



CONTINUING STUDIES

*Kelowna
Oliver-Osoyoos
Penticton
Revelstoke
Salmon Arm
Summerland
Vernon*

"I have come to believe that a great teacher is a great artist and that they are as few As there are any other great artists. Teaching might even be the greatest Of the arts since the medium is the human mind and spirit".

~ John Steinbeck



INSTRUCTOR MANUAL

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Welcome to Continuing Studies at Okanagan College!

One of the most important components of College activity is Continuing Studies. Thanks to instructors like you, Continuing Studies programs at Okanagan College are outstanding in scope, size, and quality. We enrol thousands of students each year who find new skills and abilities that serve them in their careers, new release for their intellectual energy and new ways to satisfy their need for lifelong learning.

This manual has been prepared to introduce new Continuing Studies instructors to the policies and practices of Continuing Studies, and to keep our existing instructors up to date. Visit the Okanagan College website at www.okanagan.bc.ca for details regarding College policies or refer to the current Okanagan College calendar.

Whether you are new to Continuing Studies or have taught for us before, please take time to read through this manual. It contains information that will assist you in many areas, and is updated annually.

If revisions to the manual are necessary during the course of the year, the revised information will be distributed as changes occur.

If you have questions about the policies and/or procedures described in this manual, please contact the administrator assigned to your program.

Thank you for your commitment to Continuing Studies.

CONTINUING STUDIES

Kelowna (Central Okanagan)
1000 KLO road
Kelowna, BC V1Y 4X8

Phone: 250-862-5480 fax: 250-862-5434
Toll free: 1-888-638-0058
Email: cscentral@okanagan.bc.ca

Oliver-Osoyoos (South Okanagan)
339 Fairview Road
Oliver, BC V0H 1T0

Phone: 250-498-6264 fax: 250-498-4165
Toll free: 1-866-510-8899
Email: cssouth@okanagan.bc.ca

Penticton (South Okanagan)
583 Duncan Ave. W
Penticton, BC V2A 8E1

Phone: 250-492-4305 fax: 250-490-3950
Toll free: 1-866-510-8899
Email: cssouth@okanagan.bc.ca

Revelstoke (Shuswap/Revelstoke)
Box 3118, 1401 1st St. W
Revelstoke, BC V0E 2S0

Phone: 250-837-4235 fax: 250-837-2882
Email: csrevelstoke@okanagan.bc.ca

Salmon Arm (Shuswap/Revelstoke)
2552 10th Ave. NE
Salmon arm, BC V1E 2S4

Phone: 250-804-8888 fax: 250-804-8850
Toll free: 1-866-352-0103
Email: csshuswap@okanagan.bc.ca

Summerland (South Okanagan)
13211 Henry Ave.
Summerland, BC V0H 1Z0

Phone: 250-494-1300 fax: 250-494-4370
Toll free: 1-866-510-8899
Email: cssouth@okanagan.bc.ca

Vernon (North Okanagan)
7000 College Way
Vernon, BC V1B 2N5

Phone: 250-545-7291 loc. 2850 fax: 250-503-2653
Toll free 1-800-289-8993
Email: csnorth@okanagan.bc.ca

MISSION STATEMENT

Our mission is to provide innovative and timely opportunities for lifelong learning for individuals and organizations in the Okanagan College region.

OUR COMMITMENT

Continuing Studies at Okanagan College is committed to offering the very best educational experience. We will make every effort to provide quality curriculum, instructors and services to ensure that learning needs are met.

INFORMATION FOR INSTRUCTORS

Instructor Contract

A Continuing Studies instructor employment agreement contract requires your signature as well as the signature of an Okanagan College administrator. You will receive your contract prior to the start date of your program. Verify your contact information is correct and return the signed contract to the Continuing Studies office prior to the start of your program. You will receive a copy of the signed contract once the course is underway. Please familiarize yourself with the clauses in Schedule A (Appendix A). This can also be found on the back of your instructor contract.

Any expenses incurred for the purpose of instruction, must be pre-authorized (in writing) by the Program Coordinator. The instructor will be reimbursed for expenses following submission of original invoice and an expense claim form.

Payroll & Benefits

A bank information form (with a void cheque) and both (Federal and Provincial) TD & TD1 forms must be completed and returned to the College prior to the start date of your program/class. TD forms are mandatory for EI and CPP deductions.

Payroll is performed every second Friday. Payroll cutoff is the Tuesday, 10 days prior to payday. Okanagan College utilizes an automatic bank deposit system. In order to ensure payment is made, your banking information must be complete. You will receive notification from Okanagan College indicating your payroll deposit either by email or mail, whichever you indicated on your banking information form.

Pension

CS instructors will be provided with a pension enrolment and waiver form with each instructor contract unless/until the employee is enrolled in the pension plan. If you do not wish to enroll in the pension plan, you must complete the waiver of pension coverage form for every course, each and every time you instruct. The waiver form must be signed and returned with each contract. Once enrolled, employee contributions to the pension plan continue until employment is terminated. For detailed information, go online to: www.pensionsbc.ca and click on the College pension plan or contact Charlene Cornett, Pension & Benefits Coordinator at 250-762-5445 ext 4603 or email at ccornett@okanagan.bc.ca. For the enrolment and waiver forms, as well as information about the pension, please see Appendix C.

Ethics

As a public institution, the College must always be impartial, and as a College employee, you are expected to display complete impartiality during your instructional period, thus avoiding any conflict of interest. In general, a conflict of interest exists for instructors who take advantage of their position at Okanagan College to benefit themselves, friends or families.

We ask you to cooperate with [College Policy](#) by maintaining an ethical and impartial position by not promoting, soliciting, or selling any product, service or source, whether or not you stand to make a personal gain.

Resume

To keep our files up to date, instructors are required to submit a resume of scholastic and work history as it pertains to their Continuing Studies assignment. Your resume should be updated every two years.

RESPONSIBILITIES OF INSTRUCTORS

Student success is our first priority. The Continuing Studies administrators and staff are here to help you help our students to succeed. Please advise your Program Coordinator if you have any concerns about a student's ability to succeed and thrive in their course.

The following points briefly outline your responsibilities as a member of the instructional staff of Continuing Studies. See Appendix B Continuing Studies instructor job description.

First day of class you will be provided with:

- ✓ Attendance sheet
- ✓ Class list
- ✓ Course evaluation forms
- ✓ Handouts (if you previously ordered)

Student concerns on their first day of class

1. What can I expect to learn?
2. How am I being evaluated?
3. What is my role in the course?
4. What will the instructor be like?

Getting the course off to a solid start will be largely determined by how expeditiously these concerns are handled. Concerns can be addressed by the instructor showing enthusiasm for the course content, treating each student as an individual, encouraging students to participate in class and helping them to feel comfortable in the classroom environment.

Start of Program

For courses longer than two days you are required to provide your students with a word processed course outline containing the following information. See Appendix D for sample outlines.

- Course and program name.
- Course description – the course description that appears in a course outline is also used in various publications i.e.: website and promotional advertising. Changes should not be made to this description.
- Term, course start/end dates and number of weeks.
- Total course hours.
- Learning outcomes indicating expected student knowledge, skills and attitudes as a result of engaging in a learning activity.
- Learning resources - required and supplemental learning resources including textbooks, reference books, calculator, software, etc. Include full bibliographic information for textbooks.
- Course structure.
- Evaluation (if applicable) clearly indicate frequency and weight of exams, tests, written and oral assignments.

Example:

10% weekly assignments
 30% quizzes
 20% projects
 40% final exam

Please provide your Program Coordinator with a copy of the above information at least one week prior to the start of class. Up-to-date course outlines, criteria and standards for each course are kept on file for a minimum of one year.

Providing students with clear and adequate information about the course and their role, within the context of a supportive and friendly atmosphere, will address their concerns and provide a good foundation for the course. At the start of the class, you should provide the students with a brief overview of classroom expectations (breaks, being on time, location of washrooms, smoking areas, evacuation procedures, cell phone use, etc).

At the start of the class, you should provide the students with a brief overview of classroom expectations (breaks, being on time, location of washrooms, smoking areas, evacuation procedures, cell phone use, etc.)

Photocopying

Instructors are responsible for their own small quantity photocopying (less than 30 pages per student). Larger photocopy jobs should be sent to the College's copy shop in Kelowna. Submit your originals to the Program

Assistant at least 2 weeks in advance of the course start date with the information below. Your material will be forwarded to the copy shop, and returned to the Continuing Studies office in approximately one week. Please specify: quantity, colour, double or single sided, collated, stapled, 3-hole punched.

All handouts must be of good quality and word processed.

Attendance Sheets

Attendance sheets are mandatory for Continuing Studies courses. Please record attendance at each class session and return at the end of the course/program. Notify the Continuing Studies office if you have any students with prolonged absences. Attendance sheets can be of great assistance if questions or concerns arise at a later date.

End of Program

Submit the following to the Program Coordinator within **five calendar days** of course completion:

- Student grades (in percentage) on the provided gradesheet, dated and signed.
- Grades for individual quizzes, assignments, projects, etc. that constitute the final grade.
- Completed course evaluations in a sealed envelope.
- Attendance record on the provided attendance sheet(s).
- Unused materials and supplies.
- Classroom keys (if issued).
- Instructor texts & manuals.
- Final exams.
- Any assignments that students are not allowed to take home.
- Practicum/observation evaluations (if applicable).

Entering & Submitting Grades

Certificate program instructors are responsible to enter module and final grades into Okanagan College's on-line Banner system. See Appendix E for Banner grade entry instructions.

Grades for individual courses must be entered **within three days of the last day of class**.

Final certificate grades must be entered **within three working days of the last day of the certificate program**.

Once grades are posted students can view them through myOkanagan. Grades for the current term cannot be viewed until Okanagan College has completed the grading process. Staff can only notify students if grades have been received or not. Staff will not give grades to students over the phone or in person.

Instructors are also required to provide the Program Coordinator with a signed copy of the grades. Record the grades on the grade sheet, sign, date and submit within three days of the last day of class. Instructors are advised to keep a copy for their own records.

Class Cancellations & Substitutes

In the event that an instructor needs to cancel a class, the instructor must notify their Program Coordinator. We will attempt to notify all students; therefore, advance notice is appreciated. It is the instructor's responsibility to arrange a makeup class with their students and to notify the Program Coordinator of the makeup date.

Instructors are to advise the Program Coordinator of any change in class duration, timetable or room location as the room assigned may not be available beyond the originally scheduled date.

If Continuing Studies cancels a class, we will do so in consultation with the instructor. Continuing Studies will notify the students.

If a guest lecturer or substitute is required, or the class is going on a field trip, all details of the proposed arrangements must be reviewed in advance with the Program Coordinator.

Class Lists

Your class list can be picked up from the Continuing Studies office prior to course commencement. If a student is in your class and is not on the class list, they should be directed to the Continuing Studies office to complete the registration process. Please record any changes including new students name and contact information and notify the Continuing Studies office. Instructors can also print class lists from their instructor myOkanagan account.

Classrooms

You will be assigned a classroom for the duration of your course. It is important that you do not change rooms without requesting another room through the Program Coordinator. Classrooms should be left in the order in which they were found. If you move furniture, move it back to its original state, and all garbage etc. is cleaned up. Encourage students to use garbage and recycling bins. Food and drink are not permitted in computer labs. When exiting your classroom the room must be locked.

Course Evaluations

Continuing Studies values the opportunity to hear from students as their feedback is used as part of our continuous improvement. Please ensure the evaluations are distributed and returned to Continuing Studies.

Administering Course Evaluations:

- . Designate a student to collect the evaluation forms, seal the envelope and sign his/her name across the sealed flap.
- . Instructors should leave the room while students complete the evaluation forms, to give the students a sense of confidentiality.
- . Allow 10 - 15 minutes to complete the evaluation process.
- . If the student is unable to return the envelope to the Continuing Studies office, please bring it to the office as soon as possible.
- . Students are assured of anonymity in the course/instructor evaluation process. Please do not open the evaluation envelope.
- . Once the evaluations have been tallied, we will forward you a summary.

Course Outlines & Ad copies

In order to give additional information on courses beyond what appears in our Continuing Studies brochure, CS maintains a course outline for each program that we offer. For new courses, we request that the instructor submit a brief statement relative to course content which can be included in our main advertising campaign. If the course requires special materials, supplies or texts, the instructor should prepare a suggested list with an approximate cost. After the first semester that any given course operates, it will again be the instructor's responsibility to submit changes in the advertising copy used so that the advertising brochure will be up-to-date.

Grades

For courses that require them, grades, regardless of unit or credit value, are based on a percentage system. Please note that grades should be rounded up. Only use whole numbers, decimal grades are not permitted. The minimum and maximum grades for all courses will be 0 percent and 100 percent, respectively.

Transcripts include both a percentage and letter grade for each course. The following categories are used. Grades should be rounded up; no decimal grades will be awarded.

Percent	Letter grade definition
90-100	A+
85-89	A first class
80-84	A-
76-79	B+
72-75	B second class
68-75	B-
64-67	C+

60-63-	C pass
55-59	C-
50-54	D
0-49	F failure

Based on the College standardized grading system, students must obtain a minimum of a 60% in all classes (unless otherwise specified) to be eligible for graduation in a program of studies leading toward a certificate.

Anecdotal Grades & Standing

AUD	audit – applies only to diploma, adult academic and career preparation and university courses not taken by distance education
P	requirements of a subject completed satisfactorily, no quality grade assigned, credit granted where applicable
SD	standing deferred
W	withdrawal

Refer to Okanagan College calendar – general academic regulations and policies for detailed information on grading procedures and standings.

Transcripts & Certificates

When all requirements of the certificate program are successfully completed, and the final grades have been entered into the banner system, the Program Assistant will request (on the student's behalf) a certificate and official transcript. The Registrar's office will issue each student a certificate and one copy of their official transcript. Students should expect their certificate and transcripts in the mail approximately 8 weeks after the completion of their program of studies. Additional copies of transcripts may be obtained by submitting a "request for official transcript", for a fee, at the administration office or the request can be made on-line.

Director's List

Students on the Director's List are recognized and acknowledged upon completion of a CS certificate. Their transcript shall be annotated and they shall receive a letter of commendation from the Director.

To qualify for the CS Director's List, students must have completed all courses within the certificate program at Okanagan College, achieve a program grade average of at least 90%, and a recommendation by the instructor. The level of scholastic excellence required for the Director's List is based on all courses in the certificate.

The Program Coordinator will ask the instructor to select three students with averages of 90% and above who exemplify the core values of their chosen profession and who demonstrate leadership in their class.

GENERAL INFORMATION

Confidentiality

Okanagan College regards the information pertaining to student enrolment or any information contained in a student's permanent record as personal and confidential. All student information is confidential and remains the property of Okanagan College.

Convocation ([link](#))

Okanagan College celebrates the achievements of its Continuing Studies certificate program graduates through an annual commencement ceremony in Kelowna and Vernon, usually held in June. This is a wonderful opportunity to celebrate the accomplishments of your students, so please encourage your students to attend and let us know if you would like to attend. For more information, please contact Public Affairs at 250.762.5445.

Copyright

Copyright is “the sole right or the right to allow others to publish, produce and to perform in public a literary or artistic work, for any purpose. In Canada, protection begins immediately on creation of the work and exists until 50 years after the creator’s death.” If you are planning to include outside works in your class, please see your Program Coordinator for the most up-to-date [information](#).

EXAMINATION POLICY

Exam Papers

Final examination papers become the property of the College and remain in the possession of the College until destroyed. Final examination papers will be retained by the College until six months after the College year in which the examinations were written; they will then be destroyed. In the event of a grade appeal, the final examination paper will be retained by the College for a further 12 months.

Students may view their final exam by booking an appointment with the Continuing Studies office.

Out-of-Time Exam Request

Students are required to write final examinations at the scheduled time unless there are exceptional circumstances. In the event of an exceptional circumstance, students may apply to the Director to write their final exam at a time other than the regularly scheduled time. These exams are referred to as out-of-time final exams.

A student may apply to write an out-of-time final examination by submitting a completed out-of-time final examination request form to the Program Coordinator. All out-of-time requests must be pre-approved by the instructor. The CS Director has final approval. Instructors are required to give a preferred date and time for the rescheduled exam in the comments section of the form.

Acceptable reasons include:

Academic conflict

For a student who has an exam conflict (two exams scheduled at the same time or three exams within a 24 hour period).

Medical reason

For a student who is hospitalized or under a physician’s care for an illness that prevents the student from writing the exam at the scheduled time. The student must provide written documentation from his/her physician verifying that he/she is unable to write the examination as scheduled and approximately when he/she could be expected to write.

Compassionate reason

Serious illness or the death of an immediate family member is the usual reason for requests based on compassion. Consideration may also be given for unforeseen events beyond the student’s control. Immediate family is defined as the student’s father, mother, spouse, brother, sister, son, daughter, common-law child, ward, grandparent, grandchild, father-in-law, mother-in-law and any other relative permanently residing in the student’s household or with whom the student permanently resides.

Work, special employment or extraordinary athletic activity

Students are expected to make every effort to co-ordinate work schedules with published exam dates. Students who are unable to do so must provide appropriate documentation. Approval may be given for reasons such as extraordinary employment (example: confirmation of a job overseas) or extraordinary athletic activities (example: participation in the BC, Canada games or the Olympics).

Legal obligation

Approval shall be granted for legal obligations, which include, but are not restricted to, jury duty or court appearances.

Religious belief

Approval shall be granted if an examination is scheduled on a day recognized for observance by the student's religion or church, as guaranteed by the Canadian charter of rights and freedoms. The student may be required to submit a letter from his or her church or equivalent.

Note: In all cases the student must submit written confirmation and/or documentation verifying that the student was unable to write the final examination at the scheduled time because of unforeseen circumstances beyond the control of the student. In the event of illness or injury, the student and/or the physician must indicate in writing when the student could reasonably be expected to write the final exam.

Unacceptable reasons include:

- Holidays, being out of town, trips or vacations are not acceptable reasons for requesting an out-of-time exam.
- Students who miss an exam for any reason other than those stated in points above should contact the instructor as soon as possible. Continuing Studies in consultation with the instructor will determine the best course of action and make suitable arrangements as required.

Rewrites

If a student fails a final examination, he/she may apply to re-write one final examination during the course of their program (students will normally only be allowed one re-write per certificate program). The fee for a re-write is \$100. Students must submit their request in writing to the Program Coordinator within three working days from the date they receive their grade.

The grade on the re-write will not exceed 60% or 70% or (if the grade required to graduate is higher) the minimum grade as specified as in the graduation requirement for the certificate program.

Re-writes for mid-terms and quizzes are at the discretion of the instructor.

Freedom of Information and Protection of Privacy ([link](#))

The collection, use and retention of students personal information by Okanagan College complies with the BC freedom of information and protection of privacy act.

Personal information will not be released except in the following circumstances:

- . Released directly to the student
- . Released with student's written permission
- . Released in accordance with applicable legislation

Any questions or concerns regarding the collection, use and disclosure of personal information by the College should be directed to the registrar's office.

Refund policy

Students may withdraw from a course in person, by phone, fax, email or mail.

Non-certificate courses - a full refund of fees will be issued if the request to withdrawal is made at least two business days in advance of the course start date.

Certificate programs have a mandatory \$200 non-refundable administration fee. A refund less the administration fee will be granted if the student withdraws ten business days prior to the start of the program, using the certificate program withdrawal form available from a Program Assistant. If a student is withdrawing after the certificate program has begun, advise him/her to contact the appropriate Program Coordinator.

Refunds can take up to four weeks to process. All refunds will be issued by cheque. Refunds do not include the cost of books, supplies, meals, travel expenses or other non-tuition charges.

SERVICES FOR INSTRUCTORS

Banner ID for Computer Related Courses

It is Okanagan College's policy that all students that use computers on campus for training are required to log in with their individual banner id number and password. As the instructor of a computer-related course, you will be provided with a class list which will include banner IDs for each student.

The initial default password is normally their birthdate in mmddyy format. If the birthdate was not available when the account was created, the default password would be set to the last 6 digits of their banner id number.

Campus Store ([link](#))

Check the campus at which you are instructing for the location and hours of the Campus Store. The campus store is responsible for the sale of books and supplies. If textbooks are required, the quantity and all other pertinent information such as title, author, isbn and publisher should be given to your Program Coordinator. This order should be placed approximately six weeks in advance of the course start date in order to ensure availability.

Emergencies & First Aid

Emergency numbers dial **6699** from any campus phone or dial **250-317-2435** (dial **911** in Revelstoke).

All incidents including fire, accident/illness, crime, hazardous spills, gas leaks and bomb threats should be reported to **6699**.

If **911** is called first, please follow up immediately by calling **6699** or **250-317-2435**. If security does not respond to the phone call, an answering service will. The answering service has the capability to immediately alert the security officer on duty.

Fire Procedures - in the event of fire, staff and instructors should:

- . Set off the nearest fire alarm
- . Call **911** and campus security **250-317-2435** or dial **6699** from any campus phone
- . Evacuate when alarm bells are ringing
- . Attempt to close classroom doors
- . Do not use elevators
- . Direct students to leave the building immediately in an orderly manner
- . Evacuate out the nearest exit and gather at least 30 ft. Away from the building
- . Once outside conduct class roll call and notify emergency personnel if a student is missing
- . Keep away from the building and keep roadways clear for emergency vehicles
- . Re-enter the building only when it is declared safe to do so by the fire department

Extinguish Fire

- . Only if waste-basket sized or smaller and not located between you and the exit
- . Use extinguishers located in corridors
- . Pull the pin
- . Aim at the base of the fire
- . Squeeze the trigger
- . Sweep side to side

First Aid

First aid attendants are on campus during the day. Contact the administration office, or press **0** for assistance on any campus phone. Security guards on campus during evenings and weekends have OFA level 1 and should be contacted for assistance for minor incidents. Report an injury by calling campus security 250.317.2435 or 6699 for after hour emergency, call **911** or **6699**. Not all campuses have security guards on duty. We recommend programming the security number (250-317-2435) into your cell phone.

If an accident or an emergency has occurred in your class, it is the instructor's responsibility to file a health and safety incident report.

Security

Check that all classroom windows and doors are locked, blinds are closed and lights out upon exiting your classroom. If you are using computers, please ensure they are shut down.

If you require security, during normal business hours, contact the switchboard. After hours, security can be reached at **6699** or **250.317.2435**.

Equipment

Audio-Visual Services

Most classrooms are equipped with LCD overhead projectors and depending on the campus and location of your room TV/VCR and flip charts.

If you require AV equipment for your classroom, it is your responsibility to book it in advance. Email the Program Coordinator your AV requirements and dates required (minimum two weeks advance notice). If you request equipment the day of your class, it may not be available.

For information on how to connect and use the AV equipment, please [click here](#).

Laptops

A limited number of laptops are available directly from Continuing Studies. See your Program Assistant about the availability of this equipment.

Flip Charts/Other Supplies

Flip charts and supplies can be booked/arranged in advance with the Program Assistant.

Information Distribution

Information will be distributed to you via mailboxes, emailed, or mailed directly to your home address.

If you wish to distribute information to specific instructors or staff, please leave in a well-marked envelope in the Continuing Studies drop box or with a staff member in Continuing Studies. Mail between campuses is delivered each week. Check with your Coordinator or Program Assistant for specific days.

Instructor Schedule and Class Lists

To access your schedule and class lists online, follow these steps:

- Log into myOkanagan.bc.ca,
- Select the faculty tab at the top of the page,
- Under online registrar, select faculty information,
- Select faculty detail schedule,
- Select a term from the drop-down list and then press submit,
- Select anything that is in the colour blue to view further information.

You may email your entire class from the class list by selecting email class at the bottom of the class list or email individual students by selecting the email icon at the end of each student's row

IT Services ([link](#))

If you are having problems accessing your email, myOkanagan accounts, or your windows account, contact the IT helpdesk at 250-762-5445 local 4444.

myOkanagan & Email Accounts

This account allows you to access web-based College services remotely. This account can be accessed from any computer with internet access.

To access your myOkanagan account:

- Log in to <http://myokanagan.bc.ca> or click the myOkanagan tab at the top right corner of the Okanagan College home page, www.okanagan.bc.ca
- Enter your OC employee id in the user name field
- Enter your password in the password field

A default password is automatically created when your Okanagan College employee id was created. The default password is your date of birth in the format – mmddyy. To protect yourself and your personal information create your own password the first time you log in. Do not continue using the default password.

Photo Identification Cards

An Okanagan College photo id is optional for CS instructors unless the instructor is a practicum placement coordinator. These ID cards double as your salto card for access to certain buildings and the photocopiers. For salto card access to buildings and printing access, please contact your Program Coordinator. Practicum Placement Coordinators are required to wear Okanagan College photo id during practicum placement visits. Photos are taken at different locations at each campus. For more information, click [here](#).

Printing

As part of our commitment to sustainability, both environmental and financial, Okanagan College uses print management software to monitor, track and charge for printing and copying on campus. The project is called Pay-Per-Print and uses software call Papercut. Instructors should request printing access from their Program Coordinator. Once you have printing access set up, you can photocopy using your Salto/staff id card to login to the copy machine. To print from a computer you need may need to install Papercut.

To install Papercut, click [here](#). If you see a message about opening attachments from a trustworthy source, please click open.

If there is an error with the installer it will pop up a message directing the user to contact the IT helpdesk at extension 4444. Note: you will see a small green icon in the toolbar at the bottom right of your desktop once the popup is installed, and the popup will appear as you send a print job to the printer.

INFORMATION FOR INSTRUCTORS & STUDENTS

The following information is intended for both instructors and students.

Aboriginal Services ([link](#))

The Aboriginal Access & Services supports Aboriginal learners interested in applying to and studying at Okanagan College. They provide easy-to-access resources in a friendly environment to help Aboriginal students reach their potential.

Counselling Services ([link](#))

Counselling services are caring, competent counsellors who have the expertise to respond to the wide variety of personal, academic and social issues that adult students may face during their academic experience. Personal, emotional and academic problems are a normal part of student life. One of the most helpful ways of dealing with problematic situations and feelings is to talk them through with an experienced counselor.

Cafeteria

Cafeteria and food services are available on all campuses. Cafeterias generally close during the summer months.

Disability Services ([link](#))

Okanagan College offers accommodation services for students with medically documented disabilities. They work together with students to support their success by helping to reduce barriers.

Learning Centre/Student Success Centre ([link](#))

There are Learning Centres/Student Success Centres in Revelstoke, Salmon Arm, Vernon, Kelowna and Penticton. This is a welcoming place where Okanagan College students can find assistance beyond their regular class time. The centres offer one-to-one and small group learning assistance in reading, writing, mathematics, science, critical thinking, computer skills, and learning strategies.

Library ([link](#))

The library is committed to a program which offers a multi-campus College the best service possible with the resources available. The collection consists of a large collection of volumes, periodicals, government documents, pamphlets and audio-visual resources. Library privileges are available to instructors and to students registered in certificate programs. These privileges are for the duration of the program. Summer and holiday hours may vary.

Lost & Found

All items found at the Kelowna campus are turned in to the student union office. Lost and found at the Vernon, Penticton and Salmon Arm campuses are located in the administration offices. Drop off, retrieve or report lost items there.

Moodle

Moodle is a web based courses management system similar to WebCT and Blackboard. Moodle allows a common place for students to go for many classrooms resources. You can post news items, assign and collect assignments, post electronic resources, etc. Moodle provides instructors and students with tools extending discussion and interaction beyond the classroom walls. Learn the basics of using Moodle by signing up for a Moodle workshop or by online training. For upcoming workshops, click [here](#).

Access your Moodle account, login to myOkanagan and select Moodle on the right hand side of the screen. For assistance, please email support@okanagan.bc.ca.

Parking ([link](#))

Paid parking rates and hours vary by campus. Please check with the campus you are instructing at for more information.

Smoking Policy

Smoking is restricted to designated outdoor locations.

Student Study Areas

Students have access to a number of private study rooms and seating areas including the Student Success Centre and library.

Violence in the Workplace

When a student, employee, or any other person is exhibiting violent or aggressive behavior which appears to constitute a threat to their well-being or others, contact a campus administrator. If you feel there is imminent danger, call 911 and request police attendance. For more information on violence in the workplace, click [here](#).

'We Share the Air'

Okanagan College has engaged in a 'We Share the Air' campaign. Faculty, staff and students are encouraged to consider scent free hair and body products when coming to the campus.

APPENDIX A: SCHEDULE A

Schedule 'A'

Term of employment

This agreement shall commence on the start date set out herein and shall continue until the end date unless terminated early by either party in accordance with the terms set out herein. Upon expiry of the identified term of employment the employment relationship shall be terminated in its entirety.

Services

You shall provide to Okanagan College ("oc") the services associated with your position as set out in the job posting on the oc website and in the instructor's manual, and you shall provide such other services and perform such other duties as may from time to time be assigned to you and directed by oc. At all times, and in all capacities you may hold, you shall comply with oc's policies and procedures as they may exist from time to time (and to the extent that this agreement may differ from oc's policies and procedures, this agreement shall govern).

Confidentiality and intellectual property

You acknowledge that in all positions and capacities you may hold, in and as a result of your employment by oc, you shall be making use of, acquiring, or adding to information about certain matters and things which are confidential, proprietary, or otherwise valuable to oc and which information is the exclusive property of oc. You acknowledge that this information could be used to the detriment of oc and that its disclosure to, or use by, unauthorized parties (including you) could cause irreparable harm to oc.

You shall not, except with the prior written consent of oc, or except if you are acting as an employee of oc solely for the benefit of oc in connection with oc's operations and in accordance with oc's employment policies and procedures, at any time during or following the term of this agreement, directly or indirectly, disclose, divulge, reveal, report, publish, transfer, sell, assign, use, exploit or allow to be used or exploited for any purpose whatsoever any of the information which has been obtained by or disclosed to you as a result of your employment by oc including (but not limited to) any of the information referred to in this agreement.

All curriculum, including (but not limited to) day plans, course materials, and information discovered or developed by you or discovered or developed by others and used by or disclosed to you in the course of performing your employment duties are considered to be proprietary to oc (the "protected materials"). Course materials that were developed by you independently of your employment duties with oc and brought with you to the position are not protected materials.

You acknowledge and agree that all rights, title and interest in any protected materials are and shall remain the exclusive property of oc. Accordingly, you agree and acknowledge that you shall have no interest in the protected materials, notwithstanding the fact that you may have created or contributed to, or participated in the creation of, the protected materials and you do hereby waive any moral rights which you may have with respect to the protected materials.

Discipline and termination

You may resign from your employment by providing two (2) weeks advance, written working notice to oc.

Oc may terminate this agreement, effective immediately, upon providing written notification at any time prior to the commencement of your active provision of services.

Oc may terminate your employment pursuant to this agreement at any time without notice or payment in lieu thereof, for reasons which amount, at law, to just cause. In response to instances of misconduct, oc may also impose any of the following disciplinary measures as may be appropriate in the circumstances: verbal warning; written warning; loss of employment privileges and perquisites; unpaid suspension; or removal from position or from certain duties associated with the position.

Oc may also terminate your employment pursuant to this agreement at any time at its sole discretion (and without explanation of its reason) upon providing you advance working notice in writing of termination, or the equivalent wages in lieu thereof (subject to all required deductions), or a combination of notice and wages, in accordance with the provisions of the b.c. *employment standards act* as they may exist and be amended from time to time.

Miscellaneous

All other entitlements of your employment which are not expressly addressed herein or in oc's policies and procedures shall be governed by the provisions of the b.c. *employment standards act* as it may exist and be amended from time to time.

The obligations herein entitled "confidentiality and intellectual property" shall survive the termination of this agreement.

You represent and acknowledge that you have carefully reviewed all the terms and obligations contained in this agreement and that you understand fully the character and extent of the terms and obligations that this agreement imposes upon you both during the term of this agreement and beyond.

You agree that the restrictions and obligations set out herein are reasonable and are necessary for the proper protection of the interests of oc.

This agreement will be governed by and construed in accordance with the laws of the province of british columbia.



APPENDIX B: CONTINUING STUDIES INSTRUCTOR JOB DESCRIPTION

Position title: Continuing Studies instructor **department:** Continuing Studies
Appointment type: contract **centre:** (campus of instruction)

Summary:

Under the supervision of the program administrator, the instructor is responsible for instructing curriculum related to the teaching assignment, keeping curriculum current and maintaining related documentation specific to the course.

Duties:

1. Provide teaching and other educational services to participants registered in the program, including advice and instructional assistance as it pertains to course content.
2. Ensure that participants understand and comply with the rules and policies governing the operation of Okanagan College as outlined in the OC calendar.
3. Monitor and evaluate participant progress in the program.
4. Prepare and maintain course materials, course outlines, lesson plans, instructional aids, assignments, exams, attendance records and evaluation forms.
5. Maintain grade assignments, exams and grading sheets for submission to the program administrator utilizing the standardized grading system of Okanagan College.
6. Communicates with the program administrator on any issue related to student participation or course delivery.
7. Performs other related duties as required.

Job Evaluation Minimum Requirements:

Education:

Experience:

Certification Of Job Description

Prepared by (immediate supervisor)	_____	date _____
Reviewed by (incumbent)	_____	date _____
Certified by (dean/Director)	_____	date _____
Verified by employee relations	_____	date _____

APPENDIX C: PENSION WAIVER AND ENROLMENT

College Pension Plan for Continuing Studies Instructors

1. Please complete one of the attached forms. You will either choose to enroll in the College pension plan or to waive it.
2. If you choose to waive the plan, you must complete the waiver form each time you instruct.
3. Your contract and the completed pension enrolment or waiver form must be returned to the Continuing Studies office prior to your first instructional date on the contract. Your contract will not be processed until the forms have been received in our office.

For more information regarding the pension plan, please contact Charlene Cornett pension & benefits coordinator, in the Human Resources office at 250-762-5445, ext. 4603, or the College pension plan toll-free at 1-888-440-0111. For additional information, please visit the College pension plan website at www.cpp.pensionsbc.ca



IMPORTANT

College Pension Plan Enrolment Eligibility CE, DE and Invigilators

An employee who has the option to enrol but chooses not to, must sign a pension waiver or he/she will be automatically enrolled (per pension enrolment rules)

The *Public Sector Pensions Plan Act* and the *College Pension Plan Regulation* govern the requirements for enrolment in the College Pension Plan. For employees hired after September 1, 1999, optional enrolment criteria is as follows:

OPTIONAL ENROLMENT

If you are an employee in a **non-permanent position** (e.g. temporary, term, non-regular, contract), enrolment is **optional** until the date at which your earnings in a calendar year meet or exceed 50% of the year's maximum pensionable earnings (YMPE) as established by the Canada Pension Plan.

(1) **If you choose to enrol** in the pension plan, complete the enclosed "**College Pension Plan Enrolment Form**" and return it to Continuing Studies with your contract immediately.

OR

(2) **If you choose not to enrol** in the pension plan at this time, complete the attached "**Waiver of Pension Coverage**" form and return it to Continuing Studies with your contract immediately.

To indicate your choice, you must complete and return EITHER the (1) enrolment or (2) waiver form to Continuing Studies with your contract.

Once enrolled in the pension plan, your contributions will continue regardless of any change in your employment status (e.g. full-time to part-time, permanent to non-permanent) until termination of employment.

**Subject to change*

If you require assistance or clarification, please contact **Charlene Cornett**, Pension & Benefits Coordinator in Human Resources at 762-5445 extension 4603 or the **College Pension Plan** toll-free at 1-888-440-0111.

For additional information, please visit the **College Pension Plan website** at www.cpp.pensionsbc.ca.



COLLEGE PENSION PLAN ENROLMENT FORM

**Please complete and return form promptly to
Continuing Studies with each CE, DE or Invigilator Contract**

Okanagan College, 1000 KLO Road, Kelowna, BC V1Y 4X8

Last Name:		Given Name(s):		Social Insurance No.	
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male		Employee ID # (if known):		Date of Birth: (YYYY/MM/DD)	
Employee Mailing Address: (include street, city/town, province and postal code)					
Employee Home Phone: (include 10 digits)					
Are you currently in receipt of a pension benefit from the College Pension Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete a "Re-hire of Pensioner" form available by request from Human Resources.					
Spouse/Partner Last Name:		Spouse/Partner Given Name(s):		Spouse/Partner Date of Birth: (YYYY/MM/DD)	
Complete a "Nomination of Beneficiary Form" ONLY if you do NOT have a spouse/partner <u>OR</u> if you wish to name a beneficiary other than your spouse/partner. Form available on-line at www.cpp.pensionsbc.ca.					
Employee's Signature:				Date Signed: (YYYY/MM/DD)	
Employee Group (check applicable): <input type="checkbox"/> Admin <input type="checkbox"/> Faculty <input type="checkbox"/> Vocational <input type="checkbox"/> CE, DE &/or Invigilator					
HUMAN RESOURCES USE ONLY					
Employee Group: 10GENERL		Original Hire Date:	Current Hire Date:	Contribution Start Date:	
Organization Name: Okanagan College		Org ID 001799		Date Processed:	
Distribution: <input type="checkbox"/> Pension Plan <input type="checkbox"/> Payroll / Personnel File				Initial	

WAIVER OF PENSION COVERAGE

PENSION PLAN USE ONLY	
PERSON ID	
College Pension Plan PO Box 9460 Victoria BC V8W 9V8 Location 2995 Jutland Road, Victoria Web pensionsbc.ca Victoria 250 953-4324 Toll-free in BC 1 888 440-0111 Fax 250 953-0412 E-mail CPP@pensionsbc.ca	
EMPLOYER NAME	EMPLOYER NO.
EMPLOYEE NAME	EMPLOYEE SOCIAL INSURANCE NO.

INSTRUCTIONS

- This form is to be completed by an employee who is eligible to participate in the College Pension Plan (the “pension plan”) but who elects NOT to. (See Page 2 for employee eligibility).
- The employee and the employer should each retain a copy of this form for their records.
- If the employee subsequently elects coverage under the pension plan, the employer must forward a copy of this form to the pension plan to verify that the employee waived optional enrolment at the time the employee was first eligible to enrol.

Employee Declaration:

1. I understand that I am eligible to participate in the pension plan and that if I wish not to be enrolled in the pension plan this form must be signed and returned to my employer within 30 days of my initial eligibility date.
2. I have been provided with an explanation or summary of the pension plan, and of the relevant entitlements and obligations under the pension plan.
3. I do not wish to participate in the pension plan at this time.
4. Unless I subsequently elect to enrol in the pension plan, I understand that I will NOT be notified of future amendments or improvements to the pension plan.
5. I understand that, under the current pension plan regulation, I may subsequently elect coverage under the pension plan by providing my employer with a completed and signed *Pension Enrolment Election*. It is my responsibility to provide such notice. However, there is no guarantee that the plan rules will not change, and I understand that my ability to enrol may not necessarily exist at a later date.
6. Further, I understand that if I subsequently provide written notification of my election to enrol, such an election will be prospective only. Enrolment will not be retroactive.
7. I understand that should I subsequently become enrolled in the pension plan, I will not be able to purchase service from the time I was first eligible to enrol to the date of actual enrolment.
8. This waiver will cease to have effect if a change in my employment status or the pension plan regulation requires that I participate in the pension plan.

By signing below, I expressly waive my rights to participate in the pension plan and to receive any pension benefits.

EMPLOYEE SIGNATURE

DATE SIGNED

YYYY / MM / DD

Freedom of Information and Protection of Privacy Act—The personal information on this form is collected under the authority of the *Public Sector Pension Plans Act* and will be used by the Pension Corporation to administer a plan member’s pension and other non-pension benefits. If you have any questions about the collection and use of this information, contact the Chief Executive Officer at 2995 Jutland Road, Victoria BC V8T 5J9 or by telephone at 250 387-1002.

**RETURN ORIGINAL TO PENSION PLAN
ONLY IF WAIVER IS SUBSEQUENTLY REVOKED**

**EMPLOYER AND EMPLOYEE
MAKE A COPY FOR YOUR RECORDS**

College Pension Plan Eligibility Conditions

Employees who meet the following criteria must be enrolled and cannot sign a waiver:

Employees hired before September 1, 1999:

- full-time senior administrative staff members.

Employees hired on or after September 1, 1999:

- full-time senior administrative staff members,
- full-time employees, including librarians, who provide educational services to students,
- part-time senior administrative staff members who earn, in any calendar year, a salary that exceeds 50 per cent of the YMPE*, and
- part-time employees who provide educational services to students, including librarians, who earn, in any calendar year, a salary that exceeds 50 per cent of the YMPE.

Any employee hired after August 31, 1999, who has the option to enrol and does not sign the waiver, will be automatically enrolled.

An employee who has elected not to participate in the plan may later elect coverage under the plan by applying to their employer for coverage.

Once members begin to contribute to the plan, they must continue to contribute, regardless of any change in their employment status (full- or part-time) and regardless of whether enrolment was mandatory or optional. These conditions apply provided there is no termination of employment.

*YMPE: The Year's Maximum Pensionable Earnings (YMPE) is the maximum salary, including overtime, upon which Canada Pension Plan contributions are made, as set by the federal government. We post the current YMPE on our website each year.

APPENDIX D: SAMPLE COURSE OUTLINE #1

Basic accounting

Course:	Bac11 – introduction to accounting level 1
Semester/term:	Fall 2012 or winter 2013
Total hours:	33.0
Course contact hours:	Two evenings per week, 11 classes
Calendar description:	This course covers accounting concepts, generally accepted accounting principles, and the rules of debit and credit including the accounting equation. The material covers the accounting cycle for a service business, using the general journal to record transactions, posting to the general ledger, and completing the accounting cycle. Also covered is preparing month and year-end adjustments, closing the books at year-end and the preparation of financial statements.
Learning outcome:	<p>On completion of this course, you will be able to:</p> <ul style="list-style-type: none"> ▪ Demonstrate a manual application of accounting concepts and terminology. ▪ Use source documents, analyze debits and credits. ▪ Complete an accounting cycle by preparing journal entries, positing to ledgers, preparing worksheets and basic financial statements.
Prerequisite:	N/a
Prerequisite to:	N/a
Method of instruction:	Classroom, face-to-face
Passing grade:	Minimum of 60% final grade (based on in class assignments, quizzes and final exam)
Grading weight:	<ul style="list-style-type: none"> ▪ Quizzes/assignments: 60% ▪ Final exam: 40%
Graduation requirements:	
Course equivalency or transfer credit:	Bac11 plus bac12 may be granted course equivalency to oc buad111
Text books:	College accounting: a practical approach (current version)
Special notes:	
Date approved by education council:	
Revision date(s):	

APPENDIX D: COURSE OUTLINE #2

DA102 Adobe Photoshop

24 hours total, *plus open lab* (4-hour session per class suggested)

Description:

Using adobe photoshop software, the students discover photo editing and multi-layer effects. Starting with the basiCS of design theory and traditional layout skills, the student will learn various techniques designed to expand their artistic vision. A staple in the world of digital art, gaming, film, and publication, photoshop is the most widely used photo-editing software.

Prerequisites

- Computer fundamentals, or equivalent experience in a windows environment.
- Grade 12, or mature student status.

Resources

- Various magazines, articles, handouts.

Suggested publications/texts

None noted. Various publications and tear sheets.

Learner outcome

Upon completion, the student will be able to complete a series of photo manipulation tasks, from pre-production to final output. Students will understand the basiCS of design, composition, colour management, and the use of type in design. They will also be proficient in adobe photoshop and file management of their computer system.

Grading

5% attendance *15% homework* *20% participation* *20% projects* *40 % exams*

Course outline:

- Hands on assignments
- Use of the wacom graphics tablet
- File management
- Colour theory
- Design with fonts
- Importing and exporting graphics
- Use of layers
- Use of selection sets
- Photoshop filters and layer options
- Rastor vs. Vector graphics
- Paper-space and layout techniques
- Scanner and digital camera resolutions
- Paper bonds and types
- Rgb and cmyk colour management
- Colour calibration
- Colour modes
- Green-screen techniques
- Introduction to special effects
- Use of specific tools in Photoshop
- Graphics for print, broadcast, and the internet
- Repairing old photographs
- Removing imperfections
- The psychology of design
- Photo preparation
- Dealing with client's requests
- Working on deadlines
- Copyrights and ownership
- Industry guidelines and expertise

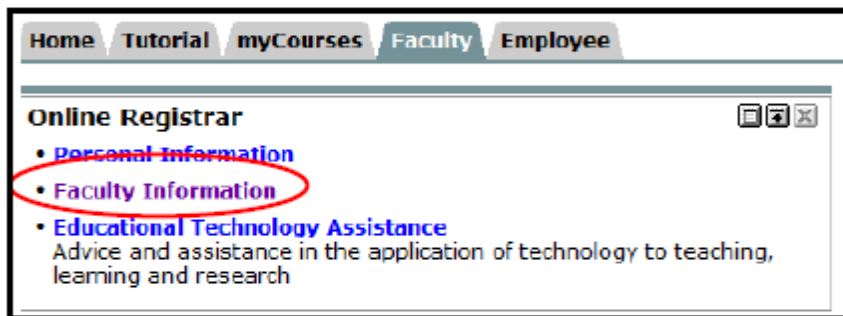
APPENDIX E: FACULTY GRADE ENTRY GUIDE

Grade Entry

GRADE ENTRY

Instructors can enter their own grades using the Banner Web for Faculty Grade Book functionality. By entering the grades directly we can allow students to view their grades in a timelier manner and it will also minimize data entry errors. If an instructor does not have access to a computer then a class list can be printed. In order to receive a printed class list Continuing Studies instructors will need to let the appropriate Program Administrator know and all other instructors can use the "Timetable" application to print or save the grade sheet to excel. Grade changes and excel spreadsheets with grades can be sent to the Registrar's Office using Reg_Office@okanagan.bc.ca email address.

To access this functionality, login to myOkanagan and click on the Faculty tab, then click on the link called *Faculty Information*.

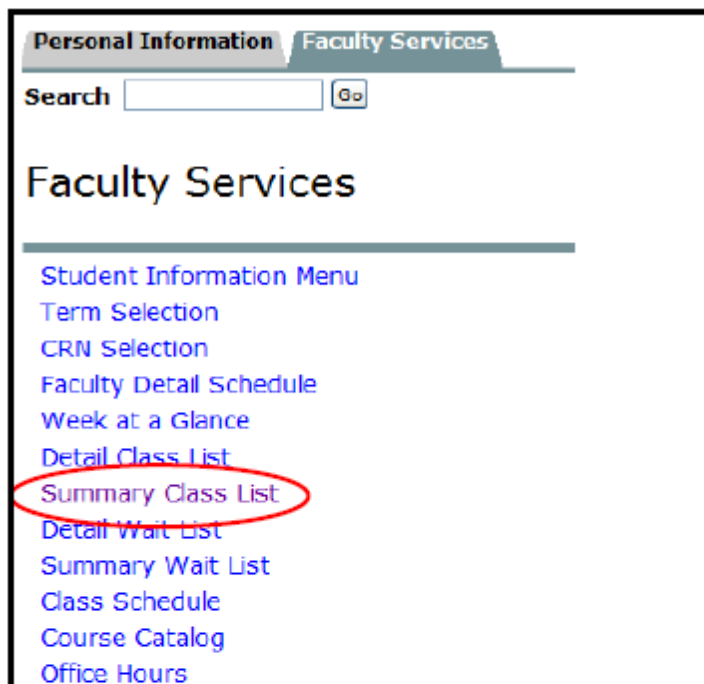


The link to login to myOkanagan is on the OC Home Page. Your login ID is your employee/student ID. This is the 9 digit number on your payroll information, usually begins with a 300xxxxxx.

Your default password is either set to your birthdate in mmddyy format (i.e. May 23, 1976 would be 052376) or the last 6 digits of your student ID number. Please try both methods before requesting a password reset.

Once logged into myOkanagan Faculty have access to various information using the Faculty Information link.

To Access the Class List in order to enter Final Grades click on **Summary Class List**

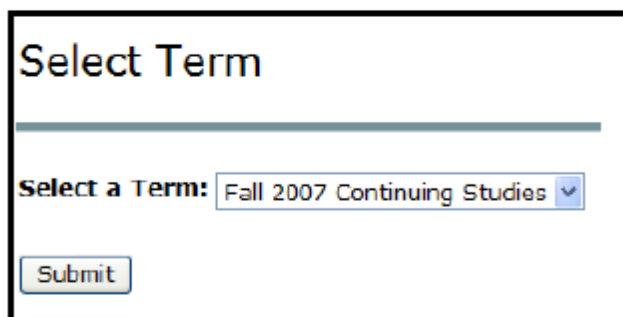


The screenshot shows a web interface with two tabs: "Personal Information" and "Faculty Services". The "Faculty Services" tab is active. Below the tabs is a search bar with the text "Search" and a "Go" button. The main heading is "Faculty Services". A list of links is displayed below a horizontal line:

- Student Information Menu
- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Week at a Glance
- Detail Class List
- Summary Class List** (circled in red)
- Detail Wait List
- Summary Wait List
- Class Schedule
- Course Catalog
- Office Hours

Please note: If at any time you want to change the term and CRN that you are working with just click on the links to Term Selection and/or CRN Selection.

You will be prompted to select the appropriate Term. Select the term from the drop down menu and click on **Submit**.



The screenshot shows a form titled "Select Term". Below the title is a horizontal line. The form contains a label "Select a Term:" followed by a dropdown menu showing "Fall 2007 Continuing Studies" with a downward arrow. Below the dropdown is a "Submit" button.

Grade Entry

You will be prompted to select the CRN/Section for which you want to enter grades. Select the CRN/Section from the drop down menu and click on **Submit**.

The Summary Class List view shows all the detail about the section including the dates, enrolment and students.

To enter the student's final grade click on the **Enter** hyperlink in the *Final* column and this will put you into the Grade Entry mode on a new screen.

Grade Entry mode allows you to enter in student grades from the **Grade** drop down menu which is a validated list of appropriate grades. For example, for a Pass/Fail type of section like First Aid or Practicum's for program's like Therapist Assistant, you would only be able to select either a P or F. For courses where they have a normal grading mode you will need to select the percentage value from the Grade drop down list.

You can only enter a grade if it has NOT been rolled to Academic History. If the grade has been rolled there will be a **Y** in the **Rolled** column and you will not be able to see the list of grades.