NSCAD University shall conduct themselves in a manner that is consistent with the maturity and integrity expected of university students. Student conduct shall be consistent with general laws of the community and with university regulations. Students shall show regard and respect for the rights and the safety of all members of the university community and shall act in a responsible manner within and outside the university.

The university may take disciplinary action up to and including permanent dismissal from a course or program of study if it determines that a student's conduct contravenes the above guidelines. No refund of fees will be made to a student who loses credit(s) because of being required to withdraw, dismissed or suspended from any course or program in which he or she has registered at the university.

If a student's conduct is such that disciplinary action appears to be warranted, the President's Advisory Committee on Disciplinary Matters will meet to review the conduct, and recommend action to the President. In a situation where there is a perceived risk such that immediate action is required, the President may suspend the student for not more than seven days, pending the meeting of the Advisory Committee on Disciplinary Matters. The student will be given the opportunity to appear before and/or make written submissions to the President's Advisory Committee prior to the Committee's making its recommendation to the President. For further information in regard to disciplinary matters and proceedings, individuals should contact the Dean.

Student Use of Facilities

All students of the Nova Scotia College of Art and Design are entitled to use and enjoy the properties and facilities of the university, and are responsible for the proper use and care of the spaces and facilities to which they are provided access. Theft, defacement (including graffiti) or damage to NSCAD property or to the property of faculty, staff or students of NSCAD is not acceptable. If you have any concerns regarding student use of facilities, please contact the Dean or the Director of Facilities Management.

If you are interested in using spaces (on or off campus) other than your assigned classroom for student projects, please enquire and obtain approval well in advance. Preliminary enquiries on this topic can be made to your Division Chair.

Security and Building Access

Before your first class, ensure that you know where the nearest telephone is, and that you have access to it.

Contacts: (*Print these numbers out and staple them to your attendance roster each term*)

**494-8174 evenings, weekends and holidays;
877-0764 during normal work hours**

In case of emergency during normal work hours, you can also contact the Facilities Department at the following numbers;

**494-8125
877-0750
877-0475**

Access and Identification

On weekends, and after 5pm on weekdays, Security guards are on duty at NSCAD University. **If you enter the campus after-5 PM, you will be asked for NSCAD University ID (your Library card)** and will be required to sign in at the Security desk set up by the elevator on the ground floor of the Duke Building and at the Port Campus building. The campus is open to students, faculty and staff on a 24-hour basis. Security guards make rounds on the campus after-hours, and may ask for your name at these times. You are requested to let the Security guards know when you are leaving the campus after-hours (either in person or by calling them).

Safety and Security

University buildings are locked after hours, but can be opened for you if you present your ID to the guards. There are occasional thefts of personal and school property, and you are advised to keep doors locked, and not to leave items such as laptops, purses, briefcases, knapsacks, cameras and other valuables unattended. Please report any suspicious visitors to the security guards (after hours) or Facilities Maintenance staff (regular hours). Never leave doors propped open.

NSCAD University does not accept responsibility for the loss or damage of personal or University property. When working during the evenings and weekends, be sure that the security guards know where you will be working.

First Aid

Basic first aid supplies are kept in many service areas throughout the three NSCAD campuses. **Before your first class, please ensure that you have identified the nearest source of first aid supplies to your classroom.**

Fire Prevention

There is **no smoking** permitted anywhere inside the University, or within four metres of doors or windows. Smoking is not permitted on the deck. The campus is equipped with **fire alarms**, extinguishers and a sprinkler system. The **sprinkler system** pipes and heads are not to be used to suspend any materials.

Before the first day of class, please also familiarize yourself with the location of **fire alarms**, **fire extinguishers** and **fire exits** nearest your teaching space(s). In the event of a fire alarm, please **immediately** use staircases to exit the buildings, and direct your students to do the same.

Occupational Health and Safety

All faculty, staff and students are responsible for safe working practices and procedures so as to safeguard their own individual health and well-being as well as that of other members of the NSCAD University community. Faculty are responsible for ensuring that students in their courses are provided with the relevant health and safety information about the materials, processes and tools they assign students to work with. You are requested to read the NSCAD University Occupational Health and Safety Policy, available on the University website under "Documents", **before you start teaching**

Policy on Plagiarism: Academic Integrity (please see next page)

Conclusion

This information package has been provided as a resource for your teaching experience at NSCAD University. If you have any questions, suggestions or comments about the information provided, you are encouraged to bring them forward. Feel free to contact this office to discuss matters which arise.

Thank you for your interest in teaching at NSCAD University.

The Office of the Dean of Undergraduate Studies

POLICY ON ACADEMIC INTEGRITY (INCLUDING PLAGIARISM) FOR STUDENTS

POLICY No.:

SCOPE: All Faculty, Administration, and Students

APPROVAL: Academic Council - March 7, 2011

*DATE OF ORIGINAL POLICY: February 2011 (replaces Plagiarism
Policy)*

LAST UPDATED: February 2011

SCHEDULED REVISION DATE: 3 year review

February 2014

CONTACT: Deans

1. POLICY STATEMENT

Preamble

The Center for Academic Integrity

*The Center for Academic Integrity (CAI), (a consortium of
over 200 colleges and
universities around the world), defines academic integrity
as "a commitment, even in the
face of adversity, to five fundamental values: honesty,
trust, fairness, respect, and
responsibility. From these values flow principles of
behavior that enable academic
communities to translate ideals into action. An academic
community flourishes when its
members are committed to the five fundamental values."
(CAI, Fundamental Values of
Academic Integrity, 1999.)*

*NSCAD University is committed to maintaining academic
integrity and honesty in
its university community. All members of the NSCAD
community are expected to be fully
conversant with the academic integrity policy and to behave
in a manner in keeping with the
principles stated here. To preserve the integrity and value
of NSCAD University degrees, all
cases of breach of academic honesty will be pursued with
diligence.*

*Students at NSCAD are required to comply with standard
academic practices in
acknowledging sources in all work presented for academic
credit. It is the students'
responsibility to consult with faculty regarding
appropriate methods of acknowledgement.*

Plagiarism is a serious academic offence that may result in loss of academic credit for an assignment, a mark of F or No Credit in the course and possibly suspension or dismissal from NSCAD University.

2. Definitions

a) Appropriation

Contemporary artists often "quote"; "sample" or "appropriate" images/sound/text from visual artists, writers, musicians, archives or pop-culture sources and students should acknowledge the use of such material in their work. Canadian and international copyright laws set boundaries for the allowable use of this material and students can consult with the University Librarian regarding current copyright legislation. Students should always consult with their instructors if they have any concerns about whether such "appropriation" constitutes plagiarism or violates principles of academic or intellectual integrity.

b) Plagiarism

A student shall not receive credit for work that is not the result of the student's own effort. Infringement of academic honesty by a student subjects that student to serious penalties that may include failure in the course (with or without a notation on the transcript) as well as other sanctions. A student who is in doubt regarding standards of academic honesty in a course or assignment should consult the faculty member responsible for that course or assignment before submitting the work. A student's lack of understanding is not a valid defense to a charge of academic dishonesty. A student's name on any written exercise (e.g., examination, report, thesis, theme, notebook, studio project, computer program, etc.), or in association with an oral presentation constitutes a representation that the work is the result of that

student's own thought and study, stated in the student's own words, and produced without the assistance of others, except as quotations, references, and footnotes used to accurately acknowledge the use of other sources (including sources found on the internet).

For the purposes of this policy, plagiarism includes, but is not limited to:

(i) copying verbatim the work or portions of the work of another without providing the source of the work. Sources of plagiarism include, but are not limited to, another's words, phrases, recordings, images, and data. Plagiarized material may be drawn from many sources including, but not limited to, websites and other online sources, online term papers, books, articles, image libraries, email, lectures, or encyclopedias (including online encyclopedias): For further information please see the MLA Style Manual.

(ii) paraphrasing the work of another, or taking an original idea of another and presenting it as one's own work, without providing the source of the work or the idea:

- i.** submitting the work of another person as your own,
- ii.** writing papers or doing studio projects for other students or allowing them to submit your work as their own,
- ii.** fabricating information, data, or citations or falsifying documents.

c) Other Forms of Academic Dishonesty

Academic Dishonesty may take forms other than Plagiarism as defined above, including but not limited to:

- i)** submission of one piece of work in satisfaction of two assignments without prior informed consent,
- ii)** the unauthorized writing an examination or test for someone else,

- iii) attempting to obtain or accepting assistance from any other unauthorized person during an examination or test, communicating electronically, or using an electronic communication device with someone for that purpose,*
- iv) allowing another student to copy answers during an exam or test,*
- v) without authorization, obtaining a copy of an examination or test topic for an essay or paper,*
- vi) copying or purchasing an assignment for submission from another student, website or other source outside of the student who submits the work.*
- vii) using or having in one's possession, materials or technology that is not specifically approved by the instructor during the time one is writing an examination or test,*
- viii) failure to give appropriate credit to collaborators, or the listing of others as collaborators who have not contributed to the work.*

3. Procedures for Addressing Academic Dishonesty

Informal Procedure

When a faculty member suspects an incident of academic dishonesty, that faculty member shall:

- i) retain the work in question:*
 - ii) inform the student in writing of the concern and request a meeting with the student to discuss the matter as soon as possible. The instructor shall consult with the Division Chair or Program Director about the incident,*
 - iii) if the end of term is imminent a final grade report for the student will not be submitted by the faculty member until the matter is resolved and the grade will show as an Incomplete,*
-

iv) after the meeting, the faculty member shall inform the student in writing that the matter has either been resolved or not resolved,

v) if the matter has not been resolved when the student and the instructor meet, then the Chairperson, instructor and student will meet,

vi) after the meeting, the Chair shall inform the student in writing that the matter has either been resolved or not resolved. If the matter has not been resolved at this juncture

vii) the Chair or Program Director shall report the incident to the Registrar, although no notation will appear on the student's transcript at this stage. The next step will be one that takes the form of a Formal Procedure as detailed below.

Formal Procedure

At this stage of the process formal written records will be created and used as applicable.

Where the matter is not resolved in an Informal Procedure, the faculty member shall;

- i) advise the Dean in writing of the alleged Academic Offence,*
- ii) provide the Dean with a summary of the meeting with the student along with all supporting materials,*
- iii) provide the student with notice that the matter has been referred to the Dean and include a copy of the summary forwarded to the Dean.*
- iv) meet with the Dean, student and chair,*
- v) if the situation is not resolved at this point, proceed to the Academic Regulations Hearing Committee.*

Academic Regulations Hearing Committee

The Dean will strike an Academic Regulations Hearing Committee. The Hearing Committee will consist of the Dean, who will act as Chair, the Division Chair or Program

Director responsible for the course in which the incident has occurred, a student representative appointed by SUNSCAD, the Registrar and a faculty member at-large appointed by the Dean. A date will be set to hear all parties on the matter. The Hearing Committee shall meet only once. The decision of the Hearing Committee shall be final. The decision will be given in writing to the student, the faculty member and the Registrar.

The Dean shall:

i) notify the student via NSCAD email and where possible by telephone of the date set for the hearing,

ii) provide the student via NSCAD email with the details of the alleged academic dishonesty, the university's procedure in such matters, along with a copy of this Policy document.

iii) inform the student that they may submit additional documents to the Hearing

Committee and that they may be represented by Counsel,

iv) ensure that copies of any documents to be considered by the Committee in the

course of their decision be provided to all parties.

The Hearing Committee shall:

i) review the documentation of the incident,

ii) interview the faculty member,

iii) interview with the student,

iv) determine if the student has committed academic dishonesty;

v) determine if and what further outcome action(s) is/are required: action(s)

may include:

Outcomes of the Hearing Committee

If a student is found not to have committed Academic Dishonesty, any documents related to the incident in the student's official file will be destroyed and an apology would be issued to the student.

Students who are suspended or dismissed from NSCAD University because of Academic

Dishonesty will have such actions recorded on their academic records and transcripts. The outcome will be noted in the student's record, and the student may write a response to be included.

Consequences of an Academic Offence may include one or more of the following;

- i)** Requiring the student to review the Policy on Academic Integrity and sign an agreement of understanding.
- ii)** requiring the student to redo all or part of the work.
- iii)** assigning a grade of zero to the assignment.
- iv)** perform Community Service to the University
- v)** failing the course(s)
- vi)** for multiple offenses, loss of credits for the semester
- vii)** for multiple offenses, time limited suspension from the university
- viii)** for multiple offenses, permanent expulsion from the university

If the student has been found to have committed Academic Dishonesty the Dean shall write a report, and a letter of decision will be sent to the student. The student may write a response to be included with the official file.

In cases of Academic Dishonesty, NSCAD University maintains the right to withhold any degrees or certificates.

Types of Emergencies and Procedures

A. Medical Emergency

STEPS:

Person Identifying Situation

1. Notify Manager of Buildings and Grounds, indicate medical emergency, they will contact

Emergency Response and ambulances if necessary. **Dial 9+830-8452; OR 9+911**

2. Be available to provide information to Emergency Response team or Manager of Buildings and Grounds.

3. Buildings and Grounds will contact Crisis Management Team

4. Buildings and Grounds will contact Health Authority if necessary (or HRM Police department).

B. Violent Crime or Behavior

STEPS: (CRIME IS IN PROCESS)

Person Experiencing the Situation:

1. Stay calm, give money or meet demands if possible

2. Notify Buildings and Grounds as soon as possible (**9+830-8452**). Buildings and Grounds will contact Emergency First Response Team or outside authority, if required

3. Secure the area or move to a safe environment

STEPS: DISCOVERY OF VIOLENT CRIME (AFTER THE FACT)

Person discovering the situation

1. Notify Buildings and Grounds (**dial 9+877-0750**), they will notify Emergency First Response Team if required.
2. Go to a safe place and wait for Buildings and Grounds and/or Security. Report anything noted of relevance to Buildings and Grounds.

C. Political Situation

STEPS: (RIOT / DEMONSTRATIONS)

Person Identifying Situation

1. Notify Buildings and Grounds (**dial 9+830-8452**). They will notify Emergency First Response Team and the HRM Police if required
2. Move to a safe environment

D. Off Campus Accidents Involving Students, Faculty and/or Staff

1. Notify a member of the Crisis Management Team

E. Environmental / Natural Disaster - Evacuation

STEPS:

Person discovering the situation

1. **Pull fire alarm and follow procedures to evacuate the area**
2. **Notify Buildings and Grounds (9+ 830-8452)**

F. Bomb Threats

STEPS

Person Identifying Situation

1. Notify Buildings and Grounds

Important Information for US Citizens teaching at NSCAD

Banking Information

In order to receive payment from the University you must establish a Canadian Bank Account in order to receive a direct payroll deposit. Please ask Keera Buchanan or Christine Holzer-Hunt for assistance with this. RBC Bank has accounts that you may establish in both the USA and Canada and those accounts can be web linked. ING Bank has a process by which any account from any country in the world may be linked to their bank in Nova Scotia. HSBC may also have a plan for multiple currency accounts

Work Permit Information for US Citizens

As an American academic working in Canada, you are covered under the NAFTA agreement and therefore do not require a Labour Market Opinion. However the following information will be required upon entry into Canada. You must see an Immigration Officer prior to departing from your Port of Entry. An application for a work permit is enclosed with this letter.

Proof of identity

- a valid passport or travel document that guarantees re-entry to the country that issued it;
- two photos of you and your accompanying family members taken in advance

Proof of employment in Canada

- Your job offer letter or contract from your prospective employer.
- Evidence that you meet the requirements of the job, possibly including specific educational requirements or past work experience possibly outlined in a resume. *It is important that you supply the officer with a copy of your degree(s) or any other educational certificates required for the position.*

In addition, note that:

- if you are not a citizen of the country in which you are applying, you must provide proof of your present immigration status in the country of application;
- if the government that issued your passport or travel document requires a re-entry permit this must be obtained before you apply for a Canadian visa; and
- additional documents may be required. This can include copies of your birth certificate, immunization records, proof of return travel, etc.

Required Fees

You **must** pay a processing fee of \$150.00 Cdn when you submit an application for a work permit to the immigration officer at the port of entry. Personal checks are not acceptable.

Make sure that you are eligible to apply before you pay your fees and that you provide all the information requested before you submit your application. **The processing fee will not be refunded**, regardless of the final decision on your application. For example, a determination that you are not eligible for a work permit is considered as “processing” and the fee will not be refunded. If you apply again, you will have to pay another processing fee.

Please see the document checklist enclosed for a full list of all necessary documentation required.

We recommend you visit the Citizenship and Immigration Canada web site at <http://www.cic.gc.ca/english/information/applications/work.asp> for the work permit guide and more detailed information.

Tax Information

Tax Waiver Information

If you are a non-resident and would like to apply for a reduced amount of tax paid to you in Canada for services you must complete a regulation 105 waiver application. If you apply for and receive a tax waiver from the Canada Revenue Agency, in the year following your employment with NSCAD you will receive a T4A for non residents. You must use this information to submit tax in the US for the year in which you worked. This information is send to you directly each February for the previous year.

ITN

If you have previously filed a Canadian tax return you may already have received a Temporary Tax number. If you do not have a Individual Tax Number or a Social Insurance Number you must complete an Application for a Canada Revenue Agency Individual Tax Number for non-residents.

Email Account

Policy
Effective December 14,
2005

Electronic mail, or email, is becoming an important way to communicate today. NSCAD University ("NSCAD") maintains an email server for use by staff and faculty.

Upon request to the Manager, Computing Services, Regular Full-Time, Regular Pro-Rated, and Regular Part-Time faculty and staff with continuing appointments may ask to have an email account set up for them. Other faculty and staff, such as Independent Course Appointments (ICA's), may have an email account created for them upon request by the Chair of the Division for faculty or ~~Department Head~~ ~~Course Appointments (ICAs)~~ Requests should be the account will be for the length of their contract, allowing a lead time of four weeks before the start of their contract and terminating four weeks following the termination of their contract. The Manager, Computing Services should be advised of the time frame in order ~~for Regular Part-Time faculty (RPTs)~~ the account will be for the length of their appointment to the RPT Precedence List. The Manager, Computing Services should be advised as to the start date and, upon termination, end date of the RPT's ~~Appointment~~ convention for NSCAD email accounts

is as follows:

- 1 FirstInitialLastName@nscad.ca. For example, Joe Smith's email address would be jsmith@nscad.ca. If this results in a duplicate email address,
- 2 FirstInitialSecondInitialLastName@nscad.ca. For example, Joe Smith's email address would be jsmith@nscad.ca if the method in 1 above results in a duplicate (assuming Joe Smith's middle name is Neil). If both 1 and 2 result in duplicate addresses,
- 3 FirstNameLastName@nscad.ca. For example, Joe Smith's email address would be joesmith@nscad.ca if the methods in 1 and 2 above result in a duplicate email address.

For those with hyphenated last names, the LastName component of their user ID will be the last part of the hyphenated name. For example, Potvin-Jones would have a LastName component of Jones. Any email accounts created on NSCAD servers will be terminated on the individual's last day of work at NSCAD except as noted above.

45 Human Resources should advise the Manager, Computing Services as to the individuals involved and their last day at NSCAD.

902 444 7203 tel, 902 429 4925 fax,
computer@nscad.ca

902 444 9600 tel,
www.nscad.ca

Request for Email Account - Faculty and Staff

Date:

Title/Position:

Division/Department:

Name:

Phone: Requested date for account activation:

If ICA: End date of contract:

*amended from time to time as well as any rules set out by NSCAD computing facilities when using said computing facilities. Signature of applicant:
I acknowledge that I have read and agree to be bound by the NSCAD*

University Acceptable Use Policy as
Division Chair/Department Head:

(Please print)

WHEN COMPLETED SEND TO: Manager, Computing Services

Signature:

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Halifax, Nova Scotia, Canada B3J 3J6
902 444 9600 tel, www.nscad.ca
Modified April 4, 2011.
Computer Services
902 444 7222 tel, 902 429 4925 fax, computer@nscad.ca

○

Accessing the NSCAD Wireless Networks **(May 2011)**

At NSCAD, there are three wireless networks which are allocated as follows:

1. NSCADM, for staff/faculty/administration.
2. NSCStudent, for students.
3. NSCGuest, for visiting artists and other guests.

To access them, you will need the following:

1. For NSCADM, you will need your nscad.ca username and password.
2. For NSCStudent, you will need your student.nscad.ca username and password.
3. For NSCGuest, you will need a guest username and password - contact Computer Services for these.

To access NSCADM and NSCStudent:

Mac Instructions:

1. Click on the Airport icon on the top right of your screen. A drop-down menu will appear.
2. From the drop-down menu that appears, select the appropriate network according to the following list:

- a. NSCADM if you are staff, administration or faculty.
 - b. NSCStudent if you are a student.
3. A window may appear as follows:

Click on "Continue". The following window will then appear:

Enter your administrator password for your Mac, then click on OK.

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4. A window will appear as follows:

In the "Please enter your name:" field, enter your email user name for NSCADM or NSCStudent. In the "Please enter your password:" field, enter your email password for NSCADM or NSCStudent.

Click on the checkbox to the left of "Remember this network" if you will be connecting to this network automatically.

5. Click on "OK". You should be connected to the network in a few seconds.

iPhone and iPod Touch Instructions:

1. Tap on "Settings", then "Wi-Fi".
2. Wait for the network to which you want to connect to appear (NSCADM if you are staff, administration or faculty, NSCStudent if you are a student). A window titled "Enter Password" will appear. In the "Username" field, enter your email user name for NSCADM or NSCStudent. In the "Password:" field, enter your email password for NSCADM or NSCStudent.
3. Tap on the "Join" button. A window may appear stating that the certificate is not verified; tap on the "Accept" button to accept the certificate. You should be connected to the network in a few seconds.

Windows XP Instructions:

1. Ensure that your operating system is completely up to date by going to Windows Update or Microsoft Update (Start>>All Programs>>Microsoft Update or Windows Update).
2. Ensure that your computer has the latest drivers for the wireless card. These drivers can be found on your computers' manufacturer's site, usually under a heading similar to "Support and Drivers".
3. Go to Start>>Control Panel.
4. Double-click Network and Internet Connections.
5. Double-click Network Connections.
6. Right-click on Wireless Network Connection, then select Properties from the drop-down menu.
7. In the window that appears, click on the Wireless Networks tab.
8. Perform one of the following:
 - a. If the network to which you want to connect is listed (NSCADM or NSCStudent) in the "Preferred networks:" box, click on the network to which you want to connect then click on the Properties button and skip to step 10.
 - b. If the network to which you want to connect is not listed in the "Preferred networks:" box, click on the Add button.
9. In the window that appears, type the name of the network to which you want to connect (NSCADM or NSCStudent) in the "Network name (SSID):" field.
10. From the drop-down list to the right of "Network Authentication:", select WPA2.

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Computer Services



11. From the drop-down list to the right of "Data encryption:", select AES.
12. Click on the Authentication tab.
13. Uncheck "Authenticate as computer when computer information is available".
14. From the drop-down list to the right of "EAP type:", select Protected EAP (PEAP).
15. Click on the Properties button.
16. Uncheck "Validate server certificate".
17. Check "Enable Fast Reconnect".
18. From the drop-down list under "Select Authentication Method:", select Secured password (EAPMSCAD v2).
19. Click on the Configure button.
20. Uncheck "Automatically use my Windows logon name and password (and domain if any)."
21. Click the OK button in the windows until you are back in the Network Connections window, and close the Network Connections window.
22. You might see a word balloon stating the following:
Wireless Network Connection
Click here to select a certificate or other credentials for connection to the network.
If so, click on the balloon.
23. In the "User name:" field, enter your email username.
24. In the "Password:" field, enter your email password.
25. In the "Domain:" field, enter the following:
 - a. For NSCADM, enter NSCAD.
 - b. For NSCStudent, enter nothing - leave it blank.
26. Click on the OK button.
The connection might appear with Limited or No Connectivity - wait a few seconds, and you should see a word balloon saying:
Wireless Network Connection is now connected.
Windows Vista Instructions:
 1. Ensure that your operating system is completely up to date by going to Windows Update or Microsoft Update (Start>>All Programs>>Microsoft Update or Windows Update).
 2. Ensure that your computer has the latest drivers for the wireless card. These drivers can be found on your computers' manufacturer's site, usually under a heading similar to "Support and Drivers".
 3. Open the Network Connections window by doing one of the following:
 - a. Vista menu: Go to Start>>Connect To.

b. Classic menu: Go to Start>>Settings>>Network Connections>>Wireless Network Connection>>Connect To.

4. In the window that appears, click on the network name to which you wish to connect (NSCADM or NSCStudent) and then click on the Connect button.
5. Click "Enter/Select additional log on information".
6. In the "User name:" field, enter your email username.
7. In the "Password:" field, enter your email password.
8. Click on the OK button. A window will appear stating that additional log on information is required to connect to the network.
9. Click on "Enter/Select additional log on information".
10. In the window that appears titled "Valid Server Certificate", the certificate should be issued by *securelogon.arubanetworks.com* and signed by *Equifax*.
11. Click on the OK button. You will see a window stating that you're connected to the network.

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Windows 7 Instructions:

1. Ensure that your operating system is completely up to date by going to Windows Update or Microsoft Update (Start>>All Programs>>Microsoft Update or Windows Update).
2. Ensure that your computer has the latest drivers for the wireless card. These drivers can be found on your computers' manufacturer's site, usually under a heading similar to "Support and Drivers".
3. Click on Start>>Control Panel.
4. Click on Network and Internet.
5. Select "View network status and tasks."
6. In the left-hand pane of the window that appears, select "Manage Wireless Networks".
7. Click on the Add tab.
8. The "Manually connect to a wireless network" wizard will appear. Click on "Manually create a network profile."
9. In the "Network name:" field, enter NSCADM or NSCStudent.
10. From the "Security type:" drop-down list, select WPA2-Enterprise.
11. From the "Encryption type:" drop-down list, select AES.
12. If you connect your computer to a wired connection at NSCAD, you might want to uncheck "Start this connection automatically".

13. Click on the Next button.
14. Click on "Change connection settings".
15. From the network (NSCADM or NSCStudent) Wireless Network Properties window, click on the Security tab.
16. From the drop-down list to the right of "Security type:", select WPA2-Enterprise.
17. From the drop-down list to the right of "Encryption type:", select AES.
18. From the drop-down list below "Choose a network authentication method:", select Microsoft Protected EAP (PEAP).
19. Check off "Remember my credentials for this connection each time I'm logged on".
20. Click on the Settings button.
21. Check off "Validate server certificate".
22. Scroll down through the list below "Trusted Root Certification Authorities:" and select "Equifax Secure Certificate Authority".
23. Click the Configure button.
24. Uncheck "Automatically use my Windows logon name and password (and domain if any)".
25. Click on OK.
26. In the window that appears, click on the Advanced settings button.
27. Click on the 802.1X tab.
28. Confirm the following in the window that appears:
 - a. "Specify authentication mode" is checked.
 - b. The drop-down list below "Specify authentication mode" shows "User or computer authentication".
 - c. "Enable single sign on for this network" is checked.
 - d. The radio button to the left of "Perform immediately after user logon" is selected.
 - e. The blank to the right of "Maximum delay (seconds):" shows 10.
 - f. "Allow additional dialogs to be displayed during single sign on" is checked.
 - g. "This network uses separate virtual LANs for machine and user authentication" is unchecked.

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To access NSCGuest:
Mac Instructions:

1. Click on the Airport icon on the top right of your screen. A drop-down menu will appear.
 2. From the drop-down menu that appears, select NSCGuest.
 3. Open a web browser such as Safari or Firefox and attempt to go to any website.
 4. A page will appear asking you for a username and password. Enter the username and password provided by Computer Services and click on Log In. You will be logged into the NSCAD guest wireless network, which will allow you Internet access only.
- iPhone and iPod Touch Instructions:*
1. Tap on "Settings", then "Wi-Fi".
 2. Wait for the NSCGuest network to appear.
 3. Tap on NSCGuest.
 4. Go to the main screen and open Safari.
 5. Attempt to go to a website. A window will appear stating "Cannot Verify Server Identity". Tap on the Continue button.
 6. A page will appear asking you for a username and password. Enter the username and password provided by Computer Services and click on Log In. You will be logged into the NSCAD guest wireless network, which will allow you Internet access only.
- Windows Instructions:*
1. Log into your computer. A balloon will appear stating "Wireless networks detected". Click on the balloon.
 2. In the list that appears, click on NSCGuest, then Connect.
 3. You might get a warning that the connection is unsecured - click on the Connect Anyway button.
 4. Wait 5-10 seconds, then open a web browser such as Internet Explorer or Firefox and attempt to go to any website.
 5. You might get an error regarding the site certificate - click on continue to this site anyway or allow a certificate exception.
 6. A page will appear asking you for a username and password. Enter the username and password provided by Computer Services and click on Log In. You will be logged into the NSCAD guest wireless network, which will allow you Internet access only.
-

Slide Scanning Request Form

Name: _____

Phone Number: _____

Email: _____

IMPORTANT:

Successful scanning of slides depends on the condition and quality of your slides. Please keep the following notes in mind before dropping off slides:

1. If slides have stickers or pasted labels, they may jam our scanner. Slides that may pose a risk to the scanner will not be scanned.
2. Slides should be clearly labeled for direction and scanning orientation (i.e.: this side up, this side facing screen)
3. Old, damaged slides or slides with poor image quality may not reproduce properly.

NAMING:

How would you like your slide scans labeled? (i.e.: jsmith001, slide001)

Check here if it does not matter: _____ Slide labels: _____

Size Requirements:

Slides are scanned at 16bit and 3600dpi. If another size format is needed instead, please write

here: _____

NSCAD Library Donation Agreement (Optional):

If you would like to donate your images to the NSCAD Visual Resources Library, please sign

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signature

DIGITAL IMAGE PICKUP

Scanned slide images will be burned to a DVD for the price of **\$1 per DVD**.

CONTACT SHEET

Contact sheet prints are also available in the following options:

Black and White Print: 25 cents/page
Color Print: \$1/page
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Contact Sheet Needed: Black & White_____ Color_____ PDF_____ None_____

FOR OFFICE USE ONLY

Username: _____

Password: _____

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Date: _____