



Teaching at The Chang School

2016/17

Ryerson
University

The Chang School
of Continuing
Education

Our Mission

To be a leader in innovative quality lifelong learning that empowers adults to reach their life and career goals.

Our Vision

To be the leading continuing education provider for adult learners and partner organizations. As leaders, we will be known for our passion for lifelong learning, the relevance and responsiveness of our programs, our ground-breaking work in quality approaches to adult education, the strength of our people, and our teamwork.



Dear Colleague,

It is a new and exciting academic year and I am delighted that you will be sharing your knowledge and experience with students at The G. Raymond Chang School of Continuing Education. Quality teaching is the foundation of our ability to deliver exceptional education, and our students regularly cite contract lecturers as the most positive aspect of the continuing education experience.

We are proud that you bring specialized expertise, honed in the workplace, to equip our learners with practical strategies and real-world insights. You also show an impressive ability to adapt your teaching methods to new technologies and to our diverse students' requirements. These efforts enhance our reputation as Canada's leading provider of university-based adult education.

One of The Chang School's goals in our five-year academic plan, *Empowering Adults to Reach their Life and Career Goals*, is to actively engage our contract lecturers through innovation and learning excellence opportunities. This aligns with Ryerson's vision of becoming Canada's leading innovation university and extends to how its faculty and staff continue to develop an environment that engages and supports our students. At The Chang School, we fully support a "people first" approach to implementing our goals by prioritizing educator and staff engagement. We work hard to retain talented people by continuing to build an inclusive, diverse, equitable, and accessible work environment that also reflects Ryerson's most fundamental values: collegiality, inclusion, community, and lifelong learning.

Our Chang School staff and academic coordinators are here to help, so feel free to reach out in person, via email, or by phone. Visit ryerson.ca/ce and click on Instructors or email changteach@ryerson.ca to find out more about the many ways we can assist you.

As you prepare to inform, guide, and spark student success this year, I'd like to thank you in advance for the tremendously valuable contributions you make to our students' learning journey.

I look forward to working with you and wish you all the best!

Dr. Marie Bountrogianni, Dean
The G. Raymond Chang School of Continuing Education

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Teaching in The G. Raymond Chang School of Continuing Education

As a continuing education contract lecturer (CECL) in The G. Raymond Chang School of Continuing Education, you are an essential partner in fulfilling our Academic Plan goal “to develop a student-centric environment that engages and supports students.”

Student surveys repeatedly reaffirm the importance our learners ascribe to your role. People from all walks of life (and, increasingly, from all over the world) look to you and your fellow CECLs for knowledge, direction, and inspiration. As an accomplished leader in your field, you have the power to guide your students toward personal and career success.

To assist you in your work, this handbook contains information on important procedures, policies, resources, and support services. It is designed as a blueprint that will help you excel as a CECL and, thereby, provide an optimum learning experience for your students. You may be assured that the entire staff of The Chang School is committed to providing you with an equitable, diverse, inclusive, and engaging working environment.

Your Role as a Continuing Education Contract Lecturer (CECL)

As a continuing education contract lecturer (CECL), you are expected to engage your adult learners in concept exploration and activities that allow them to be successful. Your specific duties and responsibilities may be summarized as follows:

- to teach the courses assigned according to prescribed curriculum and by prescribed methods adhering to all approved course management policies of Senate and the Department/School
- to be accessible to students either directly or through your area program coordinator
- to be present for all scheduled class times (including your final exam) or make up any missed class for any reason whatsoever without additional compensation
- to assign and evaluate the work of students according to approved University policies
- to manage relevant course and student processes and materials according to University policies

CECLs hired to teach in The Chang School work under a collective agreement between Ryerson University and CUPE Local 3904 Unit 2. You are advised to familiarize yourself with the collective agreement which is available on the University’s website at ryerson.ca/teaching or through The Chang School office in Heaslip House, 297 Victoria Street; or through the CUPE 2 office in POD156B.

Work Space for Continuing Education Contract Lecturers (CECLs)

Chang School continuing education contract lecturers (CECLs) are required to maintain an off-campus office to prepare lectures and mark student work. However, The Chang School is pleased to provide our CECLs with work space on the 2nd floor of Heaslip House in which to complete last-minute class preparations, access Ryerson email, and meet with other CECLs.

Please remember that these shared resources are provided to assist you with your Chang School preparations and are not intended for personal use. Before class, you can stop by the 2nd floor for the following services:

- work space for pre-class preparation
- wireless network for your laptop use
- computers and a printer (maximum 8-10 pages)
- telephone and CECL mail slots
- CECL photocopier for last-minute, low-volume course materials (Note: Large volume photocopying is available in advance of your class through Duplicating and Printing Services. Please visit the front desk staff for an authorization form.)
- announcements and resources

CECLs can book room CED205 for confidential meetings with students. Contact mboffice@ryerson.ca to book your meeting time.

Professional Development for Continuing Education Contract Lecturers (CECLs)

Under the leadership of our Teaching Chair, The Chang School Teaching Committee works collaboratively with Ryerson’s Learning and Teaching Office (LTO) to offer workshops and events on topics related to best practices in teaching and learning.

New Continuing Education Contract Lecturer (CECL) Orientation

Prior to the start of each teaching term, The Chang School conducts an orientation for new continuing education contract lecturers (CECLs). This orientation provides an opportunity for new CECLs to learn more about Ryerson and The Chang School, your course management responsibilities, and the support services that are available to assist in your teaching.

Workshops in Teaching and Learning

The Chang School offers workshops designed to help you explore new strategies in teaching adult learners, assess student learning, and incorporate technology into your teaching. A schedule of workshops will be posted on our website at ryerson.ca/ce/changteach and email reminders will be sent to CECLs throughout each term.

The Chang School Continuing Education Contract Lecturer (CECL) Website

Our website for continuing education contract lecturers (CECLs), ryerson.ca/ce/changteach, offers you web-based access to the following:

- information on policies and procedures
- CECL-specific publications
- CECL job postings

We continue to update and expand the information, resources, and hyperlinks on this site, so be sure to check it on a regular basis.

The Chang School Teaching Community is now an open group on LinkedIn; join us here to network with your colleagues.

Instructional Technology and D2L Brightspace

Computing and Communications Services (CCS) provides support to faculty wishing to use instructional technology in their teaching. Instructional technologists are available to provide assistance in the development and application of a range of technologies, including the D2L Brightspace learning system.

Accessed through my.ryerson, D2L Brightspace enables the creation of secure web-based learning environments, facilitating a range of activities including online discussion, formative and summative assessment, and content delivery.

D2L Brightspace course shells are mandatory for all Chang School courses, including classroom-based courses. At a minimum, you are required to use D2L Brightspace to do the following:

- post your course outline
- distribute class handouts
- communicate with your students and post announcements
- post marks on student assessments, tests, and final exams throughout the term (but not final grades).

Unless you are teaching an online course, D2L Brightspace should not be used to replace classroom teaching.

For more information on learning about and using D2L Brightspace, go to our website at ryerson.ca/ce/d2lbrightspace, or visit the D2L Brightspace Faculty Support website at ryerson.ca/courses. You should also contact your program director or academic coordinator to determine if there are any guidelines for implementing instructional technology for your course.

Ryerson University Learning and Teaching Office

The Learning and Teaching Office (LTO) supports Ryerson's academic mandate by providing training and resource services in the practice and scholarship of teaching. Throughout the academic year, the LTO offers a number of activities, including teaching seminars and discussion groups, which continuing education contract lecturers (CECLs) are welcome to participate in. We encourage you to subscribe to the LTO's 'teachnet' listserv. For a list of learning and teaching resources, visit ryerson.ca/lt.

Annual Ryerson Conference

Ryerson University hosts an annual May Faculty Conference that showcases Ryerson teaching, scholarship, and creative activities. The Chang School encourages you to take part in this conference as a presenter and/or as a participant. In the spring, details on the 2017 conference will be available on our website.

Teaching Observations

In order to provide our continuing education contract lecturers (CECLs) with the opportunity to obtain feedback on their teaching practice, The Chang School conducts observations of both classroom and online teaching during the academic term. These meetings are also an opportunity for you to share your ideas and suggestions with your academic coordinator. New CECLs can expect to be evaluated in their first term, and returning CECLs may be contacted over the 2016–2017 academic year.

Faculty Course Survey

The Ryerson University online Faculty Course Survey (FCS) is the official survey used to obtain student opinion about the instruction and delivery of Chang School courses. In the Fall, Winter, and Spring/Summer terms, continuing education contract lecturers (CECLs) will have an opportunity to customize a section of the online survey for their course. The FCS is an opportunity for you to obtain feedback from students on your courses, and we ask that you encourage your students to participate in the online survey each term. Once final grades have been posted, the survey results will be available through my.ryerson.ca. You will be expected to attach your FCS results to your teaching applications.

For information on the online FCS, including timelines and deadlines, visit the Teaching@Ryerson website at ryerson.ca/teaching.

This handbook contains information on the academic and administrative policies, procedures, and support services that will assist you in your role as a continuing education contract lecturer (CECL) in The G. Raymond Chang School of Continuing Education.

Academic Course Management

Academic Governance in The G. Raymond Chang School of Continuing Education

The Chang School is comprised of six program areas corresponding to the undergraduate faculties of Ryerson University: Arts; Communication and Design; Community Services; Engineering and Architectural Science; Science; and the Ted Rogers School of Management. Each of these program areas is managed by a program director reporting to the dean of The Chang School. While *administrative responsibility* for certificate programs and continuing education courses rests primarily within The Chang School and its program directors, *academic responsibility* rests primarily with the relevant undergraduate school, department, or faculty and their academic coordinators.

Because most Chang School courses are equivalent to courses offered in Ryerson's undergraduate degree programs, all continuing education courses must maintain the same academic standards and comply with the policies of Senate at Ryerson University (including policies on Course Management, Academic Consideration and Appeals, Examination, Academic Conduct, and Academic Integrity). Academic quality and currency reviews of Chang School certificate programs and courses are undertaken by both The Chang School and Ryerson's academic departments.

For programs in Programs for 50+ and the Gateway for International Professionals, The Chang School holds both academic and administrative responsibility.

Senate is the academic policy-making body of Ryerson University and assists the University in academic governance. As a continuing education contract lecturer (CECL) in The Chang School, you are expected to comply with these policies in your teaching. This section of the handbook will help guide you through all aspects of these policies as you progress through the teaching term. The information will help you understand and meet your academic responsibilities and deadlines from the time you begin your preparations to teach through to your end-of-term responsibilities.

The full text of the following policies may be found by going to the Senate website at ryerson.ca/senate/policies.

- Course Management Policy 145
- Undergraduate Academic Consideration and Appeals Policy 134
- Examination Policy 135
- Student Code of Academic Conduct Policy 60
- Student Code of Non-Academic Conduct Policy 61
- Policy on Grading, Promotion, and Academic Standing Policy 46
- Academic Accommodation of Students with Disabilities Policy 159

Access to Information and Privacy Protection at Ryerson University

Ryerson's *Information Protection and Access Policy for Restricted Information* outlines employees' obligations to protect personal information, to respond to privacy breaches, and to provide individuals with access to their own personal information as required by Ontario's *Freedom of Information and Protection of Privacy Act* (FIPPA). The policy and attached procedures are available through the University Administrative Policies and Procedures website at ryerson.ca/about/policies.

Examples of students' personal information include grades; student work; opinions; student numbers; dates of birth; contact information, including Ryerson email address; and background information including medical, employment, and educational history.

Five Steps to Protecting Personal Information

1. Be aware of your legal responsibilities to protect personal information as outlined in the University's Information Protection and Access Policy and Procedures available from ryerson.ca/about/policies.
2. Keep personal information secure at all times. You are responsible for the security of student personal information both on and off campus. For best practice suggestions on securing confidential electronic data, go to the new CCS IT Security website at ryerson.ca/ccs/itsecurity/confidentialdata.
 - a. Password protect your laptop though that alone is not sufficient to prevent a privacy breach.
 - b. Save student information in encrypted files. If you access and use student data off campus, store the information on an encrypted memory stick.
 - c. Do not leave student information unattended on your home or office computer.
3. Be careful when sending personal information via email.
 - a. Do you need to "reply all"?
 - b. Are you sending information to the right address?
 - c. Check, double check, and triple check the email address list before you hit "send".
4. Return assignments and share feedback and grades directly with the individual to whom the information belongs.
5. If you are unsure if you can share personal information, contact Ryerson's Information and Privacy Officer at 416.979.5000, ext. 4676 or fippa@ryerson.ca.

In the event that an individual's personal information is disclosed outside of accepted business practices, contact Ryerson's Information and Privacy Officer immediately at fippa@ryerson.ca or 416.979.5000, ext. 4676. You might be dealing with a *privacy breach*. Examples of breaches include personal information that was stored on lost or stolen laptops, posting grades publicly using student names, or assignments handed out to an individual other than the student to whom it belongs.

For privacy protection best practices and FAQs, visit ryerson.ca/gcbs/accessprivacy/privacy.

Academic Integrity at Ryerson University

Ryerson University's Student Code of Academic Conduct states that "Intellectual freedom and honesty are essential to the sharing and development of knowledge. In order to demonstrate Ryerson's adherence to these fundamental values, all members of the community must exhibit integrity in their teaching, learning, research, evaluation, and personal behaviour."

Ryerson and The Chang School are committed to these values of academic integrity. Ryerson University's Academic Integrity Model addresses the roles and responsibilities of all stakeholders, including students, faculty, and administration, in promoting and adhering to academic integrity.

As a continuing education contract lecturer (CECL) at The Chang School, you will be expected to ensure the integrity of your teaching by considering the following:

- your teaching and course materials are appropriately referenced
- your assignments, tests, and exams meet the standards outlined in Ryerson's Examination Policy and have been designed to prevent misconduct
- you have clearly communicated and discussed assignment expectations with your students, including advising them of the use of Turnitin, the University's anti-plagiarism service (refer to page 10)
- your assessment of student work is timely, rigorous, and equitable
- your invigilation of tests and exams is watchful and attentive
- you take appropriate action when you discover academic misconduct by a student in your course

The University has created an Academic Integrity website at ryerson.ca/ai. This website is an excellent resource designed to educate students on how to maintain their academic integrity and includes a tutorial that all students should complete.

The procedures that CECLs must follow when they suspect and/or detect academic misconduct by a student are outlined in the Student Code of Academic Conduct, Policy 60, and on the Academic Integrity website (noted above). If you have any questions about academic integrity or how to handle an academic misconduct situation, please contact your academic coordinator, Chang School program director, or the University's Academic Integrity Officer immediately.

Continuing Education Contract Lecturers (CECLs) Teaching Online Courses

Online courses offered by The Chang School are delivered using the D2L Brightspace learning management system (LMS) and are supported by Digital Education Strategies (DES).

The academic policies referred to in this handbook apply equally to all continuing education contract lecturers (CECLs) teaching in The Chang School, regardless of whether you are teaching in a classroom, online, or hybrid mode. However, some of the processes and services may have been modified to accommodate the unique needs of the online teaching and learning environment. DES is responsible for ensuring that online and hybrid courses meet these needs.

Your role as an online CECL is unique and distinct from that of a classroom CECL. The online course content is collaboratively developed by subject matter experts and instructional designers and posted online prior to course delivery. Once you have posted your course outline and the course begins, your focus should be on facilitating the students' academic learning as they navigate through the course modules by using the appropriate D2L Brightspace features (e.g., communication, announcements, discussion boards, etc.) and by employing best practices for online teaching. The resulting collaboration and exchange of ideas can be extremely enriching, both for your learners and for you as a CECL. It is crucial that you show mastery of your subject matter and demonstrate your ability to help learners succeed, as well as consistently employ best practices for online course management and learner engagement. It is our expectation that you will be familiar with these best practices and incorporate them, where applicable, in your online teaching.

If you are teaching an online course at The Chang School, please visit the online section at ryerson.ca/ce/changteach for additional information regarding guidelines, procedures, best practices, and resources that have been developed to assist you in your online teaching. DES has also compiled online help guides for CECLs and students at de.ryerson.ca/help.

Ryerson University's Course Management Policy identifies what information must be included in course outlines; how to handle changes to student evaluation schemes; expectations regarding feedback to students; and record-keeping requirements.

If you are interested in teaching online courses in The Chang School, please contact your Chang School program director or academic coordinator.

At the Start of the Academic Term

Your Course Textbook and Materials

Prior to your first class, you should determine from your academic coordinator, whether you are responsible for ordering your textbook and support materials or whether they will be provided by your academic coordinator or program area. In addition, you should be aware of any special guidelines that may be unique to the course you are teaching, such as the use of standard test templates, final exam guidelines, or grade calculations.

Your Course Outline

Ryerson Course Management Policy requires that students will be provided with a course outline by or at the first meeting of every course. Your course outline must be posted in your D2L Brightspace course shell. At a minimum, it must include the following information:

- course identification (name, number, term and year, prerequisites, if any)
- your name, Ryerson email address, and/or a telephone number where students may reach you (not The Chang School number) (For reasons of confidentiality, The Chang School office will not give students your home number or external office number unless you approve in advance.)
- a course description, including the academic focus and scope of the course, course objectives, and the sequence and schedule of topics
- texts and reading lists
- a description of teaching methods that will be used
- specific details on any information technology requirements for courses utilizing IT in course work, assignments, or exams
- a list of course assignments, tests, and exams and deadlines, and the inclusion of “snap tests” or other unscheduled evaluations as part of the grading scheme, if applicable
- a detailed marking or evaluation scheme, including the weighting of each assignment, test, and/or other unit of evaluation, and penalties for late assignments
- if appropriate, an indication of any requirement for the submission of work to an electronic plagiarism detection service (refer to *Turnitin.com Service*, page 10)
- an indication of approximately when the first test results/term work will be returned to students, which should be prior to the final deadline for dropping courses without academic penalty (see page 27 for withdrawal dates)
- provision that planned alterations in the list of course assignments, tests, approximate deadlines, and marking scheme, as they appear in the course outline, shall be

discussed and agreed to in class prior to implementation. Students are expected to be familiar with general policies and procedures. However, you should also include in your course outline statements related to academic integrity and conduct, academic consideration, non-academic conduct, and examination policies and procedures.

You may be provided with a course outline from your academic coordinator, or you may be required to prepare your own. To request a course outline template, contact Teaching Support Services at changteach@ryerson.ca. Your course outline must be posted in your D2L Brightspace course shell, and a copy must be sent to ceprogram@ryerson.ca for our records.

We recommend that you discuss with your students the collection and distribution of their assignments and tests. If students wish to have their assignments and tests returned by mail, they should provide you with a stamped self-addressed envelope or mailing tube.

To assist you in better understanding and meeting your students’ educational needs, we recommend that you periodically and frequently give them an opportunity to provide you with feedback on the course content and your teaching approach.

Your RAMSS Class Roster

Your class roster contains the names and student numbers (these are confidential) of the students registered in your course section. Once you have an active Ryerson Online Identity, you can access your class roster (student class list) through RAMSS (refer to page 17) no earlier than three days before the start date of your course. Only students who are registered in your course section and appear on your class roster are permitted to attend your class. Therefore, you should bring a class roster to your first class to verify that students are registered in your course section.

You do not have the authority to admit students to your course if it is full. Students must be referred to Enrolment Services to register.

At any time during the term, you can download your class roster from RAMSS via the my.ryerson.ca portal in Excel or CSV formats and create your own class list for marking attendance and tracking student marks (but not for reporting grades). Detailed instructions may be found at ryerson.ca/facultysupport under *Class Roster Support*.

Some students’ names may appear on your initial class roster but not on your final class roster because they have officially withdrawn from the course. Student names not appearing on the class rosters are likely not registered in your course section. Their work must not be evaluated, and they should not return to your class without proof of registration. If you have a student in your class whose name does not appear on the final class list, please refer them immediately to the ServiceHub located POD150.

Teaching Assistants

Continuing education contract lecturers (CECLs) at The Chang School are expected to manage all aspects of teaching and the marking and grading of student work. Teaching/graduate assistant work is covered by the Ryerson CUPE Unit 3 collective agreement, and only your Chang School program director has the authority to initiate the hiring of a teaching assistant.

The First Class

Please meet your students at the designated time in the classroom assigned for your course. Ask your students at the start of class to check their registration receipts to ensure that they are in the correct course and section. Note that regularly scheduled teaching hours are expected for the entire first session. If you give your students time to go to the Bookstore, they must return for the remainder of the class.

The following suggestions may help you establish a mutually respectful learning and teaching environment with your students in your first class:

- Discuss your mutual expectations – what do the students expect from the class, and what do you as the continuing education contract lecturer (CECL) expect from the students.
- Confirm that students meet the course prerequisites. If they do not, they may be required to withdraw from the course. Please consult with your program director or academic coordinator.
- Review the course outline in detail.
- Review pertinent administrative procedures with the class; for example:
 - attendance
 - departmental policies
 - your contact information (email and/or telephone)
 - your availability for student consultation (either before or after class)
 - safety and emergency procedures (refer to pages 23–24)
 - key course withdrawal decision dates for students (refer to page 27)
 - activation of student Ryerson email address
- Ask your students to send you an email so that you can create an email distribution list for your course should you need to communicate with your students.
- Share your background and experience, and ask the students to share theirs.

If you are not able to answer a student's question regarding Chang School policies, procedures, and key dates, refer them to Client Support Services in Heaslip House, 416.979.5035, or ryerson.ca/ce.

Students with Disabilities – Ryerson Academic Accommodation Support

It is possible that you have a student with disabilities in your course. If a student requires special accommodation (e.g., in

writing their exams), she/he must be formally registered with Academic Accommodation Support. It is not appropriate for you to inquire into or judge the nature of the student's disability; this information remains confidential between the student and Academic Accommodation Support. In most cases, you will receive an auto-email from Academic Accommodation Support (AAS) with a link to their online accommodation services site and instructions on accessing the students' Accommodation Letters. If you or your student have any questions regarding special services or adaptations, contact the University's Academic Accommodation Support office on the 4th floor of the Student Learning Centre (SLS) at 341 Yonge Street, 416.979.5290, or visit ryerson.ca/studentlearningsupport.

During the Term

Teaching Dates and Times

You may not, without prior authorization from The Chang School, change the start or finish times, the date, or the location of any session.

Class Hours

Regular credit courses are normally made up of three-hour sessions, usually scheduled from 6:30 p.m. to 9:30 p.m. once a week during the Fall and Winter terms and twice a week in the Spring and Summer sessions. It is intended that each three-hour session will be equivalent to three one-hour sessions given during the daytime or no less than 150 minutes of normal instruction. This instruction time should be distributed in the most pedagogically appropriate manner.

You should schedule at least one break during the class session. Also, there may be a short time when you are available for informal consultation. Please note it is not generally acceptable for a session to be taught continuously for 150 minutes and then ended.

Teaching time lost due to a cancelled class must be made up. For information on cancelling a class, please refer to *When You Must Notify The Chang School* (page 18).

Statutory Holidays and Study Week

The Chang School participates in Ryerson Study Weeks in the Fall and Winter terms. For 2016–2017 Study Week dates, refer to *Important Dates* (page 27). Regular classes for most courses will not be held during Study Weeks, although The Chang School may offer special programming during these weeks. During Study Weeks, you are expected to regularly access your D2L Brightspace course shell and answer student questions and emails.

To confirm if your class will meet during Study Week, please refer to The Chang School website at ryerson.ca/ce, or contact your academic coordinator. Ensure the appropriate information is in your course outline.

Scheduling Student Assignments and Tests

Please avoid scheduling assignments and tests during major religious holidays and during school breaks (e.g., March) when many students plan activities with their families. Refer to the Religious & Cultural Observances webpage on the Human Rights Services website at ryerson.ca/humanrights/religious-cultural-observances.

Assessing Student Performance (Marking and Grading)

Ryerson policy affirms the principle that “timely and constructive feedback in response to student work is an essential element in the learning process.” It further affirms that consistent with pedagogical principles appropriate to course design and content, “students should also be able to assess their progress as early as possible.” In addition to marks on tests and assignments, students benefit from any type of CECL response that serves to inform, guide, and encourage them in their learning.

Timely feedback will also enable students to meet the appropriate deadlines should they decide to withdraw from your course. Students should consult The G. Raymond Chang School of Continuing Education website for the specific withdrawal dates for the course. Please refer to page 27 for a list of important dates.

In most cases, all student work should be submitted, graded, and returned to students prior to their final exam. There are to be no tests or exams during the week preceding a final exam. For specific details, refer to the Ryerson Course Management Policy which may be found on the Senate website at ryerson.ca/senate/policies.

Academic Integrity and Student Misconduct

Your students are expected to conduct themselves in a manner consistent with the student codes of conduct as they relate to both academic and non-academic conduct. The complete text of the Ryerson Student Code of Academic Conduct and Student Code of Non-Academic Conduct may be found at ryerson.ca/senate/policies.

The University has specific processes for the handling of student misconduct. If you suspect one of your students of academic misconduct (e.g., plagiarism, cheating on assignments or tests, misrepresentation, etc.), contact your academic coordinator, program director, or the University’s Academic Integrity Officer. If a final grade for the course must be given while a charge of misconduct is under investigation, a grade of DEF (Deferred) must be assigned.

You are strongly urged to refer your students to the University’s Academic Integrity website at ryerson.ca/ai at the beginning of your course. This site includes a tutorial for students as well as information on the consequences of misconduct. It also includes a section for continuing education contract lecturers (CECLs) outlining your responsibilities; the procedures you must follow if you detect academic misconduct; and suggestions on how you can design assignments and tests that discourage misconduct.

Student Behaviour

Ryerson’s Violence and Harassment Prevention in the Workplace Policy outlines the steps you should take if you encounter concerning behaviour on campus. For more information, go to ryerson.ca/hr/worklife/workplaceviolence.

If you have questions regarding student behaviour or disruptions in your class, you should contact your academic coordinator or program director for advice. If you have concerns regarding a perceived risk (for example, comments related to harming themselves or others) from a student, you should contact Security. Any threats or threatening actions made to you or to students in your class must be reported to Security immediately at 416.979.5040 (or ext. 5040 from internal phones) so that the appropriate risk assessment can be conducted.

Student Research

Ryerson University policies and procedures governing the ethical conduct of research adhere to the published guidelines of the Tri-Council Policy Statement. If your course requires your students to engage in research involving humans, please refer to the following Ryerson University Research Ethics Board documents. They describe how different types of undergraduate course work need to be handled from an ethics perspective. They can be found at the Office of Research Services website at ryerson.ca/research/services/ethics/human.

- Undergraduate Students as Researchers
- Role of Faculty Member in Supervising Undergraduate Student Research

If you have any questions, please contact your academic coordinator or program director.

Turnitin.com Service (Electronic Plagiarism Detection)

As part of its commitment to fundamental values of intellectual freedom and honesty, Ryerson University has subscribed to Turnitin.com, a service that helps continuing education contract lecturers (CECLs) identify Internet plagiarism and helps students maintain academic integrity.

One of the many ways Turnitin can be used is to ensure the originality in student papers. It can assist faculty/CECLs in determining the similarity between student work and work of other students who have submitted papers to the site, internet sources, and a wide range of journals and other publications. No decisions are made by the service; it simply generates an “originality report” and you must evaluate that report to determine if something is plagiarized. Turnitin is integrated into D2L Brightspace, the instructions for which are available on the Creating an Assignment webpage of the Courses @ Ryerson: LMS Support website at ryerson.ca/courses/tutorials/assessment-grades/create-dropbox-assignment.

If Turnitin.com is to be used in a course, the following wording is required: “Students who do not want their work submitted to this plagiarism detection service must, by the end of the second week of class, consult with the instructor to make alternate arrangements.” Instructions on how to use Turnitin in your courses can be found at ryerson.ca/dmp/lms/turnitin.

Dealing with Student Concerns

You are encouraged to meet with a student to resolve any concerns they have regarding your assessment of their work as soon as possible in the course.

There is now office space available for CECLs to meet individually with students for counselling sessions. The maximum room occupancy is three people. The office is located on the 2nd floor of Heaslip House, room CED 205, and is **available to CECLs exclusively from Monday–Thursday between 4:30 p.m.–6:30 p.m.** Bookings will be accepted on a first come, first served basis. To reserve the room, please email Marie Therese Boffice at mboffice@ryerson.ca.

If you have any concerns or questions regarding Ryerson’s Undergraduate Academic Consideration and Appeals Policy or the handling of student inquiries, do not hesitate to contact your academic coordinator or program director for advice. The complete policy can be found at the Senate website at ryerson.ca/senate/policies.

Test Response System

The Ryerson Test Response System (TRS) scores true-false and multiple-choice tests; provides reports suitable for the records of the continuing education contract lecturer (CECL); and assesses the psychometric fairness, accuracy, and reliability of tests. Sheets for computer-scored tests may be ordered and obtained from Duplicating and Printing Services at 105 Bond Street, or can also be ordered online through my.ryerson.ca (you must have an active Ryerson online identity and password). For more information regarding instructions and deadlines, please visit ryerson.ca/ccs/services/applications/TRS.

Student Tests and Assignments

Your students are expected to complete all tests, assignments, and exams within the time frames and by the dates indicated in your course outline. These dates must be included in your course outline. Any changes to the evaluation scheme contained in the course outline must be discussed with the class and confirmed in writing.

Student assignments must be submitted and returned during normally scheduled classes. Provided assignments have been submitted by the due date, all student work submitted for academic credit must be returned to the student by the official end of term. You cannot leave final assignments at Heaslip House for students to pick up. Students may provide you with a stamped, self-addressed envelope or tube so that you can return graded work by mail.

Final examinations are not returned to students but are retained by you for one full academic year. Multiple choice items are considered the property of the continuing education contract lecturer (CECL). However, a student may ask to see their final exam if they have questions or wish to appeal a grade. If there is no final exam in a course, then you should keep one written assignment per student for the period of one year.

Only under extenuating circumstances may a student’s assignment be handed directly to Chang School staff. Such assignments will be date-stamped and a note will be placed in your mailbox (refer to page 17) informing you that an assignment has been left for you to pick up at the front desk in Heaslip House, 297 Victoria Street.

Posting of Grades and Confidentiality

All student records are confidential. Assignments, tests, and exams may only be returned to the individual student. While only the Registrar may release official final grades, Ryerson policy states that all grades on assignments or tests must be posted or made available to students through the return of their work and that grades on final exams must be posted. You must use the D2L Brightspace Grade Centre to post student marks during the term.

Final Exams

Continuing education final exams are generally held during the last class of the course as indicated in your job offer and course outline. Most final exams for online courses are scheduled to take place on Ryerson campus and you are expected to invigilate your on-campus final exam, also held on the last day of classes as indicated on your job offer and course outline. Please confirm with your academic coordinator to determine if you must submit a final exam for review and approval before you duplicate it. If your course does not have a final exam scheduled in your final class, it is expected that you are using this time to meet with students for course activities.

Prior to each term’s final exam period, you will receive information from The Chang School reminding you of your exam invigilation responsibilities and advising you of the procedures to follow in the event your exam is disrupted. Should a disruption occur, you may be assigned either an alternate exam location where the exam may be completed that same evening, or an alternate exam date when you and your students will return to write a new exam.

Ryerson University’s Examination Policy 135 deals with all aspects of the examination process, including the infrastructure, invigilation responsibilities, and student behaviour. The full text of the policy is available from the Senate website at ryerson.ca/senate/policies.

Your Invigilation Responsibilities

Continuing education contract lecturers (CECLs) at The Chang School are required to invigilate their final exams. Should you be unable to fulfill your invigilation

responsibilities, you must advise your program director as soon as possible so that a qualified replacement may be hired and paid in your place.

In order to ensure the integrity of the examination process, you are reminded of the following responsibilities as you invigilate your examination. Please ensure your students are aware of these protocols and remind them of their academic responsibilities.

1. CECLs with more than 50 students in a final exam must contact The Chang School at ceprogram@ryerson.ca to request an additional invigilator.
2. When students enter the examination room, they must present photo identification and sign a class roster (class list). If you do not have a class roster, use a blank sheet of paper to have your students print and sign their names. This signature list should be retained and stored with your examination papers.
3. All coats, bags, and electronic devices are to be securely placed somewhere inaccessible to students.
4. The examination should be distributed only after all students have taken their seats. No student is permitted to leave the examination room until after all examinations have been distributed and only with the invigilator's approval.
5. Students should be advised to use washroom facilities prior to the start of the examination. Once the examination has started, only one student is permitted to use the washroom at a time.
6. No electronic devices (cell phones, pagers, palm pilots, etc.), except those specified by the CECL, are allowed and should be turned off and stored in the students' bags.
7. Students who arrive 30 minutes after the start of the examination should be referred to The Chang School for alternate arrangements. Students are not permitted to leave the exam within the first 30 minutes or the last 15 minutes.
8. Invigilators are expected to be present in the room at all times, and to remain watchful and attentive during the examination.
9. Should you require assistance during the examination, contact The Chang School office by dialing ext. 8202 from the classroom telephone or 416.979.5035 from an outside line. If circumstances warrant, contact Security at ext. 5040 from the classroom phone.
10. Students must return all exam papers, drafts, and booklets at the end of their exam.

Student Misconduct During Exams

Chang School students are bound by the Ryerson Student Code of Academic Conduct. If you suspect a student of cheating, take immediate steps, as appropriate, to prevent further cheating. In general, students should be allowed to complete the exam.

- a. If a student is seen to have unauthorized materials, such materials should be quietly removed, the details noted in writing, and the names of nearby students recorded. The matter should be reported to your program director.
- b. If it is suspected that students are copying material from other students, the names of those students should be noted. The incident should be reported to your program director.
- c. If it is suspected that someone is impersonating a student, the photo identification of that person should be checked, and the person should be asked to sign the exam paper for further verification. If it is suspected that the identification is not valid, students may be asked to provide alternate photo identification. If circumstances warrant, contact Security at ext. 5040 or The Chang School at ext. 8202.
- d. Allowing work to be copied during an examination or test shall constitute cheating.
- e. Utilizing unauthorized material or consultation outside of the exam room during the period of the exam shall constitute cheating.

If you have any questions regarding these final examination protocols, please contact your academic coordinator, your program director, or The Chang School office in Heaslip House, 297 Victoria Street, or at 416.979.5035.

At Ryerson, a student has the right to review her/his final exam. Upon request, you must submit the final exams, course marking scheme, and breakdown of student grades for the term to your Chang School program area.

Procedures for Handling Disruptions to Mid-Term or Final Exams

If, during an exam, there is a fire alarm or you are advised by a Security officer to leave the building, continuing education contract lecturers (CECLs) and students must evacuate the building immediately – there are no exceptions.

Every attempt must be made to complete the exam on the evening scheduled. However, if a class is unable to re-enter the building due to an evacuation, the following guidelines will be of assistance to both you and your students.

If a fire alarm sounds, continuing education contract lecturers (CECLs) should calmly tell their students to do the following:

- 1** Hand in all exam question papers and all answer sheets/booklets.
- 2** Gather all their personal belongings and leave the building.
- 3** Meet outside the building, staying together as a class group until receiving further instructions.

In the event of a fire alarm, it is vital that you wait with your class outside until Security staff let you know if and when you may re-enter the evacuated building.

Once you receive permission to re-enter the building, you and your students should proceed back to the classroom where the students will take their seats and resume writing the interrupted exam. Please allow students sufficient additional time to complete the exam.

If, during a final exam, the evacuated building cannot be re-entered, please follow one of these two procedures (as appropriate):

1 If you have been assigned an alternate exam location, students should follow you to the location, take their seats, and resume writing the exam. Please allow sufficient additional time to complete the exam.

2 If you have been assigned an alternate exam date, advise students to return on that date to write a new exam.

Missed Exam Procedure

Your students are expected to complete all assignments, tests, and exams within the time frames and by the dates indicated in your course outline. However, Ryerson University policies allow a student who misses a mid-term or final exam for one of the following reasons only – religious observance, medical illness, or compassionate grounds – to formally request an alternate arrangement to write a makeup exam. The student’s request must be in writing and must be accompanied by the appropriate documentation (noted below). You should direct your students to the University’s Undergraduate Academic Consideration and Appeals, Policy 134, and Accommodation of Student Religious Observance Obligations, Policy 150.

In order to protect student privacy, continuing education contract lecturers (CECLs) should not accept and/or retain medical documentation. Confirmation of medical documentation for missed exams that has been submitted to the undergraduate (UGRAD) student’s home department should be communicated to The Chang School CECL by the undergraduate department. For continuing education (CNED) students who submit their documentation to The Chang School front desk, confirmation will be provided to you by ceclient@ryerson.ca.

To accommodate these requests for consideration, each term The Chang School provides a schedule of dates during which you may choose to have your student write a makeup exam. Please refer to our website at ryerson.ca/ce/changteach for the current schedule. Invigilation services for scheduled makeup exams will be provided by The Chang School. To ensure academic integrity, the makeup exam must be different from the original exam.

In order to allow adequate time to prepare individual student exam packages, the sign-in roster, and the exam location, we ask that you follow these instructions.

Student Responsibilities

Prior to the makeup exam, your student must accomplish the following:

- Notify you via email as soon as reasonably possible, either before or within three days of the scheduled exam, to request an opportunity to write a makeup exam.
- Prior to the date of the makeup exam, submit the original and appropriate written documentation regarding the reason for not being able to write the exam on the originally scheduled exam date. For medical reasons, your student should complete the Student Medical Certificate form available at ryerson.ca/senate/forms/medical.pdf; for Student Declaration of Religious Observance Accommodation, your student should be directed to ryerson.ca/senate/forms/reobservforinstr.pdf; for compassionate grounds, you may use your discretion to request reasonable and appropriate documentation. Without this documentation, submitted prior to the makeup exam date, the student will not be permitted to write the makeup exam, and you should assign a zero grade for the exam.
- Write their exam only on the assigned exam date.
- Arrive promptly at the scheduled start time of the exam session, regardless of the length of the exam. Your student must produce photo ID upon entering the exam room.

If a student misses a scheduled make-up test or exam, refer to the Course Management Policy on the Senate website at ryerson.ca/senate/policies to determine if the grade may be distributed over other course assessments.

Continuing Education Contract Lecturer (CECL) Responsibilities

Approval for a student to write a makeup exam is at the discretion of the continuing education contract lecturer (CECL), provided your decision is in compliance with Ryerson policy. Missed term tests must be written as soon as possible and prior to the final exam. Missed final exams must be written as soon as possible. Incomplete grades (INC) convert to failures (F) after three (3) months, so students should not write a missed final exam as part of a following term’s course. Makeup exams do not have to be in the same format as the original in-class exam.

Makeup exams can be administered in one of three ways: 1) by you, in a classroom scheduled by vsealy@ryerson.ca; 2) by The Chang School, in one of our scheduled monthly makeup exam dates; or 3) through Ryerson’s Test Centre, ryerson.ca/makeup. When a student misses a scheduled exam and requests a makeup exam through The Chang School, you must ensure the following steps are completed before the student can write the exam:

- Validate (approve or refuse) the student's request via email, including your makeup test details, with a copy to The Chang School at ceclient@ryerson.ca. Be sure to retain any communications with students.
- Inform your student of her/his responsibilities (noted above) and that she/he must produce photo ID upon entering the exam room on the date of the makeup exam or she/he will not be permitted to write the makeup exam.
- Email ceclient@ryerson.ca immediately, as space may be limited, with the following information for each student you have approved for a makeup exam:
 - student's name and email address
 - student's Ryerson student number
 - course and section number
 - duration of the makeup exam
 - list of all the aids/resources permitted the student during the writing of the makeup exam
- Email ceclient@ryerson.ca an electronic copy of the makeup exam, different from the original exam, no later than five business days in advance of the exam date.

Arrangements will be made for you to pick up the completed makeup exam and, if necessary, the appropriate grade change form. This form must be returned to your program director within one week of the exam date.

At the End of Term

Final Grade Reporting

You are required to submit your final grades by the date specified by the Registrar's office, which will be communicated to you by The Chang School and posted at ryerson.ca/facultysupport. The timely submission of your final grades ensures that students obtain their grades in time to confirm prerequisites for their next course as well as to confirm they have met their degree or certificate requirements in time for Convocation.

Prior to the end of term, you will receive a communication from The Chang School reminding you of your end-of-term responsibilities and providing instructions on how to submit your final grades online in RAMSS. Note that grade rosters are only generated by the Registrar's office prior to the beginning of the final exam period, after late student withdrawals are processed. Only in extraordinary circumstances, and with notification to The Chang School's Teaching Support Services, will late grades be acceptable. Failure by a continuing education contract lecturer (CECL) to submit their grades by the Registrar's deadline shall be deemed just cause for non-issuance of any subsequent appointments.

Information on grade submission deadlines, instructions, and grading conversion scales can also be found at ryerson.ca/facultysupport.

Grading Your Students

In assessing student work, you are expected to comply with Ryerson's Grading, Promotion, and Academic Standing Policy 46, which details the minimum standards for acceptable overall academic performance by students.

Information on Graded Course Performance Designations and converting numeric marks to alphabetic grades is available from ryerson.ca/facultysupport. There are also designations that may be used for special circumstances.

In assigning grades, you are asked to:

- 1 Confirm that assignments, tests, and exams follow the grade breakdown specified in the course outline.
- 2 Ensure that all assignments and tests are properly evaluated and final grade calculations are accurate.
- 3 Reread marginal or failed examinations.
- 4 Verify that accurate grades have been submitted to Enrolment Services and Student Records.

In addition, please:

- 1 Submit a summary breakdown of grades to your Chang School program director or program coordinator.
- 2 Advise your program director on how she/he can contact you if you will not be returning to teach at The Chang School.
- 3 Notify your program director if you become aware that a student is planning to file a grade appeal.

Performance Designations for Special Circumstances

All students listed in your grade roster must receive a grade. There are three special performance designations that continuing education contract lecturers (CECLs) at The Chang School can use.

The deferred (DEF) grade designation is an interim grade assigned by the Academic Integrity and Student Records Offices during the investigation of academic misconduct (as described in the Student Code of Academic Conduct).

An incomplete (INC) grade is assigned to a student with incomplete coursework or a missed final examination due to documented medical or compassionate grounds. An INC must be requested by a student within three working days, or as soon as reasonably possible, of the assignment deadline or missed final examination. The student's request must be in writing and must meet the following criteria:

1. The student fails to either submit term work or write the final exam due to medical or compassionate grounds. In either situation, you must receive confirmation that the appropriate written, signed documentation (e.g., Ryerson Medical Certificate) has been submitted before an INC is assigned. A student who does not provide this documentation should be assigned a zero (o) grade on the assignment or final exam.
2. The student's term work is of at least passing performance, and the outstanding work or makeup final exam, if completed, may result in a passing grade.
3. The student must complete the missed term work or write the makeup final exam as soon as possible and by the date specified by you, no longer than three (3) months after the submission of the incomplete (INC) grade. Students should not write a makeup final exam at the end of the following term.

Within seven working days of receiving a student's request for an INC and confirmation of the supporting documentation, you must provide the student with an Incomplete Grade Update Form (available from ryerson.ca/facultysupport) or detailed email which includes a written statement of outstanding work to be completed and the date by which it must be completed or the date of the makeup final exam. You should retain a copy signed by the student for your records. It is the student's responsibility to ensure that she/he completes the required components by the due dates. Once you have assessed the submitted work, you must complete the grade update portion of the form or a Grade Revision Form and submit it to your Chang School program director for authorization; the program director will then send the form to Enrolment Services and Student Records (ESSR) for processing. As per the current academic policy, INC grades not cleared within the three (3) months will lapse to an F (failure) grade.

A failure, non-attendance (FNA) grade is assigned to a student who has been absent from most course meetings and/or has submitted no work for grading, or when a student abandons a course without completing a formal withdrawal with ESSR prior to established deadline dates. The student's name remains on your class and grade rosters, but she/he has stopped attending class. If you have returned graded work to a student and she/he abandons the course without formally withdrawing with ESSR, the student will receive a grade based on her/his work to date (often but not always an F).

CECLs must not use INP (in progress), a grade used exclusively by ESSR for courses with continuous enrolment, nor may they use AEG (aegrotat), a credit granted only by the Office of the Dean.

The release of final grades is the responsibility of the Registrar's office, and you may not post or otherwise disclose final grades to students. Students may view their final grades online through RAMSS (Ryerson's Administrative Management Self Service) at my.ryerson.ca after grades have been processed by Enrolment Services and Student

Records. If you have any questions regarding grades, please contact Enrolment Services and Student Records in POD64, by phone at 416.979.5000, ext. 2292, or by email at facultysupport@ryerson.ca.

Submitting Grades

To submit grades online, you must use your active Ryerson Online Identity username and password as provided by the University. You will access RAMSS and your grade roster through the Ryerson portal at my.ryerson.ca. Detailed instructions are available from The Chang School or at ryerson.ca/facultysupport. Once grades are posted by Student Records, all changes to posted grades must be submitted to your Chang School program director on a Grade Revision Form.

Student Appeals

Students have the right to file a grade appeal if they feel that an error has been made in arriving at their final grade. To appeal a final grade, Chang School students must complete the Continuing Education Grade Appeal Form within the deadline dates specified on The Chang School website at ryerson.ca/ce. The form is available online at ryerson.ca/currentstudents/essr/appeals, from The Chang School office in Heaslip House, 297 Victoria Street, or from the CESAR (Continuing Education Students' Association of Ryerson) office in SCC301. The complete policy (134) can be found at the Senate website at ryerson.ca/senate.

Retaining Student Work

Due to space limitations, assignments and examinations cannot be left for student pickup or stored in The Chang School offices. Please securely retain students' examinations and/or assignments and all student communications in your home or office. Students' final examinations and/or major assignments must be stored securely for a full year after the end of the term. A limited amount of secure storage space has been allocated at The Chang School for this purpose. If you would like to store your final exams from last year in The Chang School, you will need to:

- place the exams in a bankers box or another sturdy cardboard box of equivalent dimensions (L 16" x W 13" x H 10").
- seal the box with packing tape and label the box with the term and year, course code and section, CECL name and contact telephone number.
- make an appointment via changteach@ryerson.ca to bring the box to storage.
- The Chang School will not provide the labour required to bring the box to the basement of Heaslip House. After the requisite year has passed, your exams will be shredded in a secure manner.

Please contact your program director or Kirsti Piironen (416.979.5000 ext. 4530, piironen@ryerson.ca) if you have any questions.

A Guide to Working at Ryerson

The previous section of this handbook discussed the many academic issues that you must consider as you teach throughout the term. This section addresses some of the key administrative information that will help you as you find your way in The G. Raymond Chang School of Continuing Education and Ryerson University. The topics include getting paid, obtaining your Ryerson OneCard (photo ID), accessing Ryerson systems, and using Media and Instructional Technology and the Ryerson University Library to support your teaching.

Your Chang School Contract

Teaching job offers are issued online and in order for your hire to be activated, it must be accepted by you online in eHR prior to the offer expiration date.

For each course section you are scheduled to teach, you will receive a separate email notifying you that a job offer is ready for you to accept. It is important that you read and understand the Terms and Conditions included in your offer letter. Please verify the information in the offer, and then log in to your Careers Home page in eHR to accept the offer; only then can your hiring be processed and completed by HR. Should you choose to decline a teaching contract, please advise us by sending an email to changteach@ryerson.ca and your program director.

Each job offer lists the number of teaching hours for which you will be paid. Ryerson's payroll schedule can be found on the Human Resources website at ryerson.ca/hr or at ryerson.ca/ce/changteach.

Direct Deposit

Direct pay deposit is mandatory at Ryerson. You must log in to eHR Self Service via my.ryerson.ca to enter or change your banking data. Pay statements are available only through the eHR self-serve link.

Official Transcripts

In keeping with Ryerson University policy and practice, all continuing education contract lecturers (CECLs) at The Chang School are required to provide verification of their academic credentials as a condition of employment. These credentials should confirm the highest degree claimed in your teaching dossier and will be retained on file at The Chang School. One of the following original documents is acceptable:

- An original (that is, not photocopied) copy of your official transcript from your accredited degree-granting institution. The deadline by which we must receive your credentials is four (4) weeks from the start date of your teaching appointment.

- International educational credentials requiring translation must be authenticated by a Canadian recognized and accredited international credential evaluation organization.

If you have already provided a Ryerson University school or department with this documentation, please send an email to piironen@ryerson.ca indicating the school or department and the academic credential that is on file. Once The Chang School has your transcripts on file, you will not be required to submit them for future hiring. It is your responsibility to submit updated credentials when appropriate.

Ryerson eLearning Programs

You must complete the following Ryerson eLearning programs within two (2) weeks of your appointment start date. If you completed either of these training programs during a previous appointment at Ryerson University, you are not required to repeat the training.

- Accessibility for Ontarians with Disabilities Act (AODA) Customer Service Standard eLearning training at ryerson.ca/hr/new_employees.
- Workplace Violence Prevention & Response Program eLearning training at ryerson.ca/hr/worklife/workplaceviolence.

Please print (or save as PDFs) your Certificates of Completion (created at the end of the training modules) and provide copies to Teaching Support Services at changteach@ryerson.ca within two (2) weeks of your appointment start date.

Income Tax Information

At the end of February, you can receive your T4 tax slip electronically by providing consent through eHR, or it can be mailed to your address on file in eHR. For more information visit ryerson.ca/hr. Please update your address information in eHR, prior to this deadline.

If you do not have office space at Ryerson, then you are required to maintain an off-campus office for the preparation of lectures and marking of essays, assignments, and examinations. You may be eligible to claim expenses to maintain an office located off campus. The relevant Revenue Canada form T2200 (Declaration of Conditions of Employment) is available in February 2017 for the 2016 taxation year. To receive further information, send an email to changteach@ryerson.ca.

Guest Speakers

If you invite a guest lecturer to your class, it is expected that you, as the host continuing education contract lecturer (CECL), will be in attendance. Payment will be made only to guest speakers or lecturers whose services have

been approved in advance by your Chang School program director prior to the start of your course. A Non-Union/Casual Employee Form, requiring the speaker's SIN, date of birth, and contact information, is available from your Chang School program area in Heaslip House, 297 Victoria Street.

Identification and Personal Information

Identification Cards

You must obtain a Ryerson OneCard (photo ID) before the start of classes if you wish to use the Ryerson Library, borrow audio-visual equipment from Media Services, and access Presentation Technology (PT) classrooms.

If you are a new continuing education contract lecturer (CECL), you must obtain your first OneCard once you have accepted your job offer and have received an authorization form from The Chang School. Our website at **ryerson.ca/ce/changteach** provides details on obtaining your OneCard, including the designated times and location.

You may be required to present your Ryerson OneCard upon entry to Ryerson buildings, to Ryerson Security officers, to staff in certain offices, or at any time while you are on campus. Your Ryerson OneCard should be carried with you whenever you are at the University.

Change of Personal Information

You can change your personal information (residence or business address, telephone numbers, personal email address, or bank account information) online via **my.ryerson.ca** using the eHR self-service.

Ryerson Systems and Communication Services

As a continuing education contract lecturer (CECL) at The Chang School, you will interface with a number of University systems, including email, Ryerson's Administrative Management Self Service (RAMSS), labs (where appropriate), and the University's portal **my.ryerson.ca**. For assistance, please call the CCS Helpdesk at 416.979.5000, ext. 6806.

To activate a new CECL account, reactivate an existing account, or manage your password, go to the CCS website at **ryerson.ca/ccs**. You will need your Ryerson employee ID number and your date of birth. Once you have activated your account, you will be able to access the systems listed below.

You are strongly urged to review the new CCS IT Security website at **ryerson.ca/ccs/itsecurity**. It contains information on how to keep your computer, data, and students' confidential information secure.

Ryerson Email

All continuing education contract lecturers (CECLs) at The Chang School are required to use their Ryerson email account to receive official University information, notices, and other relevant material, and to communicate with

students. You are required to access and maintain this email account on a regular basis. Communications from Ryerson and The Chang School will contain timely and valuable information, so please read them immediately. Your account will remain active as long as there is no break in your teaching contracts with The Chang School.

RAMSS (Ryerson's Administrative Management Self Service)

Prior to the start of each term, and only after your contract has been processed by HR, you can use your Ryerson Online Identity to access RAMSS through the University's portal at **my.ryerson.ca**. Through RAMSS, you can access your class roster (student class list); download your roster to an Excel file; and, once grade rosters are opened by the Registrar at the end of the term, record your final grades. For more information, visit **ryerson.ca/facultysupport**.

Computer Labs

If you are scheduled to teach in a computer lab, your Ryerson Online Identity is also used to generate a lab account. For more information, refer to *Courses Requiring Computer Lab/Log-in*.

Mailboxes

Mailboxes for continuing education contract lecturers (CECLs) are located on the second floor of The Chang School in Heaslip House, 297 Victoria Street. Please check your mailbox regularly for messages, mail (external and internal), and packages. Mailboxes are emptied at the end of each term and all material destroyed.

If you have correspondence for a Chang School department, you can deliver it in person or leave it at the Heaslip House front desk.

Finding Your Classroom

Classroom Locations

Classrooms are assigned on the basis of the needs of a course and/or the number of students in a course section. You can look up your classroom location on the Classroom Lookup page of The Chang School website at **ryerson.ca/ce/classroom**. Classroom locations will be finalized the week before classes start. Due to a shortage of available classrooms, in most cases it is not possible to change the location of your classroom. However, if you feel that relocation is essential, contact the logistics coordinator at 416.979.5000, ext. 6673, and your request will be considered.

Off-Campus Classroom Locations

While The Chang School website lists off-campus course sites, actual room locations must be obtained through your program area prior to the course start-up.

Changes to Classroom Layout

Studio, lab, shop, or classroom furniture may be moved to suit your teaching style. However, before you leave the classroom, all furniture must be replaced to its original configuration.

Courses Requiring Computer Lab/Log-in

If your course requires scheduled time in a computer lab, please contact the logistics coordinator at 416.979.5000, ext. 6673, to arrange for dates, times, and lab locations. Please provide as much notice as possible so that the coordinator can do her/his best to accommodate your request.

Your students have access to the Internet and computer applications, such as Microsoft Office, in the campus computer labs (i.e., rooms KHW377, KHW379, LIB393, LIB386L, KHW71). Before they begin using the computer workstations in the campus labs, students must first activate their Ryerson Online Identity accounts. A student must be currently registered before he/she can activate the account.

To activate a computer log-in account, students should go to ryerson.ca/accounts and follow the instructions. Students can contact the Help Desk at 416.979.5000, ext. 6840, if they require assistance.

If you want to use computers in the above-mentioned labs, you must have an activated Ryerson Online Identity (noted above).

When You Must Notify The Chang School

Students registered in your Chang School course often manage complex personal and professional schedules, just as our continuing education contract lecturers (CECLs) do. They are also guaranteed the full number of teaching hours for your course, taught at the regularly scheduled time. You may not, for any reason, without the prior authorization of your program director, change the start or finish times, the date, or the location of any class session.

In the event of an emergency where you are unable to teach one of your classes and it must be cancelled due to short notice, you must do the following:

- contact The Chang School immediately at 416.979.5035 so that our staff can attempt to notify all registered students and post a notice on the classroom door
- post a notice to your students in your D2L Brightspace course

Communicate details of your arrangements to make up the missed class to your students and to the logistics coordinator at 416.979.5000, ext. 6673, as soon as possible. Any change to curriculum must be approved by your academic coordinator or Chang School program director.

If there is a planned event that will prevent you from teaching one of your classes, you must advise your program area in advance to determine if arrangements can be made to have the class delivered by a substitute CECL, who will be paid in your place. If a replacement CECL cannot be found, you must advise the logistics coordinator

at 416.979.5000, ext. 6673 to cancel the class; you must also arrange to make up the missed class and communicate the details to your students and to the logistics coordinator.

Continuing education contract lecturers (CECLs) at The Chang School, including those teaching online courses, are required to invigilate their final exams. Should you be unable to fulfill your invigilation responsibilities, you must advise your program director as soon as possible so that a qualified replacement may be hired and paid in your place.

Please note that if you have ordered audio-visual equipment to be delivered to your classroom and your class is cancelled, it is your responsibility to contact Media and Instructional Technology at KHE227 or phone 416.979.5098 to cancel your booking.

Organizing a Field Trip

All field trips must be approved by your academic coordinator or Chang School program director. If you receive approval to schedule a field trip for your class, please notify the logistics coordinator at 416.979.5000, ext. 6673, in advance so that a record can be kept should you or one of your students need to be contacted in case of an outside emergency.

If your field trip might be considered high risk from a liability perspective, please contact your program director to determine if liability waivers are required.

Media and Audiovisual Services for Continuing Education Contract Lecturers (CECLs)

Media Services is the unit within Computing and Communications Services (CCS) that handles all presentation technology support for the Ryerson campus (except the Architecture Resource Centre). This support includes the following:

- a Help Desk at ext. 4444 for emergency help in Presentation Technology classrooms and with audiovisual equipment from Media Services
- a depot of audiovisual equipment available for pick up from room KHE227

Other services that can be provided by Media Services include:

- videoconferencing and teleconferencing services
- web streaming services
- sound system setups
- event video and audio recording

To contact Media Services, phone, send an email, or visit their office.

Location: KHE227
 Telephone: 416.979.5000, ext. 4444
 Fax: 416.979.5327
 Email: help@ryerson.ca
 Website: ryerson.ca/ccs/services/mediaservices
 Office Hours: Monday–Friday 8:00 a.m.–10:00 p.m.
 Saturday 8:30 a.m.–4:30 p.m.

Presentation Technology Classrooms

Presentation Technology (PT) classrooms are equipped for multimedia presentations. Visit ryerson.ca/ccs/services/mediaservices/classrooms for more information about what equipment is included in all of the general purpose PT classrooms at Ryerson.

If you have been scheduled to teach in a PT classroom and would like to use the equipment in the room, please note the following:

- 1 You must have a valid Ryerson OneCard. Pick up an authorization form for your OneCard from The Chang School. For more information, visit ryerson.ca/onecard or ryerson.ca/ce/changteach.
- 2 Your OneCard must be encoded at the Media Services office (in KHE227) for podium access.
- 3 You must have an active Ryerson online identity to log into the computers in these rooms. For more information, visit ryerson.ca/accounts.
- 4 Training on the use of PT classrooms can be requested at help@ryerson.ca, or an online demonstration is available at ryerson.ca/ccs/services/mediaservices/classrooms/training.

Portable Presentation Equipment

Portable presentation equipment is available from Media Services in Kerr Hall East, room KHE227. A wide range of equipment is available for pick up, including digital video projectors, digital video cameras, TV/VCRs, and multimedia presentation carts.

If you would like to borrow equipment from Media Services, please complete the Media Services Equipment Reservation Request Form found online at ryerson.ca/ccs/services/mediaservices/equipment.

Please also register with Media Services, in person in room KHE227, before you book and borrow equipment. You are required to show your Ryerson OneCard each time you sign out equipment. Bookings are made on a first-come first-serve basis. To ensure the equipment you will need is available, advanced booking is highly recommended.

Equipment delivery may be available for larger items such as TV/VCRs and presentation carts, depending on your classroom location. Bookings for delivery must be requested at help@ryerson.ca with at least 48 hours notice and depends on the availability of staff. Please note that there is a charge for this service. For all deliveries, you must be present at the time equipment is delivered and you are responsible for the equipment until it is picked up. If you finish your class early or change rooms, you must notify Media Services.

If you are not teaching in a general purpose PT classroom, presentation carts that include a computer, digital projector,

document camera, and DVD/VCR can be picked up at KHE227. Continuing education contract lecturers (CECLs) are required to set up the equipment on presentation carts. If you are not familiar with the equipment on the presentation carts, you must email Media Services at help@ryerson.ca to schedule a demonstration session prior to pick up or delivery to your class. For more information about presentation carts, visit ryerson.ca/ccs/services/mediaservices/pt-carts.

Visit ryerson.ca/ccs/services/mediaservices for a list of available equipment and services, PT classroom information and training, as well as complete guidelines for equipment loans and delivery.

Ryerson University Library and Archives

The Ryerson University Library and Archives is the primary academic information resource for the University. It promotes learning, supports teaching, and enhances scholarly, research, and creative activities by building collections and providing expert and innovative services and access to information. The Library entrance is on the 2nd floor of the Library Building at 350 Victoria Street, accessible via the Student Learning Centre or from Gould Street. You are encouraged to take advantage of the many services offered by the Library. For more information, please visit the Library website at library.ryerson.ca.

The Library is a one-stop study and research hub for students, faculty, and researchers at Ryerson. On the main floor, the Ronald D. Besse Information and Learning Commons contains approximately 140 computer workstations, an instruction lab, and the Geospatial Map and Data Centre. The Ryerson Archives and the Library's Special Collections are located on the 3rd and 4th floors, respectively. Extra individual, group, and open study space is available throughout the Library's 10 floors as well as in the Student Learning Centre (SLC), newly opened on the northeast corner of Yonge and Gould. On the third floor of the SLC is the Digital Media Experience Lab, a new Library space that helps students achieve basic and advanced technology literacies while exposing them to new and emerging tech by supporting curricula as well as extracurricular student learning through workshops, peer tutoring, and one-on-one instruction.

Accessing the Collection

All continuing education contract lecturers (CECLs) at The Chang School must obtain a Ryerson OneCard (photo ID) before the start of classes (refer to page 17). This card must be activated at the Library Circulation Desk on the 2nd floor of the Library and then re-validated at the Circulation Desk each time a contract is extended or renewed. An active my.ryerson.ca account is required for accessing the Library's electronic resources.

The Ryerson Library collection consists of millions of resources to help you learn, study, and succeed. The collection, including books, e-books, databases, journals, audiovisual materials, and data, contains materials related to all of Ryerson's courses, departments, and strategic research areas. In addition to resources available to you at the Library, you can also request books or journal articles from other institutions, which is known as an interlibrary loan. Visit the Borrow from Another Library webpage to learn more.

Audiovisual materials may be viewed in-house, booked for classroom use, or borrowed, depending on format. The Library can also assist in obtaining digital rights for streaming videos, depending on cost. More information about AV materials, along with contact information, is available on the Services tab of the Library homepage.

Teaching and Research Support

The Library has subject liaison librarians for every program at Ryerson. Subject liaison librarians are responsible for selecting library materials in all formats to support teaching and research in specific disciplines. You can contact your subject liaison librarian to book a library instruction session for your students, to get assistance with research, and to obtain new materials for the Library. Contact information for your subject liaison librarian can be found via the About Us tab on the Library homepage.

The Library provides extensive research help for students and researchers of all levels. Users can drop in to ask a question at the Research Help desk on the main floor, chat with us online in real time through our Ask a Librarian service, attend a workshop, or book an appointment with a reference specialist for in-depth help. We invite you to make use of Research Help for your own purposes as well as encouraging your students to access these services throughout the term. To learn more, click on the Research Help tab on the Library homepage.

For general assistance with Library-related questions or issues, you can also contact the liaison librarian to The Chang School, Jay Wolofsky, at jwolofsky@ryerson.ca.

Accessibility

The Library strives to make all of our content accessible to all of our users. We will provide assistance in sourcing the most accessible versions of audiovisual content, including, if necessary, arranging for the closed captioning of videos in the library's collection. We also provide an alternative format production service. Students registered with Academic Accommodation Support can obtain course readings in formats that are compatible with the particular adaptive software they may be using (such as Word or PDF). Conversion of CECLs' course content into accessible formats is available. Please note that turnaround times can vary for accessible format production; CECLs are encouraged to plan ahead.

More information about accessibility services is available on the Services tab of the Library homepage. For assistance with accessibility-related matters, please contact the Accessibility Services Librarian, Kelly Dermody, at kdermody@ryerson.ca.

Teaching Materials and Supplies

Textbooks

Textbooks for your students must be ordered through the Ryerson Bookstore by either your academic coordinator or you. You can obtain your personal copy of the textbook and support materials from the publisher, your academic coordinator, or program area.

Instructional Supplies

Special instructional supplies that are not provided by a teaching department must be authorized and ordered well in advance. Please inform your program coordinator of your requirements. Ryerson will not pay invoices unless they have been authorized in advance by a purchase requisition and purchase order.

Duplicating and Printing Services

Before a class, continuing education contract lecturers (CECLs) at The Chang School are permitted to use the Heaslip House staff photocopier on the second floor for **last-minute, low-volume photocopying** (maximum 250 sheets).

Please note that you must follow the online Do-It-Yourself copyright guide for any material that you distribute to students in class. For more information, visit the Do-It-Yourself Copyright Checking webpage. Material posted to D2L Brightspace should be routed through the One-Stop Course Reading Service, E-Reserve. Please send your course reading requests to reserve@ryerson.ca.

All other photocopying must be completed through Duplicating and Printing Services at one of the locations listed on the following page. Signed authorization forms, which must include an eight-digit account number, are available from Chang School staff on the main floor of Heaslip House. Complete all parts of the form, including instructions as to the number of copies, special details, and the date required, so that staff can process your work order quickly and accurately. Whenever possible, material should be photocopied double-sided.

While photocopying services may be available while you wait, most orders should be completed within 24 hours. Please note that Duplicating and Printing Services can print documents submitted on CD or memory stick, but the file must be 'print ready' and in PDF format. The equipment does not accept any other file format.

Instructions for submitting photocopying requests to Duplicating Services via email

You can also submit your photocopying requests to the Bond Street location via your Ryerson email. You must email your file in printable PDF (Adobe format) to

dpsbon@ryerson.ca and include in your email full details/instructions for the order, including:

- Your identification (name, continuing education contract lecturer (CECL) at The Chang School, contact phone number)
- Date required for pick up
- Number of pages in the copying job
- Number of copies required
- Single or double sided copying
- Stapling

You must pick up a signed authorization form from Chang School staff on the main floor of Heaslip House and bring it with you to 105 Bond Street before Duplicating Services staff will release your material.

Website: **ryerson.ca/dps/dps.htm**

Location: 105 Bond Street
 Telephone: 416.979.5000, ext. 6950
 Hours: Monday–Friday 8:00 a.m.–10:00 p.m.
 (Large runs and their required finishing including stapling, binding, folding, and laminating. Responsible for exams, Test Response Sheets, Grade Reporting, and Faculty Course Evaluations.)

Location: POD52A
 Telephone: 416.979.5000, ext. 6829
 Hours: Monday–Friday 11:00 a.m.–2:00 p.m.
 3:00 p.m.–7:00 p.m.
 (Small print jobs and simple online finishing for Faculty and Staff only.)

Location: 55 Dundas Street West, TRS1-154
 Telephone: 416.979.5000, ext. 6557
 Hours: Monday–Friday 8:00 a.m.–11:45 a.m.
 12:45 p.m.–4:00 p.m.
 (Exams and general printing, colour copies, folding, cutting, and three hole punch.)

Off-Campus Photocopying

Photocopying facilities are not available at our off-campus sites. If you require photocopying services, please fax or mail your request to your program coordinator, and call in advance to confirm the turnaround time.

Course Reading, Ordering, and Copyright

As a continuing education contract lecturer (CECL) employed by Ryerson University, the material that you deliver to students for the purpose of teaching needs to be copyright checked. You need to know the copyright status of all material delivered to your students. For example, if you deliver more than a short excerpt of a work (i.e., more than one chapter or 10% of a work) to students, you will need permission to do so. It is strongly recommended that you use Ryerson Library's copyright checking service called One-Stop Course Reading Service. It will leave you more time to prepare your course materials and less time worrying about copyright. Continuing education contract lecturers (CECLs) at The Chang School should use this method exclusively for material delivered in D2L Brightspace.

One-Stop Course Reading Service – E-Reserve

The Library offers a One-Stop copyright checking service that saves you valuable time and effort by checking copyright permissions of your course readings for you (through electronic library licenses, permissions from copyright owners or fair dealing). As a continuing education contract lecturer (CECL), you should use the One-Stop service to make your materials available to Ryerson students. This ensures the material is available in the best format for your students and is copyright compliant.

A simple to use online service

To access this online service, email requests to reserve@ryerson.ca. The Library creates permanent document links in D2L Brightspace for you, and scans material to improve accessibility. You can reuse (clone) course readings from past terms once these have been entered in Ares, the reserves system. By using this system, students get 24/7 access to their course readings, and material is delivered to them at no additional cost.

E-reserves (Full Service and Self Service)

- Requesting e-reserves
 1. Go to my.ryerson.ca and sign in using your my.ryerson username and password.
 2. Find the section called Manage My Resources. Click on the link Courses and Organizations.
 3. Scroll down to the Courses and Organizations section and click Request and Manage Shell.
 4. Click the option to request a "D2L Course Shell".
 5. On the "Request a D2L Shell" form you can check the box under Library eReserve to indicate that you want to use the service. For those who have used e-reserves before, please check the second check box to inform the Library that you are re-using the same materials. If necessary, ask Distance Education Strategies at dehelp@ryerson.ca for assistance with creating a course shell and requesting e-reserves.
- Full Service E-reserve (digital Course Readings items) can be sent as a WORD document to reserve@ryerson.ca; see Required Information for what is required in your submission: library.ryerson.ca/services/reserve/faculty/ereserve/placing-items-in-e-reserve-full-service.
- Self-service E-reserve – This service is coming soon as an option to order your digital Course Readings items through D2L Brightspace via Ares, the reserves system. See library.ryerson.ca/services/reserve/faculty/ereserve.

E-Reserve Training

- In Fall 2016 and Winter 2017 we will have a variety of sessions – online, scheduled, and drop-in – for continuing education contract lecturers (CECLs) who want to learn how to use the

Self-Serve Option. Session information and times will be posted at library.ryerson.ca/copyright/resources/copyright-workshops and library.ryerson.ca/services/reserve/faculty/ereserve/items-on-ereserve.

Print Reserve (books, photocopied articles, videos, and DVDs available at the Library Circulation Desk)

- In-Person: Bring the materials to the Library Circulation Desk with the completed Print Reserve form: library.cf.ryerson.ca/forms/reserve.
- Online: This service is coming soon as an option to order your print reserve items through D2L Brightspace via Ares, the reserves system. The Print Course Readings webpage will be updated when available.

Custom Course Manuals (Reprotext and Print Course Packs)

- Course manual lists and instructions can be sent directly to the Campus Store at r2leivat@ryerson.ca. To drop off new materials, please come to the Ryerson Campus Store with Custom Course Manual Order Form and your readings: campusstore.ryerson.ca/images/document/CustomManualOrderFormFront2.pdf
- Online: This service is coming soon as an option to order your course manuals through D2L Brightspace via Ares, the reserves system.

For more information on these services, contact:

E-reserves: reserve@ryerson.ca; 416.979.5000, ext. 6653

Print Reserves: print.reserve@ryerson.ca; 416.979.5051

Custom Course Packs: r2leivat@ryerson.ca; 416.979.5000, ext. 7366

One-Stop Course Reading E-Reserves Deadlines 2016-2017:

If you are not able to meet the Ryerson faculty deadlines listed below, please submit your reading lists as soon as possible.

Requests are processed on a first-come, first-served basis, and we will prioritize the first four weeks of your course. The Library requires a minimum of 10 business days to process a course. Supplying good quality scanned materials will speed up your request of a book chapter. Please indicate the first four weeks of your course readings in your E-Reserve request.

Fall Term: August 12, 2016

Winter Term: Mid-November (2016)

Spring/Summer Term: First week of April (2017)

Do-It-Yourself Copyright Checking

Please note that material that you deliver to students outside of the One-Stop Course Reading Service MUST be copyright checked, even material delivered at the last minute. This includes any material uploaded to D2L Brightspace, shared via email, photocopied, handed out in class, or shared in any way electronically or in print. Please follow the Do-It-Yourself Copyright Checking (library.ryerson.ca/copyright/faculty/teaching/do-it-yourself-copyright-checking) workflow before you make any readings available to students. You may need to make sure that the material you make available to students is distributed with password protection, that it is covered by existing licenses or Fair Dealing. For example, you will need to check that the material does not exceed amount limitations allowed which is 10% of a work. Copyright workshops that can answer your questions about how to make copyright evaluations of your teaching resources are held at the beginning of the Fall and Winter terms, and are also held throughout the year. For the most up-to-date schedule, visit library.ryerson.ca/copyright/resources/copyright-workshops. Copyright checking is an important part of your continuing education contract lecturer (CECL) responsibilities if you decide to make materials available to students yourself.

Security and Emergency Services

Ryerson University and The G. Raymond Chang School of Continuing Education are committed to the safety and security of our staff, our continuing education contract lecturers (CECLs), and our students. Your familiarity with the following procedures and services will help ensure that you and your students are prepared to respond in the event of an emergency.

Emergencies

To Report an Emergency

In an emergency situation, contact Security by dialling “80” from any internal Ryerson telephone or by pressing one of the auto dial buttons – #1 (red) for emergencies, #5 (yellow) for general information or the Walk Safe program – free of charge from any Bell payphone on the Ryerson campus. The emergency “Blue Phones”, located around the exterior of the campus and in the Quad area of Kerr Hall, are also a free call to Security. Ryerson Security’s NON-EMERGENCY number is 416.979.5040 (or ext. 5040 from internal phones).

Emergency Awareness, Preparedness, and Response Plan

The Centre for Environmental Health, Safety and Security Management has published a guide detailing Ryerson’s policy regarding appropriate responses to various emergencies. To review Ryerson’s Emergency Response Plan, visit ryerson.ca/irm/emergencies.

Student Behaviour

If you have concerns regarding a perceived risk from a student (for example, comments related to harming themselves or others), you should contact Security. Any threats or threatening actions made to you or to students in your class must be reported to Security immediately at 416.979.5040 (or ext. 5040 from internal phones). Ryerson’s Violence and Harassment Prevention in the Workplace Programs outlines the steps you should take if you encounter concerning behaviour on campus. For more information, go to ryerson.ca/hr/equity/violence-harassment-prevention.

If You Discover a Fire

- 1 Leave the fire scene, close all doors, and activate the nearest fire alarm pull station. Notify anyone in the area of the fire and tell them to leave.
- 2 From a safe location, contact Security at “80”, press auto dial button #1 (red) on campus pay telephones, or use the emergency “Blue Phones” located around the exterior of the campus and in the Quad area of Kerr Hall. In each case, the call is free.
- 3 Vacate the building by the nearest safe exit – do not use the elevators.
- 4 Stand outside the building to direct the Fire Department and/or Security to the exact location of the fire.

When You Hear the Fire Alarm

- 1 Remain calm, take your personal items, close the doors behind you, and evacuate the building immediately by walking to the nearest safe exit – do not use the elevators.
- 2 Provide assistance to persons with disabilities.
- 3 Contact Security if you require assistance.
- 4 Once outside the building, remain outside until authorized to return by Security or the Fire Department.

In an emergency, dial 80 from any internal Ryerson telephone.

Duties of Continuing Education Contract Lecturers (CECLs) During Emergencies

- a. In classrooms, labs, other assemblies, or work areas, when the fire alarm bells sound, stop the class or other activity, and advise all persons to take their personal items and evacuate the building through the nearest safe exit (do not use the elevators). Direct them to the nearest safe exit (do not use the elevators).
- b. Provide assistance to persons with disabilities. If you are unable to do so, inform them to stay where they are and tell Security or the Fire Department where this person is located. Ask if someone is willing to stay with them.
- c. Take your personal items, close all doors, leave the building, and join your group at street level.
- d. If, after waiting a period of time, you do not receive authorization to re-enter the building, you may use your discretion to cancel the class. Please notify The Chang School at 416.979.5035 or ceclient@ryerson.ca of your decision and how you will make up the lost teaching time.

Security and Emergency Services

Ryerson Security maintains a 24-hour facility located at 111 Bond Street. Ryerson has taken the following steps to help make our campus safe and secure:

- Bike patrol unit, distinguished by their bike uniforms (e.g., yellow jackets). These officers carry out the same duties as foot patrol officers but offer a highly enhanced response time to community needs.
- 24-hour uniformed security officers make regular patrols and identification checks. When on campus, carry your Ryerson OneCard (photo ID) or you may be denied access to a lab or classroom.
- Posting of “Security Incidents” bulletins; visit ryerson.ca/irm.
- An escort to a campus parking lot or to the Dundas subway station is available by contacting the main security desk.

Walk Safe Program

Walk Safe Security officers are available to escort students, continuing education contract lecturers (CECLs), staff, and visitors of Ryerson to campus locations or to the Dundas subway station. This service is provided 24 hours a day, 7 days a week.

Walk Safe is available to escort you to the following parking lots off campus:

- College Park surface lot at the corner of Gerrard and Yonge streets
- East and West lots at McGill and Church streets
- Sears lot at Dundas and Mutual streets
- Lot at the southeast corner of Dundas and Bond streets
- Northwest and southwest lots at Dundas and Church streets
- Parking lot under the Ted Rogers School of Management

If you are working alone in an area on campus, and you would like Security to conduct extra checks, Security can contact you regularly by telephone and/or an officer can come periodically to check on you.

How do I arrange for a Walk Safe escort or extra Security checks?

For a safer trip home, you or your students can contact Security by dialing 5040 (416.979.5040), or by pressing the #5 (yellow) auto dial button free of charge from any on-campus pay telephone.

Crime Stoppers

Telephone: 416.222.TIPS

- You never have to give your name.
- You never have to testify in court.
- Your name will remain anonymous.

If you have any information on any incident on campus, please call 416.222.TIPS.

Services and Support for Students

Students will often ask you for information on different Ryerson campus services and facilities. The following information will assist you in directing continuing education students to the appropriate area. You may also refer students to The Chang School office at Heaslip House, 297 Victoria Street (416.979.5035 or ce@ryerson.ca) or to their student association (CESAR).

Aboriginal Student Services

Location: KHW389
 Telephone: 416.979.5000, ext. 7699
 Sheila Saikkonen
 Website: ryerson.ca/aboriginal

Athletics and Recreation

Telephone: 416.979.5096
 Website: ryersonrams.ca

Mattamy Athletic Centre (MAC)

Location: 50 Carlton Street
 (former Maple Leaf Gardens)

Recreation and Athletics Centre (RAC)

Location: Enter the Quad through the
 40 Gould Street arch

Centre for Student Development and Counselling

Location: JOR07
 Telephone: 416.979.5195
 Website: ryerson.ca/counselling

CESAR (Continuing Education Students' Association of Ryerson)

The Continuing Education Students' Association of Ryerson (CESAR) represents over 16,000 continuing education, distance education, and part-time degree students at Ryerson University.

Your class may be visited early in the term by a CESAR staff member to select a CESAR class representative. These representatives may bring the concerns and ideas of students to the CESAR Board of Directors or staff. They also serve the role of bringing back information to their classmates.

Location: SCC301
 Telephone: 416.979.5193
 Fax: 416.979.5223
 Email: info@mycesar.ca
 Website: mycesar.ca

Health Promotion

Location: JOR04
 Telephone: 416.979.5000, ext. 4295
 Website: ryerson.ca/healthandwellness/healthpromoton

Human Rights Services

Location: POD254
 Telephone: 416.979.5349
 Website: ryerson.ca/humanrights

International Student Support

Location: POD50A
 Telephone: 416.979.5000, ext. 6655
 Website: ryerson.ca/internationalservices

Library and Archives

Location: 350 Victoria Street. The Library's entrance is on the 2nd floor of the Library Building or through the 2nd floor of the Student Learning Centre.

Telephone: 416.979.5055
 Website: library.ryerson.ca

Magnet

Magnet is an innovative network that leverages a data-rich, job-matching technology platform to connect job seekers to employers based upon skills, qualifications, experience, preferences, and talent needs. Users can sign up and build a profile and Magnet immediately begins searching for their right employment and professional networking opportunities. Direct your students to ryerson.magnet.today to sign up.

For more information, contact Ian Ingles, Operations Manager, at 416.979.5000, ext. 6620, or iingles@ryerson.ca.

Medical Centre

Location: KHW181
 Telephone: 416.979.5070
 Website: healthandwellness/medicalcentre

Ryerson University Campus Store

Location: 17 Gould Street
 Telephone: 416.979.5116
 Website: campusstore.ryerson.ca

The ServiceHub

Location: POD150
 Telephone: 416.979.5036
 Website: ryerson.ca/registrar/servicehub

Student Financial Assistance

Location: ServiceHub, POD150
 Email: finaid@ryerson.ca
 Website: ryerson.ca/currentstudents/financialaid

Student Learning Support

Student Learning Support offers a range of services to all Ryerson students who want to develop their academic skills. Through individual and group sessions/workshops, the SLC offers support for writing, math, English language, study skills, testing, and academic accommodation. The following are specialized support areas to assist continuing education students:

- Academic Accommodation Support
- English Language Support
- Math Support
- Study Skills and Transition Support
- Test Centre
- Writing Support

Location: SLC, 4th floor
 Telephone: 416.598.8978
 Website: ryerson.ca/sls

Academic and Career Advising

The Chang School has added an academic and a career advisor to its wide range of support services. Advisors will be available via email and on a drop-in basis to assist continuing education learners as they chart their futures and plan their academic paths.

Academic advising can help continuing education learners frame and achieve their future goals. The career advisor will provide Chang School learners with support as they formulate their career advancement or transition strategies. In addition, they can receive feedback and suggestions to improve their resumés and cover letters, their interview and networking skills, and their overall job search approach.

Encourage your students to connect with these advisors to get a better understanding of their long-term academic and career options.

Location: Heaslip House, 297 Victoria Street
 Academic Advising Email: CEadvisor@ryerson.ca
 Career Advising Email: CEcareers@ryerson.ca
 Website: ryerson.ca/ce/advising

Important Dates

The Chang School will observe Ryerson University's Fall and Winter Study Weeks; some courses may not observe these Study Week breaks (refer to Important Dates at ryerson.ca/ce for further information on Study Weeks and other University closures).

Fall Study Week: Saturday, October 8 through Friday, October 14

Winter Study Week: Saturday, February 18 through Friday, February 24

| | Fall 2016 | Winter 2017 | Spring/Summer 2017 |
|---|--|--|---|
| Course Duration Dates | Typical course start and end dates for the term. Please note that not all courses adhere to these dates; consult your teaching contract or The Chang School website at ryerson.ca/ce for definitive information. | | |
| Single-Term Courses | Start: week of September 12 End: week of December 12 | Start: week of January 16 End: week of April 17 | Spring: Monday/Wednesday: May 1–June 21 Tuesday/Thursday: May 2–June 20 Summer: Monday/Wednesday: June 26–August 14 Tuesday/Thursday: June 27–August 8 |
| Multi-Term Courses | Start: week of September 12 End: week of April 17 | Classes resume week of January 16 | Start: week of May 1 End: week of August 14 |
| Final Class List | | | |
| On RAMSS | After the fourth scheduled class | After the fourth scheduled class | After the fourth scheduled class |
| Grade Submission Deadlines | | | |
| The RAMSS grade roster for your course will be opened by Student Records only at the end of each academic term. Once the Registrar confirms the grade submission deadline, The Chang School will notify you of the date. All grades must be submitted by this deadline. | | | |
| Withdrawal Deadlines Deadlines to withdraw from classroom and distance courses. | | | |
| Full Refund | Five business days before the course start date Note: For courses of less than 31 hours in duration, no refund will be issued after the deadline for a full refund. | | |
| 75% Refund: Courses of 39 or more hours in duration | Single-term, 13-session courses: after the full refund deadline, but prior to the fourth scheduled class of the course. Note: No refund after this deadline. Multi-term courses: after the full refund deadline, but prior to eighth scheduled class of the course. For courses of different duration, contact the Student Fees office. | | |
| 50% Refund: Courses of 31 to 38 hours in duration | After the full refund deadline, but prior to the second scheduled class of the course. Note: No refund for courses 30 hours or less after course begins. | | |
| Good Academic Standing, No Refund | Fall term: November 18, 2016 Winter term: March 31, 2017 Spring/Summer term: Courses that start in May and run once per week for 13 weeks: July 14, 2017 Courses that start in May and run twice per week for 7 weeks: June 1, 2017 Courses that start in June and run twice per week for 7 weeks: July 18, 2017 For other courses, refer to Important Dates at ryerson.ca/ce . | | |

Posting Dates for Continuing Education Contract Lecturers (CECLs) Positions

| Term | Posting Dates |
|--------------------|-----------------------------|
| Winter 2017 | November 1–November 7, 2016 |
| Spring/Summer 2017 | March 1–March 7, 2017 |
| Fall 2017 | June 15–June 21, 2017 |

The G. Raymond Chang School of Continuing Education Directory

Program Areas

Please contact your Chang School program area for information on academic policies and procedures, student issues, and questions that relate to the specific continuing education course you are teaching.

THE G. RAYMOND CHANG SCHOOL OF CONTINUING EDUCATION OFFICE

Heaslip House
297 Victoria Street
Toronto, ON M5B 1W1
Tel: 416.979.5035
Fax: 416.979.5277
Email: changteach@ryerson.ca
Website: ryerson.ca/ce

Arts

Program Director

Nenita Ponce de León Elphick
416.979.5000, ext. 6667
elphick@ryerson.ca

Program Coordinator

Joan Yolleck
416.979.5180
jyolleck@ryerson.ca

ARTS ACADEMIC COORDINATORS

| PROGRAM/CERTIFICATE | COORDINATOR | PHONE | OFFICE | EMAIL |
|---|---------------------------|-----------|---------|--|
| Applied Digital Geography, Geotechnology, and GIS | Joe Aversa | ext. 7149 | JOR607 | javersa@ryerson.ca |
| Arts and Contemporary Studies | Patrizia Albanese | ext. 6526 | JOR527 | palbanes@ryerson.ca |
| Caribbean Studies | Camille Hernandez-Randwar | ext. 4193 | JOR323 | chernand@ryerson.ca |
| Chinese | John Stowe | | | jstowe@ryerson.ca |
| Criminal Justice and Justice Studies | Alexandra Orlova | ext. 6413 | JOR833 | aorlova@ryerson.ca |
| Economics | Michael Jolly | ext. 6841 | JOR616 | mjolly@ryerson.ca |
| English as a Second/Additional Language | Marju Toomsalu | ext. 4196 | JOR519 | mtoomsal@ryerson.ca |
| English Literature | Bill Emery | ext. 6145 | JOR1015 | bemery@ryerson.ca |
| English Writing Development | Bill Emery | ext. 6145 | JOR1015 | bemery@ryerson.ca |
| Ethics | Thomas Hart | ext. 6162 | JOR407 | thomas.hart@ryerson.ca |
| French | Mireille Truong | ext. 6207 | JOR525A | truongm@ryerson.ca |
| Geography | Joe Aversa | ext. 7149 | JOR607 | javersa@ryerson.ca |
| History | Ross Fair | ext. 2264 | JOR528 | rfair@ryerson.ca |
| Mental Health and Addictions | Brian Rabinowicz | ext. 6195 | JOR917 | brabinow@ryerson.ca |
| Music | Kristin Force | | | kforce@ryerson.ca |
| Nonprofit and Voluntary Sector Management | Caryl Arundel | | | carundel@ryerson.ca |
| Philosophy | Thomas Hart | ext. 6162 | JOR407 | thomas.hart@ryerson.ca |
| Politics and Public Administration | Bob Marshall | ext. 2079 | | rmarshall@politics.ryerson.ca |
| Psychology | Brian Rabinowicz | ext. 6195 | JOR917 | brabinow@ryerson.ca |
| Public Administration and Leadership | Patrice Dutil | ext. 2704 | JOR728 | pdutil@politics.ryerson.ca |
| Social Sciences and Humanities Foundations | Kathleen Kellett-Betsos | ext. 4695 | JOR519 | kkellett@ryerson.ca |
| Sociology | Doreen Fumia | ext. 2605 | JOR327 | dfumia@ryerson.ca |
| Spanish | Myriam Martel | ext. 6113 | JOR516 | mmartel@ryerson.ca |

Business

Program Director

Linda Koechli
416.979.5000, ext. 7872
lkoechli@ryerson.ca

Program Coordinator

Melissa Johnson
416.979.5183
m1johnso@ryerson.ca

BUSINESS ACADEMIC COORDINATORS

| PROGRAM/CERTIFICATE | COORDINATOR | PHONE | OFFICE | EMAIL |
|---|-------------------|------------------|----------|---------------------------|
| Accounting | Daria Sydor | ext. 6728 | TRS1-054 | dsydor@ryerson.ca |
| Business Analysis | Clare Chua | ext. 6753 | ext.6753 | cchua@ryerson.ca |
| Business Management | Pat Sniderman | ext. 6751 | TRS1-076 | psnider@ryerson.ca |
| Business Technology Management | Franklyn Prescod | ext. 7129 | TRS2-075 | fprescod@ryerson.ca |
| Entrepreneurship and Multiculturalism | Phil Walsh | ext. 2553 | TRS1-066 | prwalsh@ryerson.ca |
| Finance | Allen Goss | ext. 2424 | TRS1-088 | alg@ryerson.ca |
| Financial Planning | Coleen Clark | ext. 7563 | TRS1-081 | colclark@ryerson.ca |
| Global Management | Carlyle Farrell | ext. 6042 | TRS1-056 | farrellc@ryerson.ca |
| Health Informatics | Pria Nippak | ext. 4597 | TRS2-068 | pnippak@ryerson.ca |
| Health Services Management | Jim Tiessen | ext. 2545 | TR3-096 | jhtiessen@ryerson.ca |
| Health Studies | Pria Nippak | ext. 4597 | TRS2-068 | pnippak@ryerson.ca |
| Hospitality and Tourism Management | Fredruc Dimanche | ext. 5117 | TRS3-005 | fdimanche@ryerson.ca |
| Human Resources Management | Genevieve Farrell | ext. 7812 | TRS2-125 | gfarrell@ryerson.ca |
| Law | Kernaghan Webb | ext. 2478 | TRS3-086 | kernaghan.webb@ryerson.ca |
| Mining Management | Tony Andrews | ext. 5310 msg | | aandrews.global@gmail.com |
| Organizational Leadership | Genevieve Farrell | ext. 7812 | TRS2-125 | gfarrell@ryerson.ca |
| Privacy, Access, and Information Management | Kernaghan Webb | ext. 2478 | TRS3-086 | kernaghan.webb@ryerson.ca |
| Retail Management | Sean Sedlezky | ext. 7931 | TRS3-030 | ssedlezk@ryerson.ca |
| Strategic Marketing | Armand Gervais | ext. 2489 | TRS2-131 | agervais@ryerson.ca |

Communication and Design

Program Director

Muthana Zouri
416.979.5000, ext. 6684
mzouri@ryerson.ca

Program Coordinator

Ana Abreu
416.979.5185
aabreu@ryerson.ca

7CA A I B 7 5H CB 5B 8 89G B COORDINATORS

| PROGRAM/CERTIFICATE | COORDINATOR | PHONE | OFFICE | EMAIL |
|---------------------------------------|-------------------|--------------|---------|----------------------------|
| Arts and Entertainment Administration | Sholem Dolgoy | ext. 6793 | THR102 | sdolgoy@ryerson.ca |
| Design for Arts and Entertainment | Valérie Kaelin | ext. 7586 | IMA343 | vkaelin@ryerson.ca |
| Design Management | Arlene Gould | | | agould@ryerson.ca |
| Digital Art Production | Rhonda Abrams | | | rhonda.abrams@gmail.com |
| Facility Management | Michel Theriault | | | michel@strategicadvisor.ca |
| Fashion | James Fowler | | | jamesbfowler8@ryerson.ca |
| Fashion Coordination and Styling | James Fowler | | | jamesbfowler8@ryerson.ca |
| Film Studies | James Warrack | ext. 2237 | IMA316 | jwarrack@ryerson.ca |
| Graphic Communications Management | Jason Lisi | ext. 6750 | HEI303 | jlisi@ryerson.ca |
| Image Arts | James McCrorie | ext. 6847 | IMA203 | mccrorie@ryerson.ca |
| Interior Design | Winnie Leung | | | w3leung@ryerson.ca |
| Journalism | Marsha Barber | ext. 6295 | RCC165 | m2barber@ryerson.ca |
| Lighting Design | Gerry Cornwell | | | gerry@cornwell.ca |
| Magazine and Web Publishing | D. B. Scott | | | d5scott@ryerson.ca |
| New Media | Rhonda Abrams | | | rhonda.abrams@gmail.com |
| News Studies | Marsha Barber | | | m2barber@ryerson.ca |
| Photography Studies | Dennis Miles | | | dmiles@ryerson.ca |
| Professional Communication | Sandra Rosenberg | ext. 6382 | RCC382H | srosenbe@ryerson.ca |
| Public Relations | Nick Douloff | | | ndouloff@ryerson.ca |
| Publishing | Brad Horning | | | publish@ryerson.ca |
| Publishing | Meg Taylor | 416.693.7070 | | m6taylor@ryerson.ca |
| RTA – Media Writing Fundamentals | Michael Coutanche | ext. 7009 | RCC104 | mcoutanc@ryerson.ca |
| Writing Workshops | Ann Ireland | | | ann@annireland.ca |

Community Services

Program Director

Dalia Hanna
416.979.5000, ext. 2619
dhanna@ryerson.ca

Program Coordinator

Rose Reid
416.979.5310
rosereid@ryerson.ca

COMMUNITY SERVICES ACADEMIC COORDINATORS

| PROGRAM/CERTIFICATE | COORDINATOR | PHONE | OFFICE | EMAIL |
|--|---------------------|-----------|---------|------------------------------|
| Aboriginal Knowledges and Experiences | Cyndy Baskin | ext. 6217 | EPH212 | cbaskin@ryerson.ca |
| Accessibility for Ontarians with Disabilities (AODA) | Charles Silverman | | | csilverman@ryerson.ca |
| Advanced Nursing Management and Leadership | Nancy Purdy | ext. 2020 | POD460D | npurdy@ryerson.ca |
| Community Engagement and Leadership | Peter Clutterbuck | | | pclutterbuck@ryerson.ca |
| Early Childhood Studies | Jennifer Butterly | ext. 7636 | KHS354 | jennifer.butterly@ryerson.ca |
| Family Supports | Catherine Moher | ext. 2535 | KHW383A | cmoher@ryerson.ca |
| Food Security | Reg Noble | | | rnoble@ryerson.ca |
| Fundraising Management | Cathy Mann | | | cmann@ryerson.ca |
| Gerontology | Anthony Lombardo | | | anthony.lombardo@ryerson.ca |
| Interdisciplinary Studies | Amy Clements-Cortes | | | cortesam@ryerson.ca |
| Nursing | Rheney Castillo | ext. 5178 | POD481 | rcastillo@ryerson.ca |
| Nutrition | TBD | | | |
| Occupational Health and Safety | Craig Fairclough | | | cfairclo@ryerson.ca |
| Social Work | TBD | | | |
| Social Work | TBD | | | |

Engineering, Architecture, and Science

Program Director

Anne-Marie Brinsmead
416.979.5000, ext. 2665
a2brinsm@ryerson.ca

Program Coordinator

Mehdi Agahi
416.979.5000, ext. 7891
m.agahi@ryerson.ca

ENGINEERING, ARCHITECTURE, AND SCIENCE ACADEMIC COORDINATORS

| PROGRAM/CERTIFICATE | COORDINATOR | PHONE | OFFICE | EMAIL |
|--|---------------------|-----------|---------|-----------------------|
| Architectural Science | Yew-Thong Leong | ext. 6498 | ARC317 | ytleong@ryerson.ca |
| Biology | Costin Antonescu | ext. 4659 | KHE328A | cantonescu@ryerson.ca |
| Chemistry | Noel George | ext. 6552 | KHE122B | n3george@ryerson.ca |
| Computer Science | Alex Ferworn | ext. 6968 | ENG283 | aferworn@ryerson.ca |
| Computer Security and Digital Forensics | Alex Ferworn | ext. 6968 | ENG283 | aferworn@ryerson.ca |
| Data Analytics, Big Data and Predictive Analysis | Ayse Bener | | | ayse.bener@ryerson.ca |
| Disaster and Emergency Management | Alex Ferworn | ext. 6968 | ENG283 | aferworn@ryerson.ca |
| Energy Management and Innovation | Bala Venkatesh | ext. 2978 | CUE102 | bala@ryerson.ca |
| Environmental Engineering Science | Alex Ferworn | ext. 6968 | ENG283 | aferworn@ryerson.ca |
| Financial Mathematics Modeling | Sebastian Ferrando | ext. 7415 | ENG235 | ferrando@ryerson.ca |
| Infrastructure Asset Management | Lamya Amleh | ext. 6417 | ENG353 | lamleh@ryerson.ca |
| Landscape Design | Norman (Sam) Benvie | ext. 6513 | ARC333 | sbenvie@ryerson.ca |
| Mathematics | Chul Kim | ext. 7064 | ENG233 | chulkim@ryerson.ca |
| Physics | Ana Pejovic-Milic | ext. 7952 | KHS331B | anamilic@ryerson.ca |
| Program and Portfolio Management | John Estrella | | | jestrella@ryerson.ca |
| Project Management | John Estrella | | | jestrella@ryerson.ca |
| Robotics and Embedded Systems | Alex Ferworn | ext. 6968 | ENG283 | aferworn@ryerson.ca |
| Sustainability | Saeed Nejatian | | | snejatian@ryerson.ca |

Gateway for International Professionals

**Executive Director,
Business Development and
Strategic Planning**

Elaine Lam
416.979.5000, ext. 7870
elaine.lam@ryerson.ca

Administrative Coordinator

Margaret Algieri
416.979.5000, ext. 7127
malgieri@ryerson.ca

Website

ryerson.ca/ce/gateway

Digital Education Strategies

Director

Naza Djafarova
416.979.5000, ext. 7024
ndjafaro@ryerson.ca

Website

ryerson.ca/ce/de

Programs for 50+

Program Director

Sandra Kerr
416.979.5000, ext. 6979
skerr@ryerson.ca

Program Assistant

Mena Carravetta
416.979.5103
mena.carravetta@ryerson.ca

Website

[ryerson.ca/ce/
programs50plus](http://ryerson.ca/ce/programs50plus)

Spanning the Gaps – Access to Post-Secondary Education

Program Director

O'neil Edwards
416.979.5000, ext. 7592
oneil.edwards@ryerson.ca

Website

[ryerson.ca/ce/
programs50plus](http://ryerson.ca/ce/programs50plus)

ADMINISTRATIVE OFFICES

Teaching Support Services

Contact the Teaching Support Services office if you have questions regarding administrative or contract issues.

**Coordinator,
Teaching Support Services**
Kirsti Piironen
416.979.5000, ext. 4530
piironen@ryerson.ca

**Coordinator,
Teaching Support Services**
Shannon Koumphol
416.979.5000, ext. 7566
skoumpho@ryerson.ca

Website
ryerson.ca/ce/changteach
Email
changteach@ryerson.ca

Program Support

The Program Support team provides dedicated operational support to the program areas in The Chang School.

Manager, Program Support
Debbie Wilk
416.979.5000, ext. 6975
dwilk@ryerson.ca

Department Assistant
Brenda Sinclair
416.979.5000, ext. 7873
bsinclair@ryerson.ca

Project Coordinator
Marie Therese Boffice
416-979-5000, ext. 2757
mboffice@ryerson.ca

Email
ceprogram@ryerson.ca

Client Support and Logistics

Manager, Client Support
Rose Donato
416.979.5000, ext. 6676
rdonato@ryerson.ca

Logistics Team Coordinator
Vonetta Sealy
416.979.5000, ext. 6673
vsealy@ryerson.ca

**Client Support Team
Coordinator**
Sherry-Ann Thomas
416.979.5000, ext. 4509
sathomas@ryerson.ca

Rapid Response staff are available to assist you in Heaslip House, by phone at 416.979.5035, or via email at ce@ryerson.ca.

**Rapid Response Team
Coordinator**
Dan Ferguson
416.979.5000, ext. 7818
danfergu@ryerson.ca

Email
ceclient@ryerson.ca

Dean's Office and Administrative Services

Dean

Marie Bountrogianni
416.979.5005
mbountro@ryerson.ca

Manager, Administration

Chanh Stevens
416.979.5005
chanh.stevens@ryerson.ca

Executive Director, Business Development and Strategic Planning

Elaine Lam
416.979.5000, ext. 7870
elaine.lam@ryerson.ca

Campus Services

Enrolment Services and Student Fees

Room POD64
416.979.5136
ryerson.ca/currentstudents/essr

Curriculum Advising Room POD355

416.979.5151
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fnYfgcb'W#WffYbhgi XYbhg#
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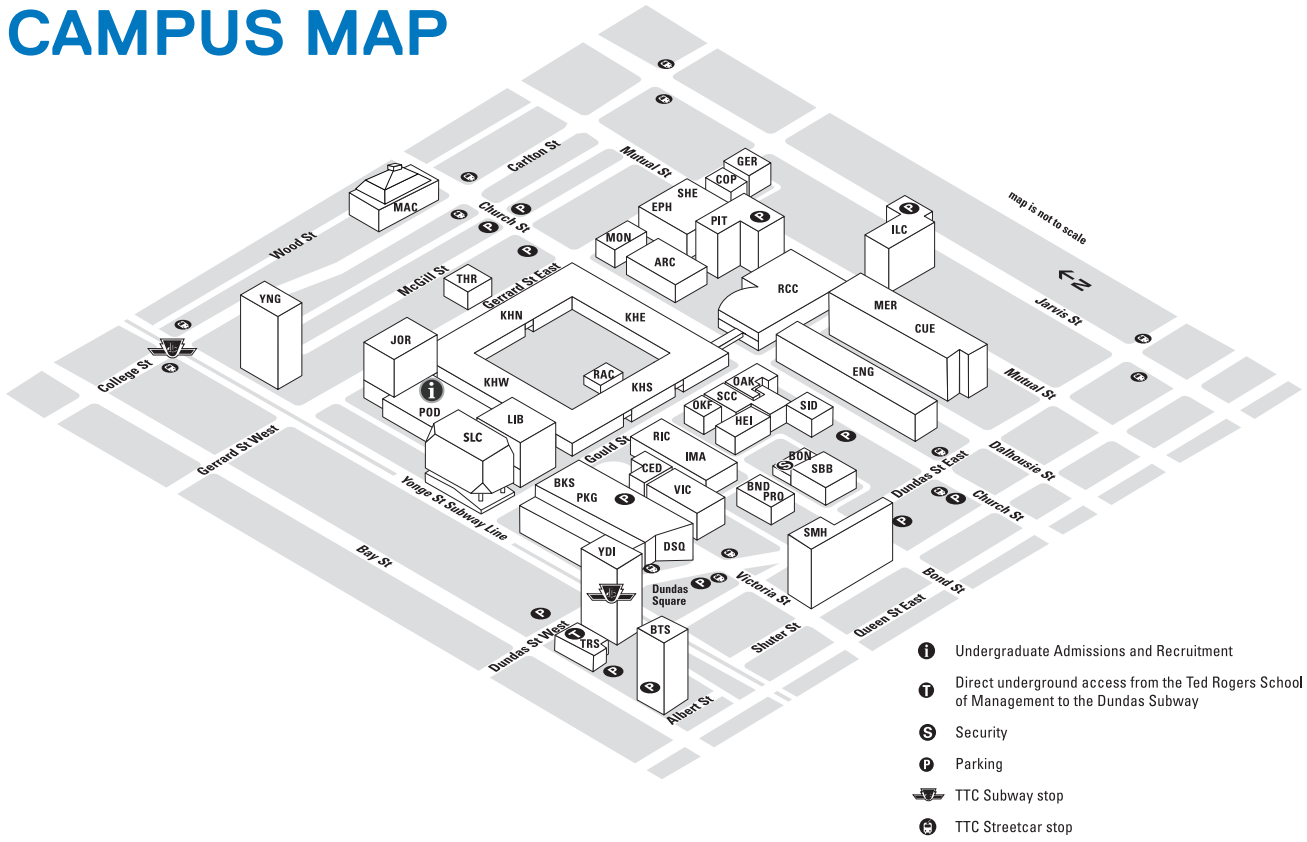
Faculty Support (RAMSS)

416.979.5000, ext. 2292
facultysupport@ryerson.ca
ryerson.ca/facultysupport

Computing and Communications Services

(CCS) Help Desk
416.979.5000, ext. 6806
help@ryerson.ca
ryerson.ca/ccs

CAMPUS MAP



Building Code, Name, Street Address

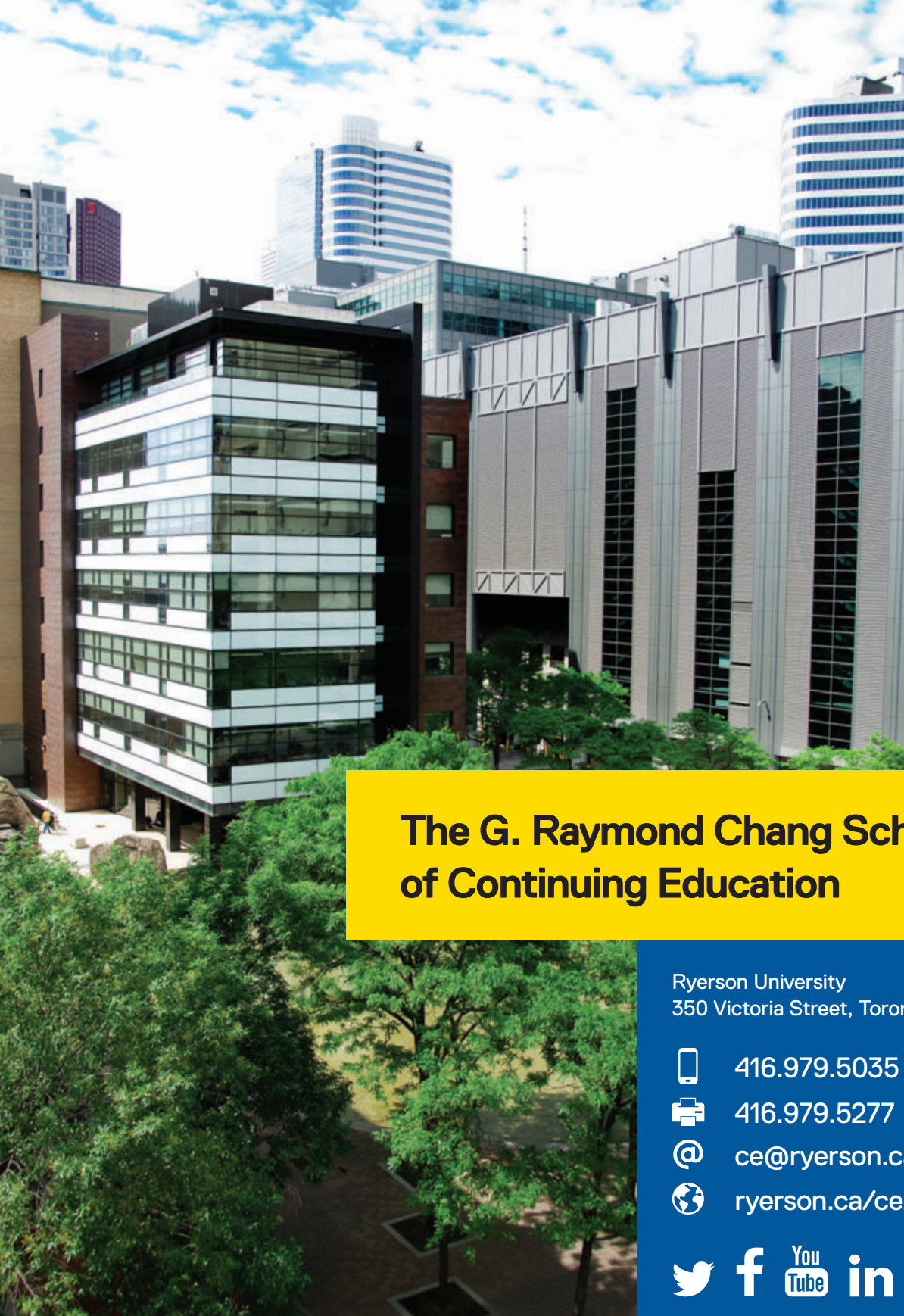
| | | | |
|------------|--|------------|--|
| ARC | Architecture Building, 325 Church Street | MER | Merchandise Building, 159 Dalhousie Street |
| BKS | Campus Store, 17 Gould Street | MON | Civil Engineering Building, 341 Church Street |
| BON | Capital Projects & Real Estate, Security, 111 Bond Street | OAK | Oakham House, 63 Gould Street |
| BND | Security/Integrated Risk Management, 114 Bond Street | OKF | O'Keefe House, 137 Bond Street |
| BTS | Bell Trinity Square, 483 Bay Street | PIT | Pitman Hall, 160 Mutual Street |
| CED | Heaslip House, The G. Raymond Chang School of Continuing Education, 297 Victoria Street | PKG | Parking Garage, 300 Victoria Street |
| COP | Co-operative Education, 101 Gerrard Street East | POD | Podium, 350 Victoria Street (area connecting Jorgenson Hall to the Library Building) |
| CUE | The Centre for Urban Energy, 147 Dalhousie Street | PRO | Projects Office, 112 Bond Street |
| DSQ | 10 Dundas Street East - Yonge-Dundas Square | RAC | Recreation and Athletics Centre, entrance through archway at 40 and 50 Gould Street |
| ENG | George Vari Engineering and Computing Centre, 245 Church Street | RCC | Rogers Communications Centre, 80 Gould Street |
| EPH | Eric Palin Hall, 87 Gerrard Street East | RIC | Ryerson Image Centre, 33 Gould Street |
| GER | Research/Graduate Studies, 111 Gerrard Street East | SBB | South Bond Building, 105 Bond Street |
| HEI | HEIDELBERG Centre - School of Graphic Communications Management, 125 Bond Street | SCC | Student Campus Centre, 55 Gould Street |
| ILC | International Living/Learning Centre, entrances at 133 Mutual Street and 240 Jarvis Street | SHE | Sally Horsfall Eaton Centre for Studies in Community Health, 99 Gerrard Street East |
| IMA | School of Image Arts, 122 Bond Street | SID | School of Interior Design, 302 Church Street |
| JOR | Jorgenson Hall, 380 Victoria Street | SLC | Student Learning Centre, 341 Yonge Street |
| KHE | Kerr Hall East, 340 Church Street/60 Gould Street | SMH | Li Ka Shing Knowledge Institute of St. Michael's Hospital, 209 Victoria Street (7th Floor) |
| KHN | Kerr Hall North, 31/43 Gerrard Street East | THR | Theatre School, 44/46 Gerrard Street East |
| KHS | Kerr Hall South, 40/50 Gould Street | TRS | Ted Rogers School of Management, 575 Bay Street (entrance at 55 Dundas Street West) |
| KHW | Kerr Hall West, 379 Victoria Street | VIC | Victoria Building, 285 Victoria Street |
| LIB | Library Building, 350 Victoria Street | YDI | Yonge-Dundas I, 1 Dundas Street West |
| MAC | Mattamy Athletic Centre at the Gardens, 50 Carlton Street | YNG | 415 Yonge Street |

Key Contacts

| To... | Call or Email... | To contact... |
|--|--|--|
| Report an emergency | 416.979.5040 or 80 from any internal phone, or red auto-dial button #1 from campus pay phone | Ryerson Security |
| Cancel a class | 416.979.5035 | The Chang School |
| Schedule a makeup exam | ceclient@ryerson.ca | The Chang School |
| Inquire about classrooms or reschedule a cancelled class | 416.979.5000, ext. 6673 vsealy@ryerson.ca | Vonetta Sealy, Logistics Team Coordinator |
| Submit your course outline and/or request invigilation support for larger classes (50+ students) | ceprogram@ryerson.ca | Program Support |
| Book/cancel audio-visual equipment | 416.979.5000, ext. 4444 | Ryerson Media Services |
| Inquire about your contract or change your personal information | 416.979.5000, ext. 4530 piironen@ryerson.ca | Kirsti Piironen, Coordinator, Teaching Support Services |
| Obtain answers to your academic questions | Please refer to pp. 28-32 in your Handbook | Your academic coordinator or your program director |
| Obtain answers to any other questions you may have | 416.979.5000, ext. 6975 dwilk@ryerson.ca | Debbie Wilk, Manager, Program Support |


Key Websites


| To access... | Visit... |
|--|--|
| Chang School Continuing Education Contract Lecturer (CECL) Information Chang School Classroom Lookup Chang School Courses and Programs | ryerson.ca/ce/changteach ryerson.ca/ce/classroom ryerson.ca/ce |
| Human Resources Teaching@Ryerson (Faculty Course Survey) Learning and Teaching Office (resources) Faculty Support (class rosters, submitting grades, RAMSS) Ryerson Senate (academic policies) Academic Integrity | ryerson.ca/hr ryerson.ca/teaching ryerson.ca/lt ryerson.ca/facultysupport ryerson.ca/senate ryerson.ca/ai |
| Computing and Communications Services (CCS) (activating your Ryerson Online Identity and email) RAMSS, eHR, D2L Brightspace, and Gmail | ryerson.ca/ccs my.ryerson.ca |



The G. Raymond Chang School of Continuing Education

Ryerson University
350 Victoria Street, Toronto ON M5B 2K3

 416.979.5035

 416.979.5277

 ce@ryerson.ca

 ryerson.ca/ce/changteach

**Ryerson
University**

**The Chang School
of Continuing
Education**

FSC FPO