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INTRODUCTION

Welcome to the teaching team of the Allard School of Law, University of British Columbia. We could not offer the varied, intensive, upper-year program that we do without the contributions of over 100 adjunct faculty members, and we thank you for your support. The richness of our academic offerings is in part due to the diverse backgrounds represented by our adjunct faculty – who work in firms of all sizes, as in-house counsel, with government, and with non-governmental organizations. Our students tell us how much they value these contributions from legal professionals in the classroom.

This package is addressed primarily to new adjunct faculty members, but it contains useful reference material for all adjunct faculty. The materials in this package are intended to provide you with information about matters such as teaching, examination rules, and administration. If you still have questions, please feel free to call me, or any of the contact persons in the various sections of the material for further information or explanation of the rules and practices. We hope that your time teaching our amazing students will be rewarding.

Professor Bruce MacDougall, Associate Dean, Academic Affairs
The Adam Albright Memorial Award for Adjunct Faculty

Each year, the Allard Law Students’ Society, in consultation with the Teaching Excellence Committee, awards a prize to an exceptional adjunct faculty member. The prize is named after Adam Albright, a popular labour law teacher who tragically lost his life in a skiing accident in 2005.

Past recipients of the award are:
2003 - 2004 Robert J. Lesperance
2005 - 2006 Edwin Kroft
2006 - 2007 Eileen Skinnider
2007 - 2008 Angus M. Gunn Jr.
2008 - 2009 Grace Pastine
2009 - 2010 Tamara Levy
2010-2011 Not awarded
2011-2012 Angus M. Gunn Jr.
2012-2013 David Christian
2013-2014 Geoffrey Sherrott
2014-2015 John Smith
2015-2016 Shannon Salter
2016-2017 Arnold Fine

For a number of years the Faculty of Law also awarded a prize for exceptional service by an adjunct faculty member. This award has now been merged with the Albright Award. Past recipients of this award are:
2003 - 2004 S. David Frankel, QC
2004 - 2005 Mary T. Ainslie
2005 - 2006 Darrell W. Roberts, QC
2006 - 2007 Raymond E. Young
2007 - 2008 Robert J. Lesperance
2008 - 2009 The Hon. H.J. (Jack) McGivern
2009 - 2010 James Sutherland
ADMINISTRATIVE INFORMATION

FREQUENT FACULTY AND STAFF CONTACTS

DEAN’S OFFICE

Catherine Dauvergne, Dean  lawdean@allard.ubc.ca  (604) 822-2818
Jeremy Schmidt, Executive Coordinator to the Dean  schmidt@allard.ubc.ca  (604) 822-5649
Rosanna Falbo, Secretary to the Dean  falbo@allard.ubc.ca  (604) 822-6335

ADMINISTRATION AND FINANCE

Saker Hirani, Assistant Dean, Finance and Administration  hirani@allard.ubc.ca  (604) 822-3992
Lia Cosco, Administrator  cosco@allard.ubc.ca  (604) 822-6882
Julie Carlsten, Receptionist  reception@allard.ubc.ca  (604) 822-1994
(General Information, Card Reader Access, Room Bookings, Mail and Courier Inquiries)

STUDENT ACADEMIC SERVICES

Bruce MacDougall, Associate Dean, Academic Affairs  adaa@allard.ubc.ca  (604) 827-1801
(Teaching Assignments, Course and Exam Content, Academic Misconduct)
Kaila Mikkelsen, Assistant Dean, Students  mikkelsen@allard.ubc.ca  (604) 822-6350
(Student Advising, Academic Concessions, Students in Distress)
Susan Morin, Director, Student Academic Services  morin@allard.ubc.ca  (604) 822-6731
(Course Descriptions, Course Scheduling, Registration, Examinations, Deferred Examinations, Grades, Teaching Evaluations)
Veronica Uy, Coordinator, Academic Services  uy@allard.ubc.ca  (604) 827-5728
(Registration, Examinations, Deferred Examinations, Grades, T.A. Exam Invigilation Assignments, Summer Program).
Lee Schmidt, Associate Director, Indigenous Legal Studies Program  lschmidt@allard.ubc.ca  (604) 822-2177
(Indigenous Curriculum, Academic and Cultural Support for Indigenous Students)
Cherry Chiu, Student Services Program Assistant  chiu@allard.ubc.ca  (604) 827-3602
(Student Services Reception and Administrative Assistant Support)
Leslie Soon, Associate Deans’ Administrative Assistant  soon@allard.ubc.ca  (604) 822-2398
(Updating Information, Key/Card Access, Parking receipts)
CAREER SERVICES

Chira Perla, Assistant Dean, Career Services perla@allard.ubc.ca (604) 827-3604
(Student and alumni career advising; employer inquiries regarding student/alumni hiring, including best practices and job market trends)

Jennifer Lau, Director, Career Services lau@allard.ubc.ca (604) 827-5052
(Student and alumni career advising; employer inquiries regarding student/alumni hiring, including best practices and job market trends)

Tracy Wachmann, Public Interest Coordinator Wachmann@allard.ubc.ca (604) 822-0112
(Student and alumni career advising regarding public interest and social justice careers; public interest employer inquiries regarding student/alumni hiring matters)

Loretta Siu, Admin. Assist., Career Services and Communications careers@allard.ubc.ca (604) 822-0846
(Career Services and Communications administrative support; job postings; event announcements to students, faculty, and staff)

GRADUATE PROGRAMS, RESEARCH AND DISTANCE LEARNING

Karin Mickelson, Associate Dean, Graduate Studies and Professional Programs mickelson@allard.ubc.ca (604) 822-1991

Joanne Chung, LL.M. and Ph.D. Graduate Program Advisor jchung@allard.ubc.ca (604) 822-6449

Kerstin Walter walter@allard.ubc.ca (604) 822-0308
Director, Graduate Certificate and Professional Programs (LLMCL, LLMT, and Distance Learning)

INFORMATION TECHNOLOGY AND AUDIOVISUAL EQUIPMENT

Bernie Flinn, IT Manager flinn@allard.ubc.ca (604) 314-8348

Dillon Johnston, Web Coordinator johnston@allard.ubc.ca (604) 812-9226
(Law Connect contact person)

Tom Dudas, Audio-Visual Technician tom.dudas@ubc.ca (604) 822-9821/
(Audio-Visual and Classroom Support) (604) 812-6750 (cell)

KEEPING YOUR CONTACT INFORMATION UP TO DATE

Correspondence with adjunct faculty is sent via e-mail, regular mail or courier. Forward any new contact information by e-mail to the Administrative Assistant of the Associate Dean Academic, Leslie Soon, at soon@allard.ubc.ca.

CAMPUS WIDE LOGIN (CWL)

The CWL enables you to access UBC online applications such as the Faculty Service Centre (FSC), Connect (UBC’s online Learning Resource) and Teaching Evaluations.

If you already have a CWL but have forgotten your CWL ID and password, contact the UBC IT Service Help Desk at (604) 822-2008 to reset your password. Other contact information for the Help Desk can be found at: http://www.it.ubc.ca/contact/helpdesk.html.
If you do not have a CWL, sign up for your new faculty CWL here: https://www.cwl.ubc.ca/SignUp/cwlsubscribe/SelfSubscribeIndex.do. You will need your UBC employee number and CWL Login PIN. If you do not have this information, contact the Administrator.

If you do not sign up for a CWL, your students will not be able to complete teaching evaluations for you.

**UBC CARD**

Adjunct faculty who hold active appointments at UBC can obtain a UBC card in person at the Carding Office in the UBC Bookstore. Please bring with you one photo ID and your UBC employee number. You can also apply for your faculty UBCcard online at: http://www.ubccard.ubc.ca.

**LIBRARY CARD**

The UBCcard serves as a library card for use in any of the UBC libraries on campus.

**ACCESS TO ALLARD HALL AND YOUR CLASSROOM**

**UBC CARD**

The UBC card serves as a card reader providing access to the main doors at Allard Hall and your classroom. Contact the Administrator or the Receptionist to activate your card reader access.

**UBC LAW ACCESS CARD**

A temporary UBC Law access card is also available for adjunct faculty who do not wish to apply for a UBC card. The access card provides entry to the Allard Hall main doors, your classroom and the first floor meeting room (Rm. 143). Adjunct faculty are notified by e-mail of exact dates for pick-up of access cards from the Law Library Circulation Desk.

We are unfortunately not able to provide offices to adjunct faculty on an ongoing basis. If you require use of an office for a particular date (e.g. meeting with students one on one to discuss their paper outlines), please book Room 143 or a first floor classroom through Reception, or contact the Associate Dean Academic Affairs for assistance.

**PAYROLL**

Your offer letter contains information about how to declare whether you want your adjunct honorarium of $800 per credit to be paid to you personally or to your firm, and how to make a donation of your honorarium to the law school, should you wish to do so. Unfortunately, UBC requires that faculty be paid per period with deductions taken, regardless of the size of the honorarium. Payroll no longer mails cheques.


**Payroll Address:** Payroll, UBC Financial Services, 5th Floor Technology Enterprise Facility 3 (Tef3), 6190 Agronomy Road, Vancouver, BC V6T 1Z3
PARKING

The closest parking to Allard Hall is the North Parkade located at 6115 Student Union Boulevard, north of the Student Union Building (SUB). Alternate parking can be found in the Rose Garden Parkade located at 6278 North West Marine Drive (on the south side). There is also a small surface lot directly behind Allard Hall. If you use the surface lot, do not park in the spaces reserved for Building Operations as these are patrolled regularly.

PARKING AND EXPENSE REIMBURSEMENT

Please mail your original parking receipts to Leslie Soon (Peter A. Allard School of Law, University of B.C., 1822 East Mall, Vancouver, BC V6T) at the end of the term in which you are teaching. UBC Finance does not accept photocopies of receipts or excerpts from credit card statements. If you do not have original receipts, you will need to complete a Missing Receipt form (you can request one from soon@allard.ubc.ca). Our UBC Law Finance Office generally takes 4 - 6 weeks to process your parking expense reimbursement.

We are generally not able to offer reimbursement other expenses such as guest speakers, travel, attendance at conferences, refreshments purchased for class, etc. For exceptional expense requests, please contact the Associate Dean, Academic Affairs.

ROOM BOOKINGS

If you need a room other than your assigned classroom for an event or a single class, contact the Receptionist by email (reception@allard.ubc.ca) for inquiries regarding available rooms and room bookings.

CLASSROOM FACILITIES MANAGEMENT

Concerns or incidents in classrooms or in the building around cleanliness, electrical issues, spills, or other such needs, can be reported to Reception (reception@allard.ubc.ca or 604-822-1994). The Receptionist will call Building Operations Service Centre (604-822-2173) to have issues remedied as soon as possible. Evening custodial are in the building until 10-11PM. Extreme scenarios will be escalated by the Receptionist as appropriate.

COMPUTERS, AUDIO-VISUAL EQUIPMENT AND TECHNICAL SUPPORT

All classrooms are equipped with built-in computers and audio-visual equipment. If you experience any difficulties in operating the equipment, please contact the AV Technician: tom.dudas@ubc.ca.

FOOD SERVICES

Food Services Law Café is open only during the academic year. It is located on the main floor, Allard Hall. Hours are posted outside the café.

For a listing of other campus eateries, please visit: http://www.food.ubc.ca/locations-and-hours.
**UBC EMERGENCY PROCEDURES**

There is a special UBC webpage devoted to emergency procedures which can be found at: [http://www.emergency.ubc.ca/home.html](http://www.emergency.ubc.ca/home.html). On that page, you will find information about emergency notifications, “lockdown” procedures and some FAQs about these procedures.

If you have any suggestions or concerns about emergency procedures at the law school, contact the Administrator.

**EMERGENCY TELEPHONE NUMBERS**

<table>
<thead>
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<th>Number</th>
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<tbody>
<tr>
<td>Fire, Ambulance, Police</td>
<td>911</td>
</tr>
<tr>
<td>Campus Security</td>
<td>(604) 822-2222</td>
</tr>
<tr>
<td>Campus First Aid</td>
<td>(604) 822-4444</td>
</tr>
<tr>
<td>UBC Hospital Urgent Care (8:00am – 10:00pm)</td>
<td>(604) 822-7662</td>
</tr>
<tr>
<td>Poison Control Centre</td>
<td>(604) 682-5050</td>
</tr>
<tr>
<td>Hazardous Materials Response</td>
<td>911 (Vancouver Fire Department)</td>
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**DATES TO REMEMBER**

Important dates throughout the academic year, including term start and end dates, deadlines for changes in registration, February mid-term break, and University closures due to holidays can be found online at: [http://www.calendar.ubc.ca/vancouver/](http://www.calendar.ubc.ca/vancouver/).

**COURSE INFORMATION AND FACULTY GUIDELINES**

**CONFIDENTIALITY OF STUDENT INFORMATION**

Our privacy obligations to students require that we do not release personal information such as names or contact information of students to others without their permission.

In addition, it is not permissible for adjunct faculty to request staff to access copies of student academic records from the Student Information Service Centre (SISC) in a manner that is inconsistent with our privacy obligations. You can inquire about the grade you gave a student in a course you taught; however, information from other classes is confidential.

The best way to communicate with your class is by sending an email through the Faculty Service Centre. Avoid communicating with students through commercial social media such as Facebook and Twitter. An online platform for connecting with students (for example an online chat about a recent case) can be done through UBC’s online Learning Resource, Connect.

Adjunct faculty are entitled to a UBC email address. We encourage you to use it as an address that students can use to contact you so that you do not have to provide them with your personal or firm address. If you would like a UBC email address, please contact the Administrator.
If you have any questions about what student information can be released, or you receive a media or other inquiry about a student, please contact the Associate Dean, Academic Affairs, the Assistant Dean, Students or the Director, Student Academic Services.

**FACULTY SYLLABUS POLICY**

Each faculty member needs to create a syllabus that sets out basic information about the course, contact information for the instructor, readings, methods of evaluation and general references to university policies on respectful learning environments and academic honesty.

A sample syllabus is posted on the Adjunct Faculty webpage.

Please send the Associate Dean, Academic Affairs a copy of your syllabus no later than the first week of classes. We use this to assist in advising students on course selection, transfer credit, etc. You can modify it after this date but it will give us a useful starting point. The syllabus will be posted online unless you advise us otherwise.

In addition, if your course is numbered 500 or above (including cross-listed courses): Please provide a copy of your syllabus by email to the Director, Graduate Certificate and Professional Programs prior to the course start date. Each syllabus for 500-level courses (including cross-listed courses) must be pre-approved by the National Committee on Accreditation (NCA) for content, in order for graduate students to receive NCA credit for the course.

**CENTRE FOR TEACHING, LEARNING AND TECHNOLOGY (CTLT)**

**TEACHING**

CTLT’s mission is to improve the teaching skills of faculty and graduate students across the UBC campus. CTLT staff designs and coordinates workshops, support services and professional development programs to meet a wide range of needs and interests of current and new faculty. CTLT encourages faculty members and graduate students to drop in to the Centre to discuss teaching issues with trained staff.

Instructional skills workshops are held for faculty members. These workshops focus on teaching groups of students and are designed to enhance the teaching effectiveness of new and experienced educators.

CTLT’s **Aboriginal Initiatives** provides additional support to navigate the complexities and challenges of classroom conversations involving contentious cross-cultural discussions and in specific discourse around Indigenous curriculum*.

For details, visit: [http://ctlt.ubc.ca/](http://ctlt.ubc.ca/).

Faculty members can review the University’s Strategic Plan, *Place and Promise*, to develop an understanding of Aboriginal engagement, intercultural understanding and international engagement as key pillars of UBC’s vision.

For details visit: [http://strategicplan.ubc.ca/](http://strategicplan.ubc.ca/)

*For additional support direct questions or comments on appropriate and respectful Indigenous course content or classroom discussions to the Associate Director, Indigenous Legal Studies, and the Associate Dean, Academic Affairs.
E-LEARNING

UBC's Connect program for faculty is “designed to allow instructors and students to share information about a course. The instructor can do numerous things with his or her course including creating a quiz, adding class notes, having a discussion forum, and so on.”

Connect is also where readings can be posted online. If you need help with Connect, please contact Dillon Johnston at johnston@allard.ubc.ca (technical assistance) or the Associate Dean Academic Affairs at adaa@allard.ubc.ca (best practices on using Connect in your courses).

Please note that log in requires a CWL ID and password.

Detailed information on this program can be found here: http://elearning.ubc.ca/connect/

DISTANCE LEARNING GRADUATE LAW COURSES

We created online versions of four (4) of our graduate-level law courses.

LAW 504 - Property Law (5 credits)
LAW 505 - Canadian Public Law (5 credits)
LAW 508 – Business Organizations (4 credits)
LAW 525 – Canadian Criminal Law & Procedure (5 credits)

These courses are open to LLM CL and unclassified students that have completed a first law degree, but not to JD students.

CTLT provides resources for Distance Learning instructors, including online learning tools, which are accessible on this link: https://ctlt.ubc.ca/category/feature-article/learning-tools/

Your primary contact at CTLT for any technical-related course issues is Kyle Gailling (course.operations@ubc.ca), who is the support/lead. Please contact the Director, Graduate Certificate and Professional Programs for any other questions pertaining to your Distance Learning courses.

LAW LIBRARY

The Law Library home page (http://law.library.ubc.ca) provides access to:

- Library hours
- Contact information
- Periodical indexes
- Commercial databases (For access to LexisNexis Quicklaw and WestlawNext Canada for academic research purposes only, contact Elim Wong at elim.wong@ubc.ca)
- Research guides (Citation, Case Law, Legislation & Government, etc.)
- Past examinations
- UBC Library Catalogue

RESERVE READING

To put books on reserve for your class at the Law Library or another UBC Library, please visit Course Reserve Materials at http://guides.library.ubc.ca/lawfaculty/support. You must already have access to Connect, the UBC online learning management tool, in order to reserve books online.
For assistance with Connect sign-up, contact the Web Coordinator, Dillon Johnston, at johnston@allard.ubc.ca.

For assistance with Course Reserves, contact the Law Library by email at law.reserve@ubc.ca or by phone at (604) 827-3577.

**TEXTBOOKS AND CUSTOM COURSE MATERIALS (UBC BOOKSTORE)**

The UBC Bookstore handles Custom Course Packages as well as the copyright logs and copyright issues related to them. The bookstore manages all of the printing and selling of UBC Law’s course packages as well as textbook orders.

**COPYRIGHT**

UBC recently made the decision to manage its own copyright matters. Here are some key points to remember with regards to copyright:

- It is very important for adjunct faculty to carefully review the detailed information on copyright provided on the following UBC website: http://copyright.ubc.ca/.
- Adjunct faculty members may not copy more material than is permitted by the University guidelines.
- If, after reading the help links on the UBC website, you should have any questions on copyright, contact the Associate Dean, Academic Affairs.

**ORDERING TEXTBOOKS AND/OR CUSTOM COURSE MATERIALS**

Visit the following UBC Bookstore link to order your fall term or spring term textbooks or custom course packages online: http://ubc.verbacollect.com/session/selfassign.

The Bookstore staff can help with creating a custom course pack, including copyright clearance.

**UBC Law Contact Person**

Contact Leslie Soon (soon@allard.ubc.ca) for all inquiries relating to course materials and textbook ordering. Note that most legal publishers will provide Adjunct Faculty with a complimentary desk copy of any commercial text they use in their course. If for some reason a free copy is not available, we are happy to reimburse you for the cost of the text.

**UBC Bookstore Contacts**

Thomas Dobbie (604) 822-4362; tom.dobbie@ubc.ca (buyer, supervisor)
Elinor Morris (604) 827-3497; elinor.morris@ubc.ca (looks after law books)
Adam Proksa (604) 822-4362; adam.proksa@ubc.ca (custom course packs)

**TIMETABLES, EXAMINATION SCHEDULES AND COURSE OFFERINGS – ONLINE DOCUMENTS**

Visit the 2018-2019 Course, Timetables & Exams page of the Allard School of Law website at http://www.allard.ubc.ca/student-resources/jd-academic-services/registration-advising-exams/courses-exams to view the following documents:
DIRECTED RESEARCH (REGISTRATION IN MORE THAN ONE COURSE WITH THE SAME COURSE NUMBER)

A student may be registered in your class as “Directed Research.” The UBC Student Service Centre (SSC) registration system does not allow a student to self-register in more than one course with the same course number (but different course content). For example, if a student decides to take Law 435C.001 Topics in Tort Law (Personal Injury Law) and Law 435D.001 Topics in Tort Law (Mass Torts and Class Actions), the student self-registers in one course on the SSC but is registered as Directed Research in the other course by Student Services staff. The Coordinator, Student Academic Services will inform you by email if this applies to your course.

A student who is registered as Directed Research in your class:
- has a different Directed Research course number and is, therefore, not included in your Faculty Service Centre (FSC) class list
- must be added to your class list, your class e-mail list and Connect set-up (if applicable)
- is included in the total number of students registered in your class for grade average purposes

GRADUATE STUDENTS IN YOUR CLASSES

Graduate Students may appear in your courses under one of three categories:
- Registered in the JD (300 or 400 level) course number – required to complete the same requirements as JD students
- Registered in the Graduate (500 level) course number – required to complete additional coursework (please see below)
- Registered in the Graduate Seminar (560 level) course number – required to complete a major paper

ADDITIONAL COURSEWORK REQUIREMENT FOR GRADUATE STUDENTS

LLM Common Law (LLM CL) and LLM in Taxation (LLMT) students are permitted to count a maximum of six (6) credits from JD courses towards their degree. LLM CL or LLMT students wishing to take more JD courses for credit towards their degree must complete coursework in addition to the regular requirements for JD students enrolled in those courses. The additional coursework (usually a separate written assignment) will be determined by the course instructor(s) in consultation with the Director, Graduate Certificate and Professional Programs and Associate Dean, Graduate Studies and Professional Programs. Those JD courses will be reassigned a 500-level graduate course number on the student's transcript, reflecting the additional coursework.

The additional coursework requirement also applies to 500-level graduate courses that are permanently cross listed with JD courses (i.e., LAW 506 (Income Tax Law), LAW 507 (Evidence), LAW 508 (Business Organizations) and LAW 509 (Administrative Law)).

You will be provided with a list of graduate students in your courses after the course change deadline (usually two weeks into the term) along with the corresponding 500-level course numbers. Your class list may change during the first two weeks of classes, as students add-drop courses. Please check your lists after the course drop deadline for the most up to date version.
NON-LAW STUDENTS

Registration in a law course for a non-law student is subject to:
- the approval of the UBC Law Associate Dean, Academic Affairs
- the approval of the course instructor(s)
- seat availability in the course

A non-law student seeking permission to take a law course should first review the “Permission for a Non-Law Student to Register in a Law Course” form which can be found on the Law website: http://www.allard.ubc.ca/sites/www.allard.ubc.ca/files/uploads/JD/permission_for_a_non-law_student_to_register_in_a_law_course_form_2018w.pdf. If eligible, the non-law student must complete and return the application form by the deadline. Hardcopies of the form are also available in the Student Services Waiting Area (main floor, 148). Permission is granted sparingly. Please do not promise admission to your course, whether on an audit or credit basis, to non-law students.

GUIDELINES FOR COURSES, SEMINARS AND WORKSHOPS

The Faculty of Law offers classes that are taught and evaluated in a variety of ways. The following material is intended to give you some guidance on the different categories of classes at UBC Law. They include courses, seminars and workshops.

COURSES

Courses are quite often larger classes, ranging anywhere from 15 to 70 students, though in exceptional cases the numbers may be higher. The Faculty does not have a policy on how courses are to be taught or evaluated but various practices have emerged over time. Courses may be taught by lectures, case discussion, problem solving, or a combination of these methods.

The Faculty policy on evaluation is as follows:

“That evaluation continue in this Faculty with examinations being the primary testing device; that the evaluative system be flexible so as to adapt to the pedagogy of the examiner, course content, available resources and student needs; that adoption of a technique other than examinations only follow justification of the technique as valid and reliable; but within these limitations the examiner be free to vary the content, frequency, length and time limits of evaluation.”

While many instructors evaluate by way of a 100% final examination, others choose to give mid-term examinations as well for varying percentages of the final grade, and some instructors offer students the option of a 100% final examination or a paper and an examination that combined together give the student their final grade.

It is generally not a good idea to give students options as to the evaluation method. If some students choose a paper while others write an exam, it can be hard to mark these two very different products fairly against one another. If you do choose to make one or more evaluations optional, PLEASE DO NOT tell students that they can write a shorter examination in exchange for writing a paper. We do not have sufficient rooms and invigilators to hold exams of multiple lengths, with a choice or handwriting or typing, in a single course.

Please do not change the method of evaluation in your course after the add/drop period.

If you have any questions about the method of evaluation in your course, please consult with the Associate Dean, Academic Affairs.
SEMINARS

Courses that qualify as seminars are designated as such in the course listings. The purpose of a seminar is to encourage individual student research and class discussion. Consequently seminars are capped at 15 students. You may, however, admit up to 20 students if you wish.

The evaluation of seminars is based on the preparation by the student of a major research paper. In 3 credit seminars, a typical length is 7500 words (around 30 double-spaced pages). All students must complete at least one such seminar to graduate.

WORKSHOPS

Workshops are intended to enable students to develop skills that will help them analyze and respond to a specifically defined social, economic and/or political issue that has legal implications. The size of a workshop does not generally exceed 15 students. Evaluation is usually based on continuous short assignments dealing with problems and participation in the workshop through role-playing, presentations, moots and general class participation. Workshops do not satisfy the seminar requirement for graduation.

FACULTY SERVICE CENTRE (FSC)

Use your Campus Wide Login (CWL) to gain access to the Faculty Service Centre (FSC) website to view your class list and to send emails to your class.

If you do not yet have a CWL, please contact the Administrator.

To sign on to the FSC, please visit https://ssc.adm.ubc.ca/fsc/home using Mozilla Firefox (it does not work with Internet Explorer).

VIEWING CLASS LISTS

<table>
<thead>
<tr>
<th>Step 1:</th>
<th>Your class list is available online at the Faculty Service Centre.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Log in using your CWL account.</td>
</tr>
<tr>
<td>Step 2:</td>
<td>Under &quot;Managed Sections&quot; on the FSC home page, “Display for Session” should be 2016W.</td>
</tr>
<tr>
<td>Step 3:</td>
<td>Click on “Search for Sections to Manage”.</td>
</tr>
<tr>
<td></td>
<td>In the new window, enter the following information:</td>
</tr>
<tr>
<td></td>
<td>Campus Code: UBCV (default)</td>
</tr>
<tr>
<td></td>
<td>Subject: Law</td>
</tr>
<tr>
<td></td>
<td>Course: 435D (example)</td>
</tr>
<tr>
<td></td>
<td>Section: 001 (example)</td>
</tr>
<tr>
<td></td>
<td>Click “OK”</td>
</tr>
<tr>
<td>Step 4:</td>
<td>☑ Select your course and click on the Enter key or the “View Classlist(s)” key.</td>
</tr>
<tr>
<td></td>
<td>You can now view your class list.</td>
</tr>
</tbody>
</table>

Click on “FSC Home” on the upper left hand corner to exit the screen or to view your other class lists (if any).
PRINTING CLASS LISTS

Follow steps 1 to 3 in “Viewing Class Lists”.

<table>
<thead>
<tr>
<th>Step 4:</th>
<th>☑ Select your course and click on the “Download/Print Classlist(s)” key.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 5:</td>
<td>Select “Table” or “Grid” format.</td>
</tr>
<tr>
<td></td>
<td>☑ Select the columns you would like to print. Note that by selecting “image” you can have a photo of each student, which makes learning names easier.</td>
</tr>
<tr>
<td>Step 6:</td>
<td>Click “Print” to print from your web browser.</td>
</tr>
</tbody>
</table>

SENDING AN E-MAIL TO YOUR CLASS

Follow steps 1 to 4 in “Viewing Class Lists”.

<table>
<thead>
<tr>
<th>Step 5:</th>
<th>☑ Select individual students or click “Select All”.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 6:</td>
<td>Click on “Send E-mail”.</td>
</tr>
<tr>
<td>Step 7:</td>
<td>Enter your subject and message.</td>
</tr>
<tr>
<td></td>
<td>You can also send attachments by clicking on “Add” and selecting the document(s) that you would like to attach.</td>
</tr>
<tr>
<td>Step 8:</td>
<td>Click “Send Email”.</td>
</tr>
</tbody>
</table>

DOWNLOADING CLASS LISTS IN EXCEL

Follow steps 1 to 3 in “Viewing Class Lists”.

<table>
<thead>
<tr>
<th>Step 4:</th>
<th>☑ Select your course and click on the “Download/Print Classlist(s)” key.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 5:</td>
<td>Click “Download” to open and view your class list in Excel.</td>
</tr>
<tr>
<td></td>
<td>You can format the class list to suit your needs and then save or print.</td>
</tr>
</tbody>
</table>

To exit the Faculty Service Centre completely, click on “Logout” on the upper right hand corner of the FSC home page.
GRADUATE STUDENTS IN YOUR CLASSES

Students in 500-level courses will appear on your FSC in a separate list from the JD students. Please be sure to check the FSC for updated class lists after the course drop deadline each term, as there is often movement between courses during the first two weeks of classes.

NOTIFICATIONS, CLASS CANCELLATIONS AND MAKE-UP CLASSES

E-mail, through the Faculty Service Centre, is the best way to send out class announcements and messages to your students.

If you have to cancel a class:

- send an e-mail message to your students via the FSC to inform them of the class cancellation
- send an e-mail to the Receptionist (reception@allard.ubc.ca) and ask that a class cancellation notice be posted on your classroom door

Tuesdays from 12:30 pm to 2:00 pm are designated as class make-up time. If you would like to schedule a make-up class, please book a classroom through the Receptionist. There is no scheduled evening time to make up evening classes and whether a missed class should be made up is at the instructor’s discretion. If you would like to make up an evening class, it is best to work this out with your students directly.

Note: Instructors are not expected to make up classes that fall on public holidays when the University is closed.

PLAGIARISM (TurnItIn)

Evidence of academic dishonesty of any kind should be reported to the Associate Dean, Academic Affairs.

UBC has access to an anti-plagiarism system (TurnItIn) whereby instructors can submit student papers to the service to test for plagiarism. If you have any concerns about possible plagiarism, we suggest that you use this service.

TurnItIn

UBC subscribes to a service called TurnItIn which is a website that checks for the originality of material. This is a password-protected site.

The information provided here and further details about TurnItIn can be found online at: http://lthub.ubc.ca/guides/turinItin/

The UBC policies and rules relating to academic misconduct can be found in the Calendar: http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,54,0,0.

TurnItIn works as follows:

1. Students upload the text of their paper to the TurnItIn website or electronically submit papers to instructors.
2. Software scans the paper and reports on originality. Instances of copying are flagged in a report.
3. Faculty sign on to the website and review the reports for their students.

4. Faculty members decide, with help from the report, whether this is or is not a case of plagiarism.

**FORMAL NOTIFICATION TO STUDENTS**

It is helpful to advise students at the beginning of a course that TurnItIn may be used to verify the originality of their work. (Faculty members, however, are not obligated to inform students since the UBC Calendar already warns students that works they submit may be reviewed by TurnItIn.)

For example, instructors may wish to include a statement in their course outlines such as: “In this course you will be required to submit some material in electronic form. When this is required, it will be noted. The electronic material will be submitted to a service to which UBC subscribes, called TurnItIn. This is a service that checks textual material for originality. It is increasingly used in North American universities.”

**Joining TurnItIn**

You are required to obtain a code and password to “join” TurnItIn. To obtain this information, please contact the TurnItIn Administrator by e-mail at turnitin.support@ubc.ca or by phone at (604) 827-5183, or contact the Associate Dean, Academic Affairs.

**ASSISTANT DEAN, STUDENTS AND STUDENTS IN DISTRESS OR IN NEED OF ACADEMIC SUPPORT**

The Assistant Dean, Students is the point person for JD student issues, and acts as a general student resource person.* ** She provides academic counseling and advice, assists with requests for deferrals or accommodations, and runs academic support sessions to improve students’ study and exam writing skills. Please refer students to her if they have any questions or concerns which you are unable to address.

Additionally, the Assistant Dean, Students also deals with students in distress. If you are concerned about a student (academic or personal distress or substance abuse issues), please contact the Assistant Dean, Students and let her know about your concerns. If it is an emergency situation, please direct the student to the Assistant Dean, Students ASAP or you may also direct the student to UBC Counselling Services in Brock Hall for an emergency appointment. Counselling sees students on a drop-in basis. If a student is in imminent danger of harm, call 911.

Students are required to attend class. If a student has not been attending, please notify the Assistant Dean, Students who can follow up with the student to determine the nature and reasons for the absence. Often there is a student welfare issue at play and timely notice of absence allows us to better assist a student.

UBC has a new online resource for assisting students in distress. Information on The Green Folder can be found at https://facultystaff.students.ubc.ca/assisting-students-distress.

* **Graduate Students in Distress or Requiring Accommodations and Deferrals:** Please direct LLM or PhD students to the Graduate Program Advisor, and LLMCL, LLMT and Distance Learning students to the Director, Graduate Certificate and Professional Programs.

**Indigenous Students:** The Associate Director, Indigenous Legal Studies provides an additional layer of academic, cultural and career support for JD, LLM and PhD self-identified Indigenous students.
EXAMINATION ACCOMMODATIONS AND DEFERRALS
http://www.allard.ubc.ca/academic-concessions-accommodations

1. The Examinations Committee and the Associate Dean, Academic Affairs have authority to permit changes to the posted schedule and to the ordinary mode of writing examinations by hand to accommodate students with disabilities which interfere with the actual writing of examinations.

2. Students requesting an examination accommodation or deferral should obtain from and submit forms to the Assistant Dean, Students who will coordinate with the Chair of the Examinations Committee.

3. Individual faculty may NOT grant examination accommodations or paper extensions.

   Please direct any students seeking examination accommodations or deferrals to the Assistant Dean, Students. You may be asked to provide an alternate examination for students writing deferred or re-evaluation examinations.

ACCOMMODATING STUDENTS WITH DISABILITIES

Students requiring accommodations on exams or assignments pursuant to a disability should be directed to Access & Diversity, located in Brock Hall. Access & Diversity will assess all accommodation requests and make all accommodation decisions. Instructors should not assess or adjudicate individual students’ requests for accommodation. If you have any questions, please contact the Assistant Dean, Students.

PAPER/ASSIGNMENT DUE DATES AND EXTENSIONS

The deadline for student submission of final course, seminar and directed research papers to the Faculty of Law Reception desk, or electronically to adjunct faculty members according to their instructions, is 4:00 pm on Wednesday, December 19, 2018 for term 1 courses and 4:00 pm on Wednesday, April 26, 2019 for term 2 courses, unless you specify an earlier date with the final examination period. (Please read in conjunction with the information on Submitting Grades for graduate students, below).

All extensions MUST be approved by the Chair of the Examinations Committee through the Assistant Dean, Students. Individual adjunct faculty may not grant extensions. Students requesting extensions should obtain a request form from the Assistant Dean, Students.

Note: Upon assigning papers or assignments, course instructors are expected to advise their students of the consequences for not meeting a deadline in the absence of an approved extension by the Examinations Chair.

MARK DEDUCTION FOR LATE ASSIGNMENTS


The following rule on mark deduction applies to any paper, essay or other written assignment in any undergraduate course, including directed research, where marks will be given for the work. When giving such assignments, the instructor must set a due date and that due date must conform with faculty guidelines on submission dates. The rule for deducting marks applies when the student concerned submits an assignment late and does not have permission from the Examinations Committee to submit the assignment at that time.
For each or any part of a day that the assignment is late, including weekends and statutory holidays and other days when the law school is closed, the student will lose 5% of the maximum possible value of the assignment for the first day or part of a day that the assignment is late and an additional 2% for each subsequent day or part of a day.

Example: A paper worth 100 possible marks that is handed in 1 day late would automatically lose 5 points. The same paper handed in 10 days late would lose an additional 18 marks for a total mark loss of 23 marks.

A student can apply for an exemption from this deduction for one or more of the days within the late period. Such application will be made to the Examinations Committee.

Example: If a student hands a paper in 5 days late, but one of those days is a religious celebration for the student, the student can apply for an exemption from penalty for that day. If granted, the student's paper would then be considered to be 4 days late.

EXAMINATIONS (GENERAL RULES)

1. The use of multiple choice questions on examinations is strongly discouraged.

2. First and upper year students have the option of handwriting their exams or using the computerized exam software ExamSoft. Detailed information on the use of ExamSoft can be found on the Allard website at:

GRADING PRACTICES

The UBC Calendar states that Instructors are responsible for providing written guidelines to all students at the start of each course, outlining how the final grade for the course will be arrived at, and including any related policies such as arrangements that may be made for students who are unable to complete a test or other graded work because of short term illness or for other reasons. Guidelines made available on the web meet this requirement.

EXAMINATION AND GRADING RULES


Grading and Mark Distribution

Upper Year Courses

1. In all courses having an enrollment of 50 or more the average shall be in the 70-74.0000% range.

2. In all courses having an enrollment of 40 or more, but fewer than 50, the average shall be in the 70-75.0000% range.

3. In all courses having an enrollment of 21 or more, but fewer than 40, the average shall be in the 70-76.0000% range.
4. In all courses having an enrollment of fewer than 21 (and which are not taught in multiple sections) the average shall be in the 70-79.0000% range.

5. All upper-year courses taught in multiple sections in an academic year, which runs from September through August, shall apply the same average to each section. The average shall be determined on the last day of class in the fall term based on the largest section of the course in any term during that Winter Session. For example, if on the last day of fall classes, a course has one spring term section with 65 registered students and one fall term section with 14 registered students, then each section must have an average between 70 – 74.0000% (even if the spring term section’s registration subsequently changes).

First-Year Courses

6. The First Year December examinations are subject to a requirement that the average marks for each class fall within a specified range of averages being 65%-75.0000%

7. The First Year Assignments and April examinations are subject to a requirement that the average marks for each class fall within a specified range being 70-75.0000%.

8. All sections of a first-year course will contain the same grading components, and each component across sections must be worth the same amount.

9. For Full-Year First Year Law Courses with a December practice exam and an April final exam:

If the December Exam Mark is less than or equal to the April Exam Mark, then the April Exam mark equals the Overall Exam Mark. Otherwise, if the December Exam Mark is greater than the April Exam Mark, then 25% of the December Exam Mark plus 75% of the April Exam Mark equals the Overall Exam Mark.

If there is a Legal Writing Component for the course, then the Overall Exam Mark plus the LRW Mark = the Final Mark in the Course.

First-Year and Upper-Year Courses

10. Faculty members are encouraged to achieve the following distribution of cumulative overall averages.

<table>
<thead>
<tr>
<th>Assigned Mark</th>
<th>Required Letter Grade</th>
<th>Suggested Word Description</th>
<th>Suggested % W/I Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>90&gt; 85-89</td>
<td>A+ A A-</td>
<td>Excellent (87.5)</td>
<td>10-15</td>
</tr>
<tr>
<td>76-79</td>
<td>B+ B B-</td>
<td>Good (73.5)</td>
<td>50-60</td>
</tr>
<tr>
<td>64-67</td>
<td>C+ C C-</td>
<td>Satisfactory (61.5)</td>
<td>20-30</td>
</tr>
<tr>
<td>50-54</td>
<td>D</td>
<td>Barely Adequate (52)</td>
<td>5-10</td>
</tr>
<tr>
<td>0-49</td>
<td>F</td>
<td>Fail</td>
<td>1-5 1st Year 0-3 2nd &amp; 3rd Years</td>
</tr>
</tbody>
</table>

11. An instructor wishing to award a grade in excess of 90% must provide justification to the Examination Committee. If not satisfied, the Committee may take such action as it considers appropriate, including a re-read by a different instructor or a lowering of the grade.
12. An instructor may apply to the Examinations Committee for variance from the rules concerning averages.

**Miscellaneous Rules**

1. Use of questions used on previous examinations on file in the law library and on the library web site is strongly discouraged for fairness reasons. Old examinations are available to students and some may have studied from an old exam.

2. For courses listed in the University Calendar as capable of being offered on a pass-fail basis, instructors wishing to grade on a pass-fail basis must obtain the approval of the Associate Dean at least one week prior to student registration in the course. If the change is approved, the Director of Student Academic Services must submit a request to the Academic Governance Office in the Senate and Curriculum Services office to have the change recorded in the UBC Faculty Course Management System.

3. Instructors are required to discuss the examination papers and other assignments with students for pedagogical purposes only. A student wishing to challenge a grade must apply through the Enrolment Services for a review of assigned standing. However, if an instructor believes that a mark should be changed, the instructor should simply inform the Director of Student Academic Services. Students are advised to discuss a paper whose grade they wish to challenge with the instructor before applying for a review of assigned standing.

4. All scheduled examinations are mandatory.

**Grading of Graduate Students (LLM, PhD, LLMCL, LLMTax)**

Graduate Students are excluded from the rules above concerning grading averages and are graded separately. Note that the minimum grade required to pass a course also differs from that of JD students:

**UBC Policy on Satisfactory Progress - Master's Students**

A minimum of 60% must be obtained in any course taken by a student enrolled in a master's program for the student to be granted pass standing. However, only 6 credits of pass standing may be counted towards a master's program. For all other courses, a minimum of 68% must be obtained.

If a graduate student repeats a failed required course, a minimum mark of 74% must be obtained.

If the student does not improve their grade by repeating the course or taking an alternate course and obtaining a satisfactory grade, that student may be required to withdraw from the program.

If grades of 60-67% are obtained in an excessive number of courses (more than 6 credits) the student may be required to withdraw. The student will be informed of unsatisfactory academic progress in writing before any action regarding withdrawal is taken.

**SUBMITTING GRADES**

You will receive details regarding the submission of grades and grades deadlines in mid to late term from the Director, Student Academic Services. If you have individual marks to submit in the meantime, you can
send them to the Director, Student Academic Services and the Coordinator, Student Academic Services, or the Coordinator, Academic Services, by e-mail.

**Graduate Students**

All grades must be entered by the Grading deadlines to close programs and approve students for graduation. The final graduation approval date is dictated by when the UBC Academic Senate meets to approve the graduation lists for a particular conferral period.

The Faculty of Graduate and Postdoctoral Studies requires that grades for the spring semester must be received and entered typically by May 1st or 2nd, which leaves a very short turn-around time between the last exam in April and the grades submission due date for Graduate students. If you have graduate students in your classes, mark their papers and exams first to ensure you meet these guidelines. They can be submitted before your JD grades as graduate students are not factored into class averages.

**GRADE CHANGE REQUESTS BY INSTRUCTOR**

Students who have a questions about a grade received are entitled to meet with the instructor and review the examination or paper in question. Instructors are required to discuss examination papers and other assignments with students for pedagogical purposes only. Grades are not a negotiation and instructors cannot re-grade papers once marks have been posted.

A student wishing to challenge a grade must apply through Enrolment Services for a review of assigned standing. Students are advised to discuss a paper whose grade they wish to challenge with the instructor before applying for a review of assigned standing.

However, if an instructor believes that a mark should be changed because of an addition error or other similar omission, the instructor should inform the Director of Student Academic Services and apply to the Associate Dean, Academic Affairs for permission to change the grade.

To request a grade change (after grades have been posted to the grades database and the student registration system), please send the Associate Dean, Academic Affairs the following information via email:

(i) The circumstances under which you were asked to review the student grade;

(ii) The evidence / reasons provided by the student in support of his/her request for a reconsideration;

(iii) A full explanation as to why you decided to alter the grade. This needs to be detailed and refer to specifics, i.e., it needs to give details as to the particular parts of the examination that have been reassessed, and the reason why it was felt the grade needed to be changed; and

(iv) An explanation as to the impact of this change on the examinations of other students. In particular, please consider the question of whether other student papers also need to be re-graded.

Please provide the Associate Dean, Academic Affairs with a copy of the student's examination or paper in question, along with the original questions and a copy of the course syllabus.

Once the above information has been provided, the Associate Dean, Academic Affairs will review the request for a grade change and discuss the matter with the Chair of Examinations Committee where appropriate.
EXAMINATION AND PAPER RETENTION

Please retain student examination papers for 12 months following the examination or paper submission. After that time, they can be recycled.

FORMAL STUDENT GRADE APPEALS


A student wishing to challenge a grade must apply through UBC Enrolment Services for a review of assigned standing.

If the request is granted, the Chair of the Examinations will contact the instructor.

TEACHING EVALUATIONS (COURSEVAL)

Before the end of each term, students complete teaching evaluations about their instructors and courses. The Associate Dean, Academic Affairs, will email faculty prior to when the online teaching evaluation surveys will become available to students so that faculty can plan to make class time available for students to complete their teaching evaluations for the course. Faculty members are notified after the term's end, after grades have been released to students, when their teaching evaluations will be available for them to access on-line using their CWL and password.

COURSEVAL WEBSITE INSTRUCTIONS 2018-2019 ACADEMIC YEAR

The CoursEval website for the current Academic Year is located at the following URL:

https://eval.ctlt.ubc.ca/law

LOGGING IN:

Click login button

Enter your CWL (campus-wide login) name
Enter your CWL password
Click Continue button

You will be brought to the Evaluation Homepage. Evaluation reports can be viewed by clicking on the Reports icon at the top of the screen.

Most of the information in this screen is self-explanatory, however here are some instructions to clarify the screen for you.
MAIN MENU (at the top of the page):

REPORTS ICON (the second icon):

You can toggle between seeing: Evaluation Reports (the default) or Detailed Results reports. The Evaluation Reports will show you per question the numbers of responses, standard deviations and averages. The Detailed Results Reports will show you some additional information such as median and mode.

Evaluation Reports Menu:

Survey Type: Standard (that is the only type of evaluation we have)
Survey Year: i.e., 2018 or 2019 (this is the actual physical year of the survey), SHOW ALL shows all years for which you have survey data.
Survey Status: Closed (that means that the survey is now closed for students to complete anymore surveys)
Survey: You can only view information about our Faculty of Law survey, unless you also teach in another faculty and they have on-line teaching evaluations for you to access.
Department: LAW

You can select all of the courses for which you have evaluations by clicking Include All on the right side of the screen. Or you can click on Include None and then click in the box under Include All/None for the individual course for which there is an evaluation that you would like to view.

Then click on View Report (located in the same row as the View command but on the right side of the screen) This will bring you to the information about the teaching evaluation for this course that you taught.
You can print the report from there by right-clicking your mouse and selecting **Print**. Otherwise, you can close the report by clicking on the X in the top right of the report, then select **Print** next to the View Report command.

**Detailed Reports Menu:**

Includes the menu options of Type, Year, Period, Status and Survey. It also includes the ability to do a search for course number. You can view your reports by clicking on the **Detail Report** icon on the right side of the screen.

**HELP (the first icon):**

Will give you some very basic CourseEval information and allow you to get local help by giving you your Site Administrator’s contact information. You are also able to e-mail the Site Administrator from CourseEval, see announcements from the CourseEval Server Administrators, and change your CourseEval e-mail address.

**LOG OUT (the third icon):**

To log out, click on the **Log Out** icon in the Main Menu at the upper right corner of the screen.

**MAKING YOUR UNIVERSITY MODULE RESULTS VIEWABLE TO STUDENTS:**

In CoursEval, your teaching evaluation reports are organized according to their evaluation period. Your teaching evaluation results include data from both the University Module questions (these are University-wide questions) and Faculty of Law-specific questions.

In accordance with the UBC Vancouver Senate Policy on Student Evaluations of Teaching, with the permission of each individual instructor, the University will share these results with students within UBC through the secure, password-protected teaching evaluation website (CWL login is required to access the website).

Please note: the University Module includes the following 6 items:

- The instructor made it clear what students were expected to learn.
- The instructor communicated the subject matter effectively.
- The instructor helped inspire interest in learning the subject matter.
- Overall, evaluation of student learning (through exams, essays, presentations, etc.) was fair.
- The instructor showed concern for student learning.
- Overall, the instructor was an effective teacher.

The website will also feature summary results for the six university module items and contain links to the relevant policy documents, communications and resources.

If you would like to consent to publish your University Module results on the secure UBC site, do the following to give consent:

Go to "Student Evaluation of Teaching" [http://teacheval.ubc.ca/](http://teacheval.ubc.ca/)

Then:
Select Results, Click "Login", enter your **CWL** (campus-wide login) **name**, enter your **CWL password**, Search Course Evaluations.
Consent to publish results for that section.

**UNIVERSITY POLICIES ON DISCRIMINATION**

All adjunct faculty members should make themselves familiar with the university’s policies on discrimination and harassment and the UBC Respectful Environment Statement. Go to: equity.ubc.ca/discrimination/ and click on the “UBC Policy Links” button.

These policies apply to adjunct faculty members in the same manner as regular full-time members of faculty. Sexual harassment and other forms of discrimination will not be tolerated and may lead to termination of your adjunct contract.

Please keep in mind that you hold a great deal of power over your students, who are anxious to succeed in law school and establish their legal careers. Students may find it difficult to reject unwelcome personal overtures from faculty members, including offers of alcohol or personal transportation, or social connections online. These behaviours are best avoided, particularly if only one student is involved.

In addition to avoiding discriminatory comments, faculty should consider how they can make their course or seminar more inclusive and welcoming to a diverse range of students. This could include ensuring that authors of class readings and guest speakers come from diverse backgrounds, or choosing cases that engage with diverse perspectives and life experiences. Law schools have a particular obligation to meet the calls for action of the Truth and Reconciliation Commission and to ensure that our graduates have the requisite cultural competencies to serve Indigenous clients. The Associate Director, Indigenous Legal Program is happy to connect you to resources that can assist you in meeting these goals.