



THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Education

Teacher Education Office

TEACHER EDUCATION PROGRAM INSTRUCTOR GUIDELINES 2017/18

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1.0 INTRODUCTION

Welcome to UBC's 11-month Teacher Education Program (a post-degree undergraduate program resulting in a Bachelor of Education degree and eligibility for BC teacher certification). Key strands in the program include:

- Inquiry,
- Social Justice and Diversity,
- Aboriginal Engagement,
- Curriculum, Pedagogy and Assessment,
- Languages and Cultures and,
- Engagement in school - and community-based experiences.

1.1 Teacher Education Office

The Teacher Education Office (TEO) coordinates the Teacher Education Program and is responsible for:

- Admissions to the Faculty of Education (BEd, diplomas and certificates)
- Program advising and practicum placements
- Instructor and student support
- Program scheduling

Information about student support, scheduling, cancelling classes, changing classrooms, course/section changes, missed classes, expenses, job action events, medical emergencies/first aid, crisis intervention, and other matters is provided by the TEO personnel and is detailed in the [Teacher Education Program Policies and Guidelines](#). The graphic on the next page outlines the organizational roles of TEO faculty and staff.

TEACHER EDUCATION OFFICE



1.2 Program Coordination

TEO coordinates the Education (EDUC) courses in the Faculty. All other BEd courses are offered by four faculty departments:

- [Curriculum and Pedagogy \(EDCP\)](#)
- [Language and Literacy \(LLED\)](#)
- [Educational and Counselling Psychology, and Special Education \(ECPS or EPSE\)](#)
- [Educational Studies \(EDST\)](#)

In general, questions about course details should be directed to the appropriate department personnel via the **course coordinator**. For example, an EDCP course inquiry should be directed to the Department of Curriculum & Pedagogy while an EDUC course inquiry should be directed to the TEO. Additionally, the [Faculty of Education](#) website is an excellent resource for learning about the various departments, institutes, service centres and more within the Faculty.

2.0 COURSE PLANNING

2.1 Course Outlines

Instructors are required to provide teacher candidates with course outlines that contain expectations (e.g., assignments, course expectations and deadlines, academic integrity, etc.), at the beginning of each course. For **Inquiry seminars (EDUC 450, 451, 452)**, there is a [common course outline](#) that may be tailored in terms of readings. For **EDUC 440 - Aboriginal Education in Canada**, there is also a [common course outline](#).

Course outlines act as a “contract” between instructor and students and should not be changed in substantive ways after the course has begun. **Even minor changes should be communicated to all students well in advance, particularly where assignment content or deadlines are concerned.**

Information about expectations, respectful environment, attendance, candidates with disabilities, religious observances, and other matters may be found in the [Teacher Education Program Policies & Guidelines](#).

If you are teaching a course for one of the departments (EDCP, EDST, LLED, ECPS or EPSE), please check with the course coordinator or department’s administrative manager for the most up to date version of the course outline.

2.2 Coordination of Assignments

Teacher candidates are enrolled in many courses (60 credits) during their 11-month program. To ensure that they have adequate time to complete all assignments, instructors are asked to coordinate the deadlines for assignment submission. Where possible, attention should also be given to an appropriate course workload across the program. The TEO meets each term with course and cohort coordinators to review how students are experiencing their coursework, discuss ways of building cohesion, and share ideas/concerns.

2.3 Management of Course Information

The [Faculty Service Centre \(FSC\)](#) website provides information for instructors to obtain class lists, student photos, email teacher candidates and enter grades. Please be in touch

with the TEO administrative manager [Joel Kobyłka](#) or planning manager [Jennifer Stewart](#) if you have any trouble accessing the FSC site.

2.4 Suggestions for a Productive Course Experience

Each year, we seek and receive feedback from teacher candidates about how we can improve their experience in the program. They have made a number of suggestions to help them meet course expectations while managing an extremely large number of course contact hours (and in Term 2, in addition to planning for practicum):

- Identify group assignments at the start of term to be completed well before the busy end of term.
- Consider allotting some time in class to work on group tasks as finding time to meet in groups outside of class hours can be challenging.
- Allow integration of topics across courses (e.g., addressing the same topic in different classes while integrating different course emphases).
- Limit the number of reflections that are required per course; please note that teacher candidates benefit from an initial explanation of what is meant by a reflection (e.g., the critical analysis of a reading, lecture or experience).

3.0 REPORTS & GRADING

Instructors follow departmental guidelines for entering grades. (For non-practicum EDUC courses, instructors enter the P/F grades directly onto the course management system. For practicum courses, instructors save and submit the P/F grades to the appropriate practicum coordinator.) In some departments, instructors are asked to enter and save grades rather than submit them, so it is important to check with the department offering your course. Instructors are also advised to keep a copy of all grades in case of error or omission.

Please ensure that all grades are entered on the [Faculty Services Centre \(FSC\)](#) within 7 days from the date of the last class.

3.1 Pass/Fail Grades

Courses in the Teacher Education Program use a pass/fail grading system. In a professional faculty, passing a course involves both good academic performance as well as active participation in learning activities. **Students are expected to meet all criteria to receive a passing mark.** If assignments do not meet expected standards, candidates will have one opportunity to revise and resubmit assignments. In most instances where an assignment is late or does not meet expectations (timeliness or content), the instructor and the Teacher Education Office will issue an interim report.

3.2 Interim Reports

Instructors who are concerned about a teacher candidate's progress during a course or a practicum are expected to inform the teacher candidate **as early as possible** and, in most cases, issue an **Interim Report** (usually in consultation with a TEO program or practicum coordinator) outlining the concern, indicating ways to address the concern and including a timeline for addressing it. The teacher candidate receives a copy of the report and is provided an opportunity to discuss. The staff at the TEO front desk can book the TEO meeting room or other private space for this purpose.

TEO Program Coordinators and/or the Director of the Teacher Education Office are available to assist instructors with Interim Reports and meet with teacher candidates and instructors as required. Note that the earlier in the term the interim report is written, the more time is available for concerns to be addressed adequately. A copy of this report is also retained in the student file.

If a teacher candidate is failing a course, please notify the TEO as early as possible. Advancement to practicum depends upon **successful completion of all coursework taken before the practicum.**

Please refer to the [Teacher Education Program Policies & Guidelines](#) for complete information on Advancement in Coursework policies.

3.3 Course/Instructor Evaluation

All courses with five or more students will be evaluated using UBC's online [Course Evaluation](#) system. Evaluation surveys will **open one week prior to the course end date.** Surveys **close one week following the end of Winter Session courses** and on the **course end day for Summer Session courses.**

Instructors will receive email notification **four days prior** to the day their course survey opens. Instructors are expected to allow **time in the last class** for students to complete the course evaluation and to let students know in advance they will have this time (usually about five minutes). The survey is brief and may be completed on any device (phone, tablet, laptop or a Scarfe workstation in one of the ground-floor labs). Student completion of online evaluations is voluntary, but it should be pointed out that this process is a professional expectation and is their way of providing valuable feedback.

Instructors will have access to their evaluations and results several weeks after all grades for the term have been submitted.

To login to your course evaluation, go to the [CoursEval website](#).

4.0 POLICIES & GUIDELINES

The Teacher Education Office assists instructors in the application and implementation of UBC policies: teach.educ.ubc.ca/students/policies-and-guides/teacher-education-program.

Topics include:

- Professional conduct
- Accountability for learning
- Attendance and participation
- Academic regulations
- Criminal record check
- Language proficiency
- Admissions advising
- Course registration
- Changing course sections
- Changing cohorts
- Program advising
- Unexpected circumstances
- Academic concessions
- Program accommodations (students with a disability)
- Advancement, withdrawal and readmission
- Concerns
- Appeals
- Scholarships and awards
- Graduation and certification
- Practicum guidelines

We strongly recommend you review these policies and guidelines and share with your students.

4.1 Freedom of Information/Protection of Privacy

COHORT WEBSITES

A cohort may establish its own website or blog. Personal student information, including names, phone numbers and email addresses, should not be posted on the site without the written permission of each teacher candidate. Please retain the written

permission forms as part of course records. Use this [sample form](#) when obtaining such permission.

VIDEO RECORDING IN SCHOOLS

Teacher candidates are expected to video record while in their schools as part of monitoring their progress as a developing teacher. As each school district and school has its own policies about video recording in the classroom, teacher candidates must consult the school principal before filming or photographing in a classroom.

When video recording is used on practicum to provide teacher candidates with feedback on their practice, please ensure the following:

- The school has given permission for video recording to occur.
- The teacher candidate has checked for signed school media consent forms for their students to be videotaped.
- The teacher candidate has agreed to being video-recorded by signing a UBC consent form.
- The teacher candidate is aware that the taping will occur and understands the purpose of the recorded observation and that the focus of the recording is the teacher candidate's teaching and not the classroom students.
- The video is used for professional purposes only (i.e., not for general viewing).
- The video record/file is erased when its purpose has been fulfilled.

5.0 SUPPORT

5.1 Education Library

How to get your library card

Faculty who hold active appointments with UBC are eligible to a UBCcard at no cost. Please read [How to Get a Library Card](#) and meet with the administrative manager in your department for more information.

5.2 Class Lists

Instructors may want to take advantage of a special feature on the [Faculty Service Centre \(FSC\)](#) system. To print class lists with photos of teacher candidates, login to FSC, click on your class, click on Download/Print Class List, select all applicable fields (click image for photo to be printed) and click print or download.

5.3 Temporary Class Cancellation or Day/Time Change

If an instructor or cohort coordinator wishes to cancel a class (e.g., for a special school-based event, etc.), consent must be sought from the Director of TEO in advance. If instructors are to be absent, please ask a [program coordinator in the TEO](#) to post a note on the classroom door that day. Instructors should also email their students with a cc to the TEO to inform them of a cancelled class. An instructor may not cancel another instructor's class. If an absence is likely to last longer than one class, the Director will work with the instructor to provide an alternate instructor or work plan for students.

5.4 Temporary Classroom Location Changes

It is expected that classes will be held in assigned rooms. However, should there be a temporary room change, (e.g., re-located to the Library or another location), the TEO must be informed **as early as possible. A note on the door for late-arrivals is necessary. Instructors may also email their students regarding room changes.** The Student Service Centre is the best way to contact teacher candidates as their

coordinates must be kept up to date – and the TEO will have a record of the communication.

EDUC instructors who wish to request a room change for the duration of their course should consult with the TEO Program Planning Manager [Jennifer Stewart](#). All other room changes are initially addressed with the deputy department head or course coordinator.

5.5 Classroom Courtesy

As a courtesy to other instructors, classes should be left tidy. Please restore room to good order following a change in layout. **Classes must end at 10 minutes before the scheduled end point in order to give students sufficient time to travel to their next class and for the next instructor to prepare to teach in the room.**

5.6 Teacher Candidate Course/Section Changes

Changes to teacher candidates' courses or movement from one section to another are only done in rare circumstances and require prior approval from the TEO. Instructors can assist by ensuring that all teacher candidates participating in a given course section are on the class list. **Teacher candidates who are not on the list should be referred to the TEO.** Before approving an overload for your class, please consult with the department head or deputy head, or for EDUC courses, a program coordinator in the TEO.

5.7 Strike or Job Action

The Associate Dean of Teacher Education, in consultation with the Dean, will provide guidance to all instructors (regardless of department affiliation) should a strike or job action occur. Every attempt will be made for timely and detailed correspondence to instructors, staff and teacher candidates via email.

5.8 Contact Information

In order to facilitate timely communication, please update changes to your phone number and email address to TEO's Administration Manager [Joel Kobyłka](#).

5.9 Scholarships & Awards

The Faculty of Education each year nominates BEd teacher candidates for scholarships and awards with a total value in excess of \$90,000. Some awards are targeted towards specific subjects, but the majority of awards are applicable to all BEd teacher candidates who demonstrate outstanding work.

All instructors and faculty advisors have the opportunity to nominate teacher candidates for these scholarships and awards. Additionally, students have the opportunity to nominate themselves. Visit the [Awards page](#) for a list of awards and more information about the application process, nomination deadlines, and nomination forms.

Nominations are received and collected by the TEO, and teacher candidates are awarded based on the number of nominations received. It is essential that instructors participate in the awards process. It may be helpful for instructors involved to develop common criteria. This is an issue to be discussed with the course coordinator or deputy head.

Questions about the nomination process or requests for nomination forms can be directed to [Dr. Lorrie Miller](#) in the TEO. Nominations for NITEP (Indigenous Teacher Education Program) teacher candidates are coordinated by [NITEP](#).

6.0 EMERGENCIES, SAFETY & SECURITY

6.1 Medical Emergencies/First Aid

All instructors are required to sign a Personal Safety Check List with the administrative manager of their department. Please refer to the “TEO Safety Card” or “UBC Safety Card” when contacting first responders. Campus security also keeps an up-to date list of [emergency and safety contacts](#).

For a medical emergency, dial 911. You will be asked for your exact location. Explain whether the person requiring care is a teacher candidate, visitor or staff. If you are in the Neville Scarfe Education building, the address is 2125 Main Mall.

Instructors should send someone to notify the TEO (Scarfe Room 103) when an emergency call is made. Another person should be sent to the front of the building to direct the ambulance to the person requiring care.

If a teacher candidate injures him/herself/themselves or experiences some type of health issue in your classroom while you are instructing, please refer them immediately to the Teacher Education Office to a program coordinator ([Bette Shippam](#) or [Dr. Lorrie Miller](#)) for assistance.

For Staff or Faculty:

For First Aid treatment for staff or faculty, call **Campus Mobile First Aid 2-4444** from UBC phones or **604 822 4444** from a cellular phone.

For Students:

Call 911 for students whether for First Aid or an emergency. Minor first aid treatment is also available in the TEO.

6.2 Security & Safety

Safety and security are a priority at UBC. UBC’s Health, Safety and Environment Policies can be viewed [online](#). Moreover, the University has put together a [statement on respectful learning environments](#) for students, faculty and staff members to provide the UBC community with the best possible conditions for learning, researching and

working. In addition, UBC's website, [Emergency Procedures and Information](#), contains response protocols which are designed as guidelines to help you respond appropriately in case of situations which may compromise your personal safety.

All UBC employees are required to complete the two following online modules as part of their UBC orientation:

- [Prevention of Bullying and Harassment](#)
- [General Workplace Safety Orientation Course](#)
-

We also recommend reviewing UBC's emergency procedures, both on your own and with your students. For example, we highly recommend reviewing UBC's lockdown procedures video with your students by visiting emergency.ubc.ca and on the right side of the page, click on "lockdowns", then "School Action for Emergencies".

There have been a number of break-ins and thefts of personal belongings in the Neville Scarfe building over the years. Do not leave valuables unattended. Additionally, UBC Information Technology Services reminds UBC employees that there have been a number of computer thefts in the past year involving faculty and staff computers. Please remember to keep a backup of your data in a separate location from your computer. If you have important information, multiple backups on encrypted hard drives would be advised. For example, keep one in your office (not in or beside your computer) and one at home. Backups can be done to CD's, DVD's, small USB drives and/or large external drives.

Campus Security offers a free engraving and property registry service. They will engrave your valuables with your (or another related person's) Driver's License number and register your property in our database. Call them at 604 822 8274 or 604 822 5200 to arrange for engraving and registration.

To report criminal activity (including illegal entry), call the **RCMP at 911**. After calling the RCMP, report the incident to **Campus Security at 604 822 2222**. To report a theft, call the RCMP at 604 224 1322. If you are aware of any suspicious activity, call Campus Security at 604 822 2222.

6.3 Students in Crisis

A program coordinator in the Teacher Education Office is the first place to refer teacher candidates who require support. However, should you be confronted with a

critical incident, here is a list of resources to contact or refer the student to for assistance.

Important Phone Numbers for Assisting Students, Faculty and Staff:

Police, Fire or Ambulance	911
Emergency First Aid (Faculty/Staff)	604 822 4444
Campus Security Emergencies	604 822 2222
Yellow Cabs	604 681 1111
Black Top and Checker Cabs	604 731 1111

(If the destination is not on campus, and if the person does not have an emergency contact available to transport them to their destination, a taxi may be called. Specific location information needs to be provided to the dispatcher, as drivers often have challenges finding locations on campus. Faculty and staff who obtain taxis in such situations will be reimbursed for the cost by the Dean’s Office).

Referral & Appointment Contacts:

UBC Health Services	604 822 7011
UBC Counselling Services	604 822 3811
UBC Wellness Centre	604 822 8450

Note: Students in crisis may be referred to a TEO program coordinator for emergency appointment referral (usually same day) to UBC Counselling Services.

6.4 Crisis Protocol at a Practicum Site

TBD

7.0 RESOURCES

7.1 Acronyms (Faculty of Education)

ABC	Arts-Based and Creativity Cohort (Elementary Cohort)
CITE	Community Inquiry in Teacher Education (Elementary Cohort)
ECED	Early Childhood Education
EDCP	Department of Curriculum & Pedagogy
ETS	Educational Technology Support
DNSO	Dean's Office (Faculty of Education)
DP	IB Diploma Programme (often written as IB-DP)
ECPS	Department of Educational & Counselling Psychology, & Special Education
EDLIB	Education Library
EDST	Department of Educational Studies
ESA	Education Students' Association
FRIM	French Immersion
IB	International Baccalaureate
IB-DP	IB Diploma Programme (sometimes written as DP)
IB-MYP	IB Middle Years Programme
IB-PYP	IB Primary Years Programme
IECER	Institute for Early Childhood Education and Research
KIPP	Kindergarten/Primary Program (Elementary Cohort)
LLED	Department of Language and Literacy Education
NITEP	Indigenous Teacher Education Program
ORE	Office of Research in Education
PDCE	Professional Development and Community Engagement
SEL	Social and Emotional Learning (Elementary Cohort)
TELL-3C	Teaching English Language Learners Through Cross-Curricular Case-Based Inquiry (Elementary Cohort)
TEO	Teacher Education Office
WKTEP	West Kootenay Rural Teacher Education Program

7.2 Educational Technology Support (ETS)

ETS supports the design, development, and deployment of innovative teaching practices in the Faculty of Education. ETS works with faculty members, sessional instructors, course developers, teaching assistants, graduate students, staff, and other members of the instructional community in order to provide consultation and support on teaching and learning issues, within distance/online, mixed mode, and face-to-face learning environments.

Please read the [services](#) page of the ETS website for more information about the services ETS provides, and the [events calendar](#) to view the upcoming workshops for instructors.

7.3 Technology Support

Instructors (and teacher candidates) can obtain technology support from the [Chapman Learning Commons](#) in the Ike Barber Learning Centre. The commons [provides access](#) to computers, technology support, printing, scanning, copying, and equipment loans.

A series of [Digital Sandbox](#) sessions are offered in Library Computing Commons – Scarfe 155 (back of the Education Library). Sessions are open to all Faculty of Education faculty, staff, grad students and teacher candidates, and sessions are designed so participants can explore digital technologies on their own or through ‘drop in’ workshops and sessions. Dates and times of drop-in sessions are posted on the [Digital Sandbox Session Calendar](#) or contact [Yvonne Dawydiak](#) for more information.

The goal of digital sandbox sessions is to encourage participants to explore digital technologies in a playful way so that they can make decisions as an educator about how, when, where and if you would utilize particular technologies in your context – it always depends upon the instructor’s goals and learning objectives and how technology might enhance them.

7.4 Websites

The following is a list of recommended websites that the majority of BEd instructors will find useful accessing and making use of using the school year.

- [FSC- Faculty Service Centre](#) - entering grades and viewing class lists

- [FSC Request Form](#) - applying for access to Faculty Services Centre (FSC) to enter grades or view class lists
- [Teacher Education Office \(TEO\) website](#): Information about the program as well as schedules, course syllabi, policies and guidelines, news, jobs, etc.
- [Educational Technology Support \(ETS\)](#) - technology support for instructors
- [BEd Program courses](#) - List of all BEd courses with outlines
- Standard Timetables for [Elementary & Middle Years](#) and [Secondary](#) teacher candidates
-

There are a number of useful instructor resources in the [Faculty section](#) of the TEO website.

7.5 Campus-Wide Login (CWL) Account

The CWL ID Account is designed to give you access to UBC's online applications with the same username and password. Obtaining a CWL is required for access to all of UBC's essential secured websites, including:

[Management System Portal](#)

This system conveniently allows you to keep UBC updated with your contact information and to view current pay statements, compensation history, direct deposit banking information, benefit information, pension information, and emergency contacts. To familiarize yourself to layout of this system, refer to the Self-Service Portal for Faculty and Staff.

[UBC wireless network or campus internet access](#)

A CWL is needed to connect your laptop and mobile devices to the campus wireless service or to use a computer station on campus.

[UBC Faculty and Staff mail \(FASmail\)](#)

Access your UBC email from any computer connected to the internet via webmail

[Faculty Service Centre \(FSC\)](#)

A CWL is also required to access the Faculty Service Centre (FSC) for class lists, to enter grades and send emails to students in specified courses. Please visit the FSC information page to request instructor access.

[CourseEval](#)

All students submit evaluations of completed courses. Visit the [CourseEval login page](#) to login and view students' evaluations of your BEd course.

To create a CWL, instructors must first obtain their employee number and PIN code from the TEO Administrative Manager [Joel Kobyłka](#). Once this has been received, visit the [CWL information page](#), click "Create a CWL Account" and follow prompts.

For CWL support, please contact the UBC IT Help Desk at 604 822 2008 or visit: it.ubc.ca/contact/helpdesk.

7.6 Email Communication

The Faculty of Education provides you with a UBC email account while you are working at UBC. Having a UBC email account gives credibility to all your correspondence with students, faculty, schools and other institutions especially when students request references once they have graduated.

The TEO Administration Manager and UBC IT will guide you through the process of setting up a new email, as it takes a series of steps. If you have any questions regarding your UBC email account, please contact [Joel Kobyłka](#) or phone 604 822 3888.

In accordance with the [Email Privacy Memo](#) issued by the University Counsel in September 2010, University business should not be conducted on email systems outside of Canada (i.e., Hotmail, Gmail, etc.).

7.7 Virtual Private Network (VPN)

The [VPN](#) is required for access to some essential secured websites (i.e., The Management Systems Portal) at home or on your laptop. The VPN is a connection which uses encryption to protect data and prevent others from accessing data transferred between your computer and the campus network. UBC Information Technology offers free VPN services to UBC students, faculty, and staff.

Once you have your CWL, visit "[How to Access My VPN](#)" and select the "Setup Document" according to your computer or laptop's operating system.

- Printing the guidelines is helpful as there are multiple steps to follow in setting up VPN.
- Allot about 20 minutes for the downloading process. This is to ensure the load is complete. If steps are skipped or interrupted, the download will be compromised.
- "Patience is a virtue" but the convenience of accessibility is worth it.

For VPN support, please contact the UBC IT Help Desk at 604 822 2008 or visit the [IT Services help desk](#) webpage.

7.8 UBCcard

The UBCcard is your UBC ID and library card. To obtain your UBCcard, go to the Carding office located in the UBC Bookstore. UBCcards are valid for up to five years or for the individual's term of employment. Have your UBC employee number, UBC appointment letter and one piece of government-issued photo identification with you. See ubccard.ubc.ca for further information and also visit bookstore.ubc.ca for hours of operation.

7.9 Parking

All faculty, staff and students are required to pay for their parking at UBC. The closest parkade to the Neville Scarfe Building is the West Parkade. The entrance of the West Parkade is on Lower Mall, which is \$16 per day. You may purchase a **FlexPass/FlexSaver** by [signing up online](#) or calling 604 822 6786.

The nearest lot is about 10 minutes from Neville Scarfe Building, at the corner of Main Mall and Agronomy Road. This lot tends to be full before 9:00 a.m. when classes are in session.

Parking fees while doing business at the university or TEO are not reimbursed.

Warning: Your vehicle will be towed if you park in the reserved and restricted areas behind the Neville Scarfe Building.

7.10 Building Access

Keys to hallways and offices are authorized by the TEO Administrative Manager. Once it is determined which keys you require the Administrative Manager sends a request to UBC Key Access Information System. You will be notified via email when your key is ready for pick up. Deposit information and the location of the pick-up will be provided by UBC Key Access Information System. Hours are Monday to Friday, 8:30 a.m. to 4:30 p.m.

Note: When picking up keys, you must show photo ID and you may be asked to pay a refundable deposit for your key(s).

Keys for your cubicle in Room 1310 are provided by the TEO Administrative Manager or one of the administrative clerks. You are not required to place a damage deposit. If the key is lost you will be required to pay \$75 to replace the lock.

7.11 Faculty Advisor Office

Some faculty advisors are housed in Room 1310 of the Neville Scarfe Building with a work station and a lockable drawer for their personal items.

In this room, you will find the following:

- Photocopier/Printer/Scanner
- Resource Readings

If any supplies are missing from this room, please contact [Gladys Ling](#) in the TEO. Posted mail will be delivered to your assigned mail tray in Room 1310.

7.12 Printing, Scanning, Photocopying & Faxing

The following printing, scanning, photocopying and faxing services are available to BEd instructors:

- **Printing:** TEO instructors can send print jobs to the photocopier from their laptop and mobile devices if they are connected to the Internet via “ubcsecure”. Installation instructions can be found at the [Scarfe 1310 Instructions website](#).
- **Scanning:** The Photocopier/Printer/Scanner in Room 1310 can also scan documents which you can email to yourself. Select the scanning option on the printer and follow prompts. Please read [UBC Copyright Guidelines](#) for more information.
- **Photocopying:** The TEO gives each instructor a personal code for the Photocopier/Printer/Scanner in 1310. This code will count the number of copies made and charge \$0.05 a copy plus the Harmonized Sales Tax for each instructor. Instructors are invoiced by the TEO at the end of the term. Instructors collect money from their students and pay the TEO either by cash or cheque. It is suggested that instructors accept only cash payment for photocopying as cheques that ‘bounce’ can be time-consuming and costly to

collect funds. The TEO Administrative Manager can provide receipt books if necessary.

- Each EDUC 450, 451, 452 and 440 instructor will be given a \$5/month credit for course preparation on copies made using the photocopier in room 1310. Photocopying can become very expensive using the Room 1310 copier, thus it is recommended that this option be used only for last-minute needs.
- **Faxing:** Instructors can access and use the Teacher Education Office's fax machine (604 822 8227). Please ask for assistance at the TEO reception desk.

7.13 Room Bookings

Rooms can be booked for all ad hoc, classroom and conference rooms in the Neville Scarfe Building. All one-time classroom bookings can be requested by email at schedulingservices@student.ubc.ca. For academic course room booking questions, please email Program Planning Manager [Jennifer Stewart](mailto:Jennifer.Stewart@ubc.ca). To book small meeting rooms located throughout the Neville Scarfe Building, please send your requests to the TEO receptionist at teacher.ed@ubc.ca.

7.14 Guest Speaker Parking

There are limited funds to support parking for guest speakers with prior approval from the Director - TEO for the following EDUC courses: 450 (Inquiry I), 451 (Inquiry II), 452 (Inquiry III) and 440 (Aboriginal Education in Canada). Please provide the TEO Administrative Manager with the name of the guest and the date of the class prior to their visit. You will need to sign the petty cash/parking passes out and ensure your guest signs the receipt. Once your guest has signed the receipt, please return it to the TEO within three days.

7.15 Thank You Gifts for Guest Speakers

Instructors may wish to provide a token of appreciation to guest speakers. For the following EDUC courses: 450 (Inquiry I), 451 (Inquiry II), 452 (Inquiry III) and 440 (Aboriginal Education in Canada), we have an assortment of gifts, wrapped, and with a TEO thank-you card. Please see the TEO Administrative Manager for more details.

7.16 Teacher Candidate Files

The TEO creates a file for each teacher candidate admitted to the Teacher Education Program. This file is housed in the TEO file room and contains all admission processing and program advising notes. The information contained in the files is collected only for those purposes.

Teacher candidates' files are not available to faculty advisors.

Please contact your respective practicum coordinator if you wish additional information. Please be advised that access to the file room is restricted to TEO staff only.

7.17 Reimbursements for Practicum Expenses and Other Expenses

BEd instructors and faculty advisors are expected to submit mileage and other expense claims within three months of incurring the expenses. Mileage claims are submitted through an online form and sent to gladys.ling@ubc.ca. Trips to UBC for meetings, classes and parking at UBC are not reimbursed.

7.18 Posting of Notices

Employment opportunities for teacher candidates, instructors, and faculty are listed on the [TEO website](#). If you would like to post teacher education related career opportunities on our Teacher Education Office website, please use the [job posting submission form](#).