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**PART-TIME INSTRUCTORS
HANDBOOK**
bcit.ca/pts/instructors



FROM THE OFFICE OF THE PRESIDENT

I'm so pleased to welcome our Part-time Studies Instructors to BCIT: whether you're returning or joining us for the first-time this term.

For both seasoned veterans and fresh faces, this will be a new and very different term for BCIT and post-secondary institutions everywhere as we all work together to ensure our students and community stay safe in this global pandemic while still providing an exceptional learning opportunity.

BCIT has long been recognized for its effective partnerships and relationships with industry and employers. Our PTS Instructors exemplify and solidify this close association. You bring real-world experience and expertise to our students, which helps ensure relevant, evolving, and valuable skills and – ultimately – in-demand credentials.

Your teaching will be more important than ever in today's complex and rapidly changing world – particularly for students who already lead busy and committed lives in this unprecedented time.

Once again, I'm so pleased you are part of the BCIT team. I hope you have a great year and a safe and rewarding experience with BCIT.

A handwritten signature in black ink that reads "Kathy Kinloch".

Kathy Kinloch
President, BCIT

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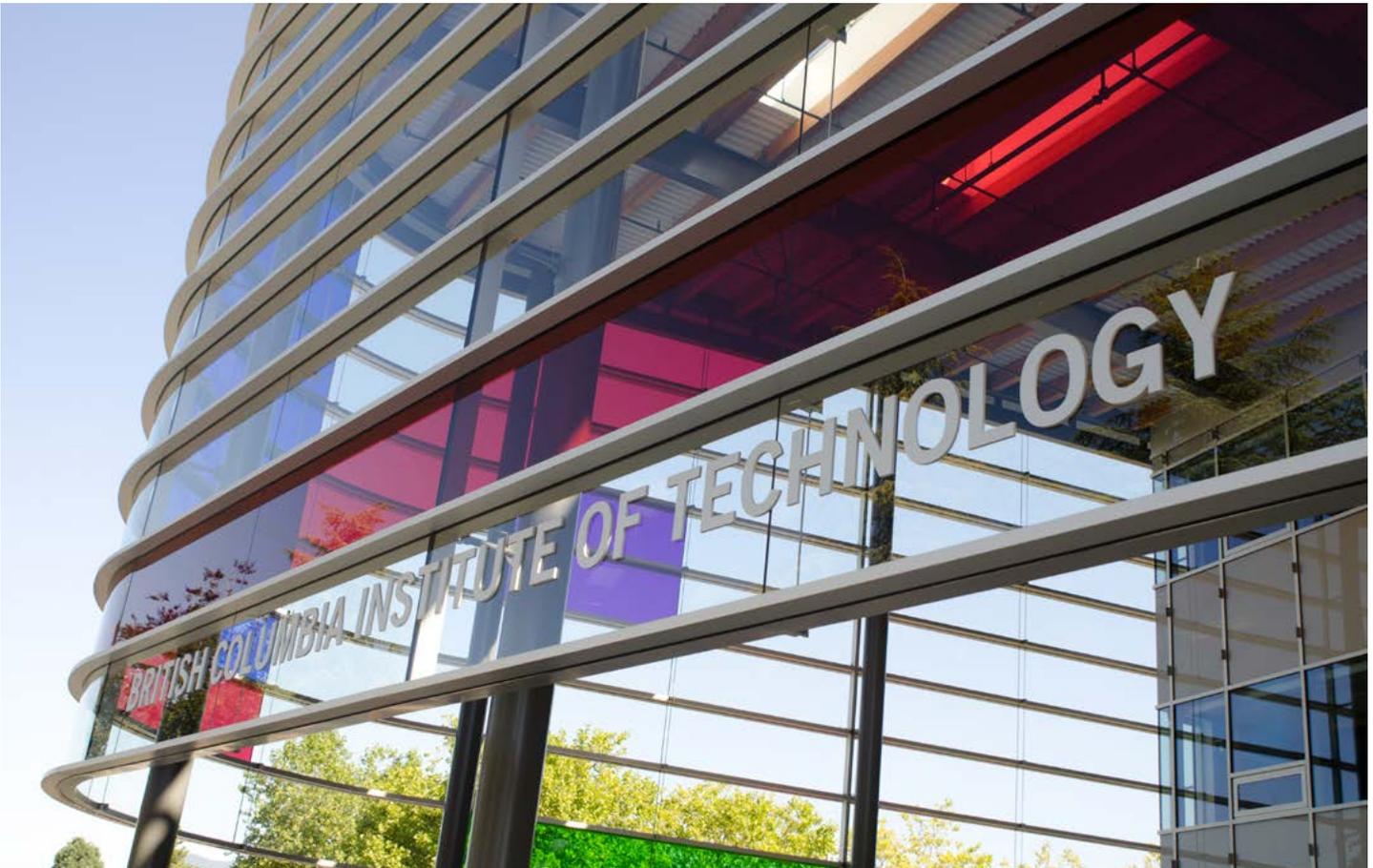


BCIT is dedicated to helping people navigate through the lifelong learning process — the ongoing education of those who wish to improve their skills and knowledge as a means of enhancing and advancing their careers. It has a unique focus on applied education and offers a wide range of courses and programs. Our aim is to provide an integrated approach to learning to help students keep up with rapid changes in the workforce, enhance knowledge and abilities, advance careers, and explore careers.

BCIT is known for teaching excellence and industry-partnered training which serves learners by bringing together up-to-date teaching and support staff, subject matter, information technology, workplace experiences, and a keen awareness of the demands of a global marketplace.

BCIT's flexible delivery format offers evening classes, week-long courses, short courses, and seminars — currently delivered online. The format is geared towards helping learners meet their lifestyle and job demands. Completion of our programs results in degrees, diplomas, certificates, associate certificates, or industry-issued credentials.

This handbook was developed to help Part-time Studies instructors find the information they need along their learning path. Please send any suggestions on how it can be modified to better serve this purpose to pts@bcit.ca.



CHAPTER 1: THE ORGANIZATION

We are the British Columbia Institute of Technology.

For more than 50 years, the British Columbia Institute of Technology (BCIT) has been training the experts, innovators, and professionals who shape our economy – across BC and around the world.

Through our unique applied education model, BCIT students gain the technical skills, real-world experience, and problem-solving ability needed to embrace complexity and lead innovation in a rapidly changing workforce. Our curriculum is developed through close consultation with industry and delivered by instructors who have direct, hands-on experience in their fields.

With over 50,000 full and part-time students enrolled each year, BCIT is one of BC's largest post-secondary institutes.

BCIT offers more than 300 programs – from certificates and diplomas, to bachelor's and master's degrees – in areas such as Applied and Natural Sciences, Business and Media, Computing, Engineering, Health Sciences, and Trades and Apprenticeship.

- BCIT contributed over \$800 million dollars to BC's economy in 2019 alone and directly and indirectly supported the generation of 10,151 jobs
- BCIT degree graduates have a 98% employment rate.

- BCIT diploma and certificate graduates have a 93% employment rate.
- BCIT apprentice completers have a 98% employment rate.
- In many cases, students can ladder their diploma into an expedited bachelor's degree.

Source: BCIT Institutional Reports 2019/20, 2019 BC Student Outcomes Report

VISION

Empowering People. Shaping BC. Inspiring Global Progress.

MISSION

Partnering learners and industry for success through workforce development.

VALUES

Our values guide our behavior – our interactions, our approaches to teaching and learning, and our responses to each other. Ultimately, our values must inform how we work and how we make decisions.

However, we are not there yet. We know from our consultations that these values – while endorsed by the community – are not consistently reflected on our campuses and in our classrooms. We will continue to work tirelessly in our efforts to make these values synonymous with BCIT. Only then will we be able to fully realize our goals of serving the success of our people, partners, and province through applied learning that leads to practical, real-world results.

At BCIT we strive to:

Achieve excellence

We strive to achieve excellence in everything we do and to accomplish real and measurable results.

Embrace innovation

We embrace innovation, ignited by imagination and creativity, to improve our approaches, opportunities, and outcomes.

Champion diversity and inclusion

We champion diversity of experiences, ideas, cultures, and perspectives, fostering a community permeated with equality and inclusivity.

Pursue collaboration

We believe in the power of collaboration to amplify our efforts.

Engage with respect

We work from a position of respect for others' expertise, insight, and inherent worth, and we reflect a respect for future generations in our passion for sustainability.



CHAPTER 2: INSTRUCTOR ADMINISTRATIVE INFORMATION

TELEPHONE DIRECTORY

Burnaby Campus	604.434.5734	Instructors' Resource Centres	
CARI Campus	604.432.8761	<i>Burnaby Campus</i>	
Aerospace Technology Campus	604.419.3777	SE6-211	604.432.1132
Downtown Campus	604.412.7602	NE1-202c	604.451.7008
Marine Campus	604.453.4100	SE14-139 ehPod	604.454.2239
Annacis Island Campus		<i>Downtown Campus</i>	
Security Desk	604.453.4031	DTC-250	604.412.7609
Accessibility Services	604.451.6963	Lunch Room	604.412.7616
Audiovisual Services		Note: NE1-212c and SE14-139 are currently closed.	
Burnaby Campus	604.412.7444 [Option 3]	Learning and Teaching Centre	604.432.8406
Downtown Campus	604.412.7620	Library	604.432.8370
Evenings & weekends	604.412.7780	Lost and Found	604.451.6856
BCIT Imaging	604.451.7017	Parking Office	604.436.8719
Bookstore		Recreation Services	604.432.8287
Burnaby Campus	604.432.8379	Room Bookings	
Downtown Campus	604.412.7799	Burnaby Campus	604.432.8451
Classroom/Facilities Maintenance Hotline	604.432.8777	Downtown Campus	604.412.7676
Counselling & Student Development	604.432.8608	Room bookings can be made directly from your Outlook Web	
Finance	604.432.8823	Safety, Security & Emergency Management	604.432.8796
Payroll	604.432.8670 or 604.432.8714	Burnaby Campus	
First Aid		24 Hours	604.451.6856
<i>Burnaby Campus</i>		Emergency	604.451.6826
Emergency	604.432.8820	In-house Emergency Line	local 2248
Non-emergency	604.432.8872	Safer Walk	604.451.6856
Call Security after hours	604.451.6826	Keys	604.432.6856
<i>Downtown Campus</i>		Downtown Campus	
Emergency	604.412.7600	Security Desk	604.412.7600
Food Services (Catering)	604.451.6720	Student Association Convenience Stores	
Technology Service Desk	604.412.7444	Pavilion — NE1, 2nd floor	604.432.8271
		The Stand — SE2, 2nd floor	604.451.7040
		The Stand — SE12	604.432.8527
		Student Health Services	604.432.8608

PTS INSTRUCTOR EMPLOYMENT INFORMATION

COLLECTIVE AGREEMENTS

All Part-time Studies technology courses are delivered online using the Learning Hub – BCIT's Online Learning Management System. Collective agreements are the basis for harmonious relations between employees and the employer. Please read the FSA and the BCGEU Vocational Instructors [agreements](#) for additional information.

PAY INFORMATION

All employees are paid bi-weekly. Payday is every other Friday and payment is via direct deposit. It is therefore very important that a bank deposit authorization form be submitted to the Payroll Department as soon as possible. Payroll related forms along with pay schedules can be found online at bcit.ca/financialservices/payroll.shtml. Extensive pay information including T4's are available online on the myBCIT Employee Self Service secure site at <https://my.bcit.ca>.

PAY RATES

Hourly pay rates are paid in accordance with the current FSA and BCGEU collective agreements. For information about current rates, refer to the appropriate collective agreements online [bcit.ca/hr/resources/policies]. Part-time Studies instructor rates include payments for course preparation, instruction and evaluation. Vacation pay and statutory holiday pay are included in the hourly rates. There are different pay structures for instructional and non-instructional work. Non-instructional work can range from curriculum development, marking, lab assistants and PTS administration.

BENEFITS

As a PTS instructor, you may be eligible for benefits. For additional information on eligibility and benefits, please contact Human Resources at 604.432.8384 or by email at hrassist@bcit.ca.

NEW SICK LEAVE BENEFITS FOR FSA MEMBER PART-TIME STUDIES INSTRUCTORS

A PTS Sick Leave Fund has been created for eligible PTS Instructors/Lecturers who are unable to teach due to an illness. BCIT contributes \$25,000 per year to this fund, which can be accessed on a first come, first serve basis. To be eligible for access to the sick leave fund, Instructors must meet the following criteria:

- Must be a Faculty and Staff Association (FSA) Part-time Studies instructor with an active instructor contract for the current term
- Have accrued 150 part-time studies hours in the previous calendar year (June 1 – May 31)



- Not entitled to sick leave benefits available to employees under Article 9.3
- Not have a gap in contracts greater than five consecutive months
- Currently sick and unable to instruct a part-time studies course per Article 15.8.1 [PTS curriculum or administrative contracts are not covered by this fund.

When the fund is exhausted, no further sick leave pay shall be provided to PTS instructors during the fiscal year.

To access this fund, PTS instructors should report their sick time to their department and a PTS Sick Leave form will be completed and sent to Disability Management in Human Resources. The PTS instructor may be contacted by Disability Management if additional information is needed regarding the sick leave.

Eligible PTS instructors can access the Sick Leave fund starting October 27, 2020.

If you have any questions about the PTS Sick Leave fund, please contact Dennis Leung at dm@bcit.ca.

COLLEGE PENSION PLAN

All employees who are currently active members in the College Pension Plan with BCIT or another employer must contribute to the College Pension Plan on all PTS earnings. New employees who are not currently active members of the College Pension Plan can choose to waive enrolment in the plan within the first 30 days of employment with PTS. Please note, however, that once an employee has earned 50% of Canada Revenue Agency's yearly maximum pensionable earnings (YMPE), enrolment becomes mandatory and the employee will automatically be enrolled.

For pension and payroll information, please contact Patty McKenna at PTS_Payroll@bcit.ca

DEDUCTIONS

Deductions for income tax, employment insurance, CPP, union dues, and College Pension Plan are collected at source. Union dues are deducted from wages in accordance with the collective agreement.

Employees wishing to have additional income tax deducted should contact PTS Payroll directly at PTS_Payroll@bcit.ca.

RETIREES RETURNING TO WORK

As a retiree, you may be in receipt of your College/Canada Pension benefits and will need to contact PTS Payroll directly at PTS_Payroll@bcit.ca regarding additional paperwork required.

AGREEMENT TO PERFORM SERVICES CONTRACTS

All Part-time Studies employees are hired via electronic Agreement to Perform Services contracts.

Employees receive notification by email of contracts waiting

for acceptance in their myBCIT faculty self-service. Before accepting any contract, the instructor should read the details carefully to ensure that the contract information is correct.

Returning part-time faculty retain their current employee status for one year after the end date of the last course taught. If an instructor decides not to teach for a term or two, they are still considered a current employee and keep their access to BCIT resources during their time off.

MANDATORY RESPECTFUL WORKPLACE TRAINING

As part of BCIT's ongoing commitment to provide a respectful learning and working environment, BCIT has implemented a mandatory respectful workplace training program, required for all employees. This program has been developed with extensive input from, and collaboration with, each of the employee stakeholder groups at BCIT, including the BCGEU Support Staff and Instructional units, and the Faculty and Staff Association (FSA).

All PTS instructors are required to complete, "Respect in the Workplace" — an interactive online training course that provides information about your rights and responsibilities in responding to discrimination, bullying and harassment. The course takes approximately forty-five minutes to one hour to complete, including a final assessment on which you must score a minimum of 80%. Credit for completion of the online training and assessment is sent to Human Resources. Human Resources receives confirmation of completion only; they do not receive your score, or the number of attempts to successfully complete the assessment.

PTS Instructors will receive one hour of pay at the instructional rate for completing the online training.

Access the course online using the following login information:

Click here to go to training site

Username: BCITtraining

Password: respect16

Please note that you are only required to take the online training course once. If you are a regular or temporary BCIT Employee, you are expected to complete the training as part of your regular or temporary appointment.

COPYRIGHT

What is "fair dealing" and how does it apply at BCIT?

The fair dealing provision in the Copyright Act permits use of a copyright-protected work without permission from the copyright owner or the payment of copyright royalties. To qualify for fair dealing, two tests must be passed.

First, the "dealing" must be for a purpose stated in the Copyright Act: research, private study, criticism, review, news reporting, education, satire or parody. Educational use of a copyright-

protected work passes the first test.

The second test is that the dealing must be “fair.” In landmark decisions in 2004 and in 2012, the Supreme Court of Canada provided guidance as to what this test means in educational institutions:

- Teachers, instructors, professors, and staff may communicate and reproduce, in paper or electronic form, short excerpts from a copyright-protected work for the purposes of research, private study, criticism, review, news reporting, education, satire or parody.
- Copying or communicating short excerpts from a copyright-protected work under this Fair Dealing Policy for the purpose of news reporting, criticism or review must mention the source and, if given in the source, the name of the author or creator of the work.
- A copy of a short excerpt from a copyright-protected work may be provided or communicated to each student enrolled in a class or a course:
 - as a class handout
 - as a posting to a learning or course management system that is password protected or otherwise restricted to students of the Institute.
 - as part of a course pack

A short excerpt means:

- up to 10% of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work)
- one chapter from a book
- a single article from a periodical
- an entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work containing other artistic works
- an entire newspaper article or page
- an entire single poem or musical score from a copyright-protected work containing other poems or musical scores
- an entire entry from an encyclopedia, annotated bibliography, dictionary or similar reference work provided that in each case, no more of the work is copied than is required to achieve the allowable purpose.
- Copying or communicating multiple short excerpts from the same copyright-protected work, with the intention of copying or communicating substantially the entire work, is prohibited.
- Copying or communicating that exceeds the limits in this Fair Dealing Policy may be referred to the Copyright Office for evaluation. An evaluation of whether the proposed copying or communication is permitted under fair dealing will be made based on all relevant circumstances.

- Any fee charged by the Institute for communicating or copying a short excerpt from a copyright-protected work must be intended to cover only the costs of the Institute, including overhead costs.

BCIT COPYRIGHT WEBSITE

bcit.ca/library/copyright

The new BCIT Copyright website can help you determine if a work that you want to copy/reproduce is covered by an existing BCIT licensing agreement, including the BCIT Access Copyright agreement and Print and Digital Copying guidelines.

If you have a question about copyright compliance or need assistance with checking for existing permissions or determining copying/reproduction limits, email copyright@bcit.ca.

BCIT ID CARD

bcit.ca/card

The BCIT ID card is the official identification for the campus community. This single-card solution can be used as photo ID, or for a variety of other purposes including A/V equipment loans, and library privileges. Employee cards are valid for five years and must be returned upon termination of employment. A complete list of services and discounts that are available both on and off campus can be accessed on our website.

BURNABY CAMPUS

Part-time Studies instructors' BCIT ID cards are activated for resource rooms situated at NE1-202C, NE1-299, SW3-2089, SE6-211, SE14-201B and SE14-139 Eh-Pod automatically. Contact your program area staff for confirmation that your contract has been processed in Banner so you can have your BCIT ID card produced. Please note that you must visit the Safety, Security and Emergency Management office located at SW1-1000 and show government-issued photo identification to receive your BCIT ID card

DOWNTOWN CAMPUS [DTC] AND AEROSPACE TECHNOLOGY CAMPUS [ATC]

Instructors may opt to have their picture taken by Security at the ATC (Richmond) or the DTC (Vancouver). The information is then forwarded to Safety, Security and Emergency Management at the Burnaby campus for card production.

The cards can then be picked up at the campus where your picture was taken in about a week

LOCATIONS

BCIT Downtown Campus
555 Seymour Street, Vancouver, British Columbia
24/7 service

Aerospace Technology Campus
3800 Cessna Drive, Richmond, British Columbia

7:00 am to 7:00 pm, Monday to Friday

Please note that you must show government-issued photo identification in order to receive your BCIT ID card.

AUTHORIZATION AND CANCELLATION OF COURSES

The institute will make every effort to offer all advertised courses. Nevertheless, the institute reserves the right to limit enrolment, set number of registrations can be cancelled no less than two days prior to the scheduled course start date. prerequisites, cancel the course, change the times or location of instruction. Generally, a course that has not reached its minimum

ATTENDANCE RECORDS

Regular attendance in lectures, seminars, labs, clinicals, etc. is integral to student success, and may be monitored by faculty. Similarly, presence — or regular participation through prescribed forms of electronic communication — may be required in an online course. Faculty should ensure that students are advised of attendance and all other requirements at the beginning of the course and in the course outline.

In certain courses, special regulations may apply that govern attendance, or in the case of online learning, presence.

These regulations must be stated in the course outline. In some courses, attendance may be part of the evaluation that determines the final grade.

NOTE: In situations having a requirement for in-person attendance, instructors must be seen by the students to be documenting attendance. For more information on BCIT policy refer to Policy 5101, Section 1: Attendance (bcit.ca/files/pdf/policies/5101.pdf).

COURSE HOURS

Part-time Studies (PTS) online synchronous classes at BCIT are scheduled at various times depending on the program. Live lectures are to be scheduled by the instructor in accordance with the schedule established by the program area. Early termination of a class is not permitted unless the prior approval from the program area has been received.

Evening classes for regular PTS courses are usually three hours in duration, with a 15-minute break.

Week-long and compressed time frame courses are normally scheduled Monday to Friday at various times depending on the program. Full days usually allow for a one-hour break at lunch time and two 15-minute breaks.

COURSE AUDITS

A student may audit a course with permission from the program area. A written request to the program area must be submitted by the second class. Auditing students are not formally

evaluated and do not write examinations; however, they are expected to take part in discussions and laboratory exercises, maintain satisfactory attendance and pay the full course fee. Auditing students do not receive credit for the course, but receive an AUD final grade indicated on their transcript. Once a student has declared audit status for a particular course, he or she may not change back to credit status at any point during the course for the term in which the student registered

COURSE OUTLINES

The course outline is a statement of educational intent and direction, providing clear, concise, accurate, and readily available information related to course content and administration.

The primary audience is the student, who has the right to be informed in writing about course outcomes, delivery and evaluation criteria. However, the course outline also facilitates planning inside and outside the institute.

The required course details are entered into the course outline system via the myBCIT faculty self-service portal and are submitted for approval. The completed outline automatically conforms to the BCIT course outline format.

Certain elements of the course description and identification are automatically inserted by the Banner system. These features establish consistency throughout the institute to enable students and others to easily assess and compare courses and programs. The Course Outline Database can be viewed at bcit.ca/study/outlines. For further information please see Policy 5403 Procedure 5403-PR1 (bcit.ca/files/pdf/policies/5403.pdf and bcit.ca/files/pdf/policies/5403_pr1.pdf), and the course outline portal on myBCIT faculty self-service (<https://my.bcit.ca>).

COURSE RECORDS

Course records include attendance sheets, marked exams and any other evaluated student works in the instructor's possession.

Students have the right to request a review of their final examination with their instructor or designate.

[POLICY 5103, SECT. 2]

Departments are responsible for ensuring that written final examinations (paper and electronic) are retained and available at any time during business hours for a minimum of thirteen months following the conclusion of a course.

[POLICY 5103 SECT. 6.2]

Instructors should therefore surrender marked final exams and all other course records to their program area staff for secure retention and destruction at the end of the course.

For all relevant policies and procedures refer to Policy 5103 Student Evaluation (bcit.ca/files/pdf/policies/5103.pdf).

EXAMINATIONS/STUDENT EVALUATIONS

Final examinations are to be conducted online via the Learning Hub, except for qualifying exams for industry certification where in-person exam sessions are warranted. Physical distancing, room sanitizing, and other steps to mitigate the spread of the COVID-19 must be documented and approved by the Emergency Operations Committee before students will be allowed to come to campus.

Please see BCIT's Return To Operations document at bcit.ca/covid-19/return-to-operations/ for further information. For information on how to create exams online, please see the information posted on the Learning & Teaching Centre website at <https://ltc.bcit.ca/help/online-testing-best-use-models-daylight/>. There is also the possibility to use the BCIT Test Centre to invigilate your exam. Please visit bcit.ca/test-centre/bcit-students-instructors/#instructors for further information.

Final examinations are to be given in all credit courses unless an exemption has been approved. Final examinations should not constitute more than 50 percent of the final grade.

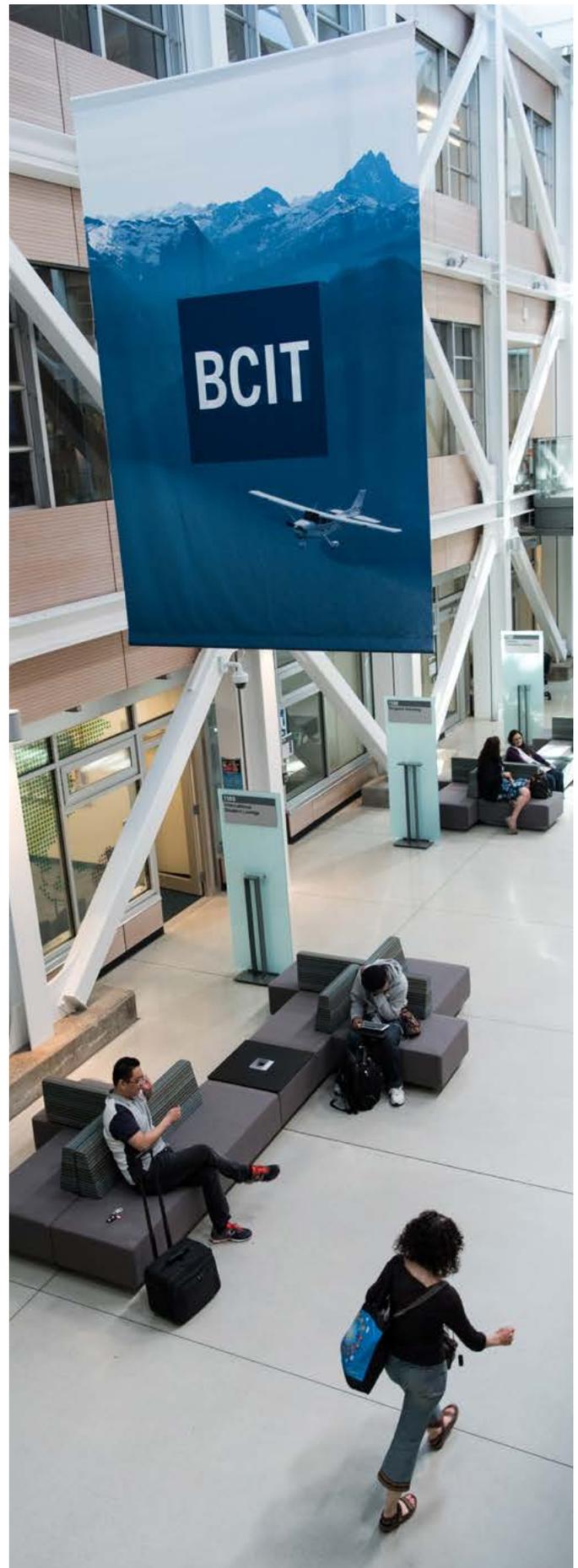
Evaluations of students shall be based on the learning outcomes prescribed in the course outline. The relative weighting of assignments, quizzes, tests, and midterm / final examinations, as well as the minimum pass standard, shall be contained in the course outline. It is the instructor's responsibility to ensure that they are employing equitable, consistent and fair marking practices.

Evaluation of a student's achievement of learning outcomes is normally based on objective criteria. Although subjective assessments are discouraged, they will be allowed if justified, and if the course outline indicates that part of the mark comprises a subjective evaluation; the criteria to be used will be detailed in the course outline.

INSTRUCTOR ABSENCES

If you are unable to instruct a particular session, advise your program area staff of your situation as far in advance as possible. The missed session must be made up at a time suitable to all students once a time and date has been confirmed. Confirm with your students using your class distribution list(s) on myBCIT [My Courses tab].

In the event of extreme weather conditions, a notification will be posted on myBCIT for both faculty and students advising on the status of the institute (i.e., open/closed). If weather conditions prevent you from instructing your class, you must make alternate arrangements for the missed course session, and must communicate those arrangements to students via email, myBCIT, course website, or other communication tools that have been arranged with them. Alternately, your program area may provide a substitute instructor for the session(s) you are not able to instruct.



In the case of last-minute emergencies, if you are teaching a synchronous online course, you should notify your students and Program lead that you are unable to instruct that session. You will need to arrange

RESPONDING TO STUDENTS IN DISTRESS

As a PTS instructor, you may occasionally encounter a student who is either asking for help or showing signs of distress (e.g., crying, shouting, panicking, etc.) during a class session. Here are some guidelines and contacts to help you appropriately respond.

Guidelines:

- Assign a reading to the class while you direct the student to a private place online..
- Be as calm as you can
- Listen carefully to the student's concerns – refrain from passing judgment, diagnosing, or drawing conclusions about their experience.
- Ask open-ended questions – those that cannot receive Yes or No responses.
- Comment only on objective, observable patterns and be direct about your concerns.
- Be authentic and empathic – avoid platitudes and false cheer.
- Help the student contact a supportive family member, partner, friend, or community leader.
- Make contact with the after-hours supports available (see below).
- Let them know about community supports they can access.
- Try to follow-up with the student at the next class session.

KEY CONTACTS

- BCIT Early Assist Reporting
<https://www.bcit.ca/earlyassist>
- BC Crisis Line [140 languages, 24/7]
1.800.SUICIDE
- BC 310-Mental Health
310-6789 [no area code needed]
- BCIT Security:
 - Burnaby [604.451.6856]
 - Downtown [604.412.7600]
- Emergency Response Services [9-1-1]
- Counselling & Student Development [604.451.6963]
- Student Health Services [604.432.8608]

You can read more about how to best support your students at <https://loop.bcit.ca/docs/DOC-20021>

STUDENT ILLNESS

When a BCIT student is absent during a mid-term, final examination, or other important form of evaluation due to medical reasons, the student must produce a valid medical certificate (at the student's own expense) showing that the examination or evaluation was missed due to medical reasons.

A valid medical certificate is a note signed by a medical doctor as defined by the Medical Practitioners Act, which is written on the doctor's letterhead, and which is specific and detailed with respect to the following:

1. Dates during which the student was under the doctor's care for the particular medical problem.
2. Dates on which the student was seen by the doctor for the particular medical problem.
3. A statement regarding the seriousness of the student's medical problem (without compromising the confidentiality of the student's medical record).
4. A statement outlining the actual or potential impact of the condition on the student's ability to complete the course.

Please refer to Policy 5103, Student Evaluation (bcit.ca/files/pdf/policies/5103.pdf) for more information.

COURSE TEXTBOOKS

Complimentary desk/instructor copies of texts are normally ordered through the publisher. To obtain a copy of a course textbook, consult your program area staff.

LATE REGISTRATIONS

IMPORTANT INFORMATION

For synchronous online courses which are ten weeks or more in length, students can register through Student Information and Enrolment Services (SIES) after the first course session without obtaining program area approval. If you do not want students to register for your course after missing the first session, you must ensure that you inform your program area as soon as possible, and in advance of the course start date.

For synchronous online courses that are seven weeks or less, students must receive special approval from the program area to late register. Note: Courses which run twice per week for six weeks (i.e., a regular twelve week course compressed into six weeks) will have the same late registration rules as a regular PTS twelve week course.

For term-based asynchronous online courses, students are permitted to register up to and including the first day of class. If you want to accept registrations past the course start date, you will need to discuss with your program area staff.

For continual entry distance education courses, students can register at any time as long as the section has not reached maximum capacity.

INSTRUCTIONAL ASSESSMENTS ONLINE (IAO)

IAO conducts your student feedback process automatically and is simple to use.

SURVEYS GO OUT WHEN?

Even if you do not change a thing, your students will receive a survey link ~ 2 weeks before your course end date.

WHAT DO I HAVE TO DO?

Nothing really. If you want, you can edit your survey dates and questions. For more details, bcit.ca/instructional-assessment-online/ or contact feedback@bcit.ca

WHAT IF MY STUDENTS SAY THEY DID NOT RECEIVE THE SURVEY LINK?

Please have them close their browser and go directly to bcit.bluera.com/bcit

WHAT HAPPENS TO THE FEEDBACK?

You receive your survey results a couple weeks after your course finishes. At the same time, your managers receive their report.

BANNER GRADEBOOK

This is not the Gradebook found in the Learning Hub. Banner Gradebook is accessed through your myBCIT Faculty Self-services at <https://my.bcit.ca>.

Banner Gradebook is a tool for instructors to record students' assignment marks and calculate their final grades. The instructor builds a gradebook for their course by adding all gradable components (assignments and exams), and applying the assignment weightings (the percentage of the final grade that the assignment or exam is worth) to each component.

Gradebook will then calculate a composite final grade based on the component marks entered into the system.

The benefits of using Banner Gradebook include the ability for students to view their assignment and mid-term marks in their myBCIT Student portal during their course, and that instructors have a full record of student marks for each class in Banner (no need to keep a ledger or Excel file). Plus, Banner Gradebook automatically copies the gradeable component marks and calculated final grade to the Final Grades Entry system—this is functionality that is not available to the Learning Hub Gradebook. To take advantage of both Gradebooks, you will need to set each up, and perform double entry of student's marks. Gradebook simplifies the production of failure reports, which must show all gradable components and marks for each unsuccessful student.

A short 'how to' video on Setting Up Gradebook can be viewed at youtube.com/watch?v=aZID4q1B3Y4. An online reference sheet on how to set up Gradebook is available at bcit.ca/files/pts/pdf/grd_bk_reference.pdf.



FINAL GRADES ENTRY

All final grades (with the exception of continual-entry courses) must be submitted online using the PTS Final Grades Entry system. If Banner Gradebook is used, it will automatically transfer students' final grades. However, the instructor must still access the system via their myBCIT faculty self-service account to add any attendance and/or failure reports (if required) and to submit their final grades for approval. A short 'how-to' video on entering marks in Gradebook and final grades submission can be viewed at [youtube.com/watch?v=rsS-bvdpnrl](https://www.youtube.com/watch?v=rsS-bvdpnrl).

Choosing the appropriate final grade is important. For information on choosing the appropriate final grade, please refer to the information posted at bcit.ca/files/pts/pdf/choos_final_grade.pdf. For quick instructions on using this system, please review the information at bcit.ca/files/pts/pdf/pts_grade_entry.pdf.

PTS final grades should be submitted within two weeks following the course end date.

THE LEARNING HUB

learn.bcit.ca

BBY SE12-101

Phone: 604.412.7444 or toll-free 1.800.351.5533 [option 2]

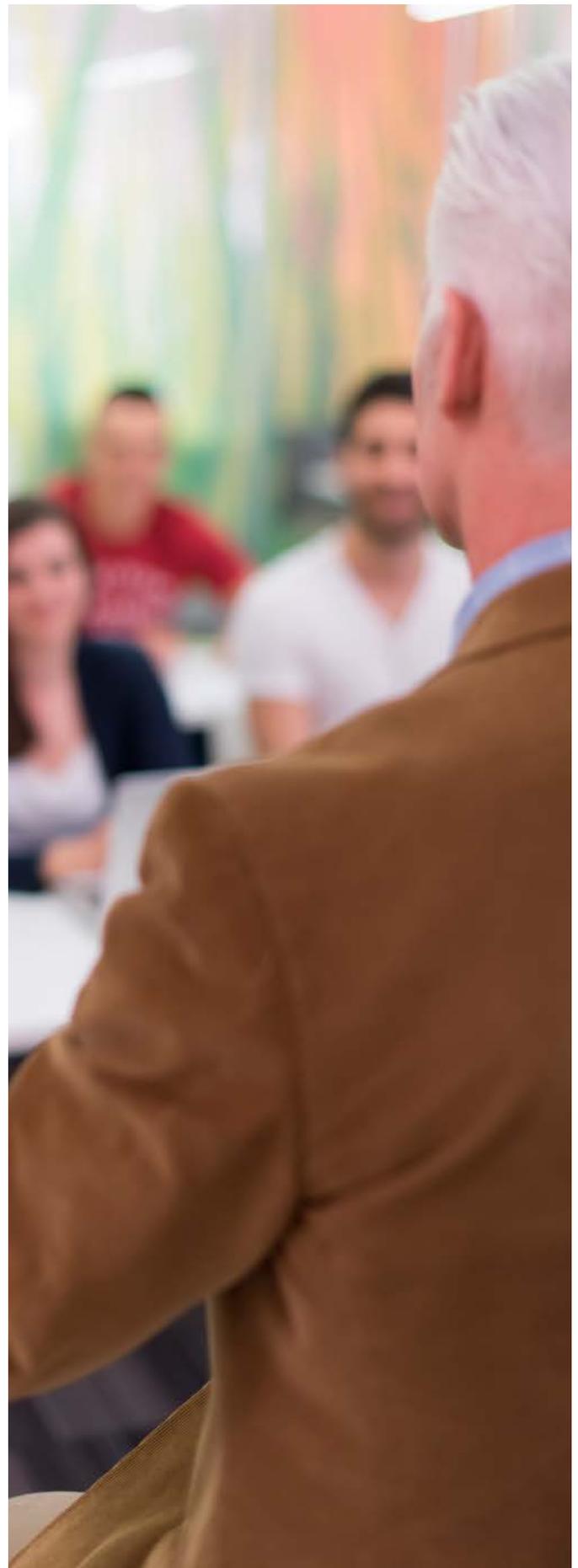
Email: techhelp@bcit.ca

The Learning Hub is BCIT's online learning management system, and is currently the primary mode of course delivery at the institute. Every BCIT course automatically has an online course, regardless of the course's regular delivery method. The Learning Hub provides instructors with tools to enhance their classroom courses with web-based content, discussions, videos, assessments, grades, interactivity, and more. To login to the Learning Hub, choose one of the following four ways:

- <https://www.bcit.ca> – click on the shortcut at the top of the screen: Learning Hub
- <https://learn.bcit.ca> – direct URL to the Learning Hub or paste address into browser
- <https://id.bcit.ca> – click on the Learning Hub application
- <https://my.bcit.ca> – click on My Courses, then click on Access to Learning Hub Courses

Educational Technology Services (ETS) supports the BCIT community in the use of BCIT's educational technologies. ETS empowers instructors and staff to make the most of the Learning Hub through casual chats about available options, training or reviewing your current online course.

Before contacting Ed. Tech Support with your questions or problems, review the Learning Hub information and guides available both on the Learning Hub (learn.bcit.ca) and on the LTC website at <https://ltc.bcit.ca/help/>



BCIT EMPLOYEE EMAIL – OUTLOOK WEB

mail.bcit.ca

All BCIT employees are provided with an Outlook Web email account. Outlook Web is a personal information manager web app from Microsoft. It includes a web-based email client, a calendar tool, a contact manager, and a task manager.

Outlook Web can be used for finding and communicating with other BCIT employees, creating distribution lists, creating meetings, booking rooms (not to be used for hosting classes or booking workspace), tracking tasks and time, etc..

Your Outlook Web email address will be determined by the prefix of your myBCIT email. For instance, if your myBCIT email address is ryork5@my.bcit.ca, then your Outlook Web email would be ryork5@bcit.ca [similar, but without the 'my.']. You will have two BCIT email addresses: your @my.bcit.ca address for communicating with your students; and your @bcit.ca address to communicate with other BCIT employees. This is the intended use of this email address; however, you should determine the best use for you.

For new PTS instructors, access will be provided once your contract has been completed in PTS payroll. Returning instructors will find that their account is set up and ready to use. Your Outlook Web will be available to you for one year following the end date of the last course taught. So even if you do not instruct for a term or two, as long as you receive a contract with a start date within that one year following the end of your last course, you will continue to retain your access.

Log in with your BCIT ID (AO#) and myBCIT password at <https://mail.bcit.ca>.

Instructions on how to use the features of Outlook Web is available by searching the staff and faculty Knowledge Base (<https://kb.bc.ca>) for 'outlook'.

myBCIT

my.bcit.ca

The myBCIT portal is the access point to many online tools, applications and content that support students, faculty and staff in their life at BCIT. A myBCIT instructor account has been set up for you — log in at <https://my.bcit.ca> using your AO# BCIT ID, and myBCIT password (your default initial password is your birthdate in format YYMMDD). Once logged on, you will be asked to change your password.

myBCIT can be used to support your existing course delivery with a rich set of functions that allow students and faculty to communicate using a number of different methods. It is also your access to your Faculty Self Service portal, where you can

- Accept your instructor contracts
- Set up gradable components using Banner Gradebook
- Enter student marks into Gradebook



- Access PTS Final Grades Entry
- Check your pay stub
- Keep your personal information up-to-date
- Change your password

Some of the features that are built into the myBCIT portal include:

EMAIL

A personal myBCIT email account has been set up for you. myBCIT is the official BCIT communication tool between instructors and their students. myBCIT email allows communication with students without encumbering instructors' personal email.

Faculty can benefit from a personal myBCIT email address to allow for targeted course and institute-based communications.

Note the following:

- Email lists of students are automatically generated for each course.
- Email can be accessed from any web browser.

COURSE HOME PAGES

- Each course has its own course home page which is automatically generated.
- Many tools are built-in, including: course announcements, file sharing, article submission, and a message board.
- You can customize your course home page to use as many or as few tools as you like.
- Communicate to one student, a whole class, or an entire group of students through a single interface.

CALENDAR

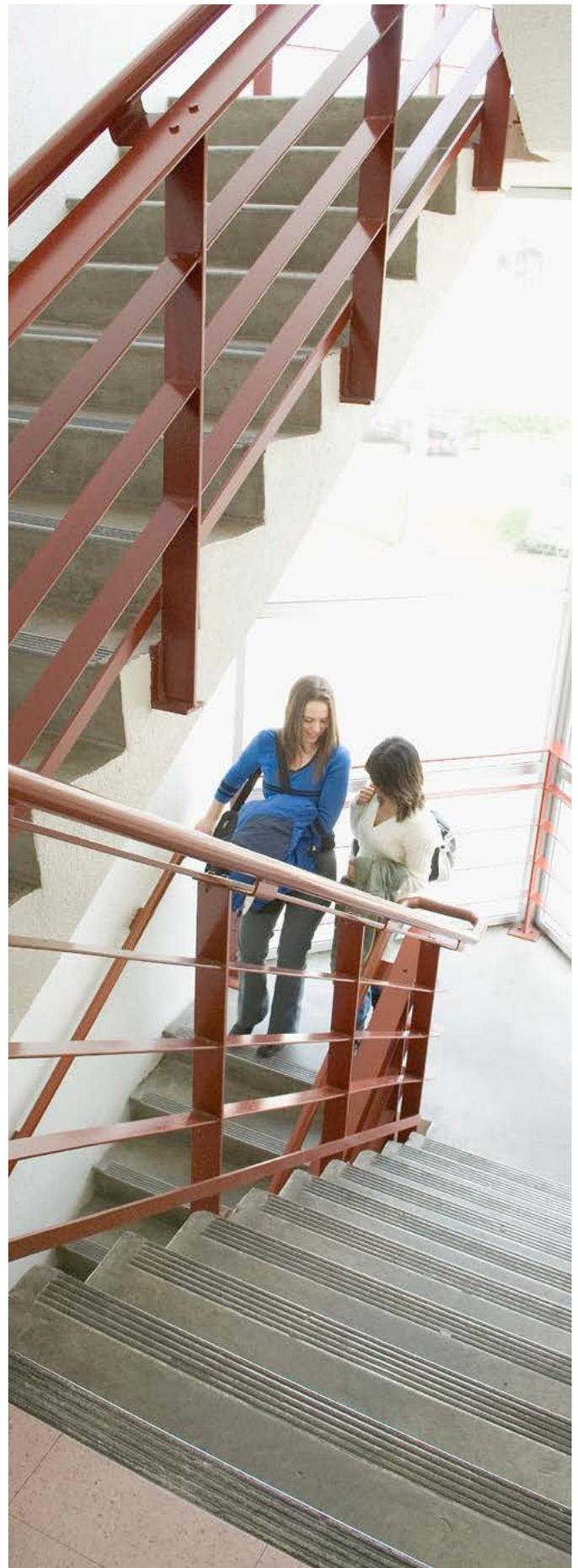
Calendars are automatically generated for each course.

- Create events and post reminders for students.
- Track any events you like using personalized calendars.

GROUPS

- Groups can be created by anyone for almost any subject groups.
- Group pages are very similar to course home pages but groups can be open to anyone or made private access groups.
- Groups are also useful for creating a study group or project site.

For more information on how myBCIT can enhance your instructional efforts, visit <https://kb.bcit.ca/fsr/mybcit/347.shtml> or call the Technology Service Desk toll-free at 1.800.351.5533 [within Canada/US] or locally at 604.412.7444.



THE LOOP

loop.bcit.ca

WHAT IS THE LOOP?

The Loop is an online collaboration and file storage tool designed to help you find and connect with BCIT colleagues, share content and collaborate on projects. It's all about getting your work done more effectively and efficiently.

With the Loop, BCIT is trying to address several business problems. Here are some things the Loop can do:

- Make it easier to connect with other employees. BCIT has more than 2,700 staff and faculty which is a big pool of expertise to draw from. But, it's impossible to know everything there is to know about every person who works here. The Loop is a good place to start when looking for someone with a specific skill set or area of knowledge.
- Make it easier to find the right content. The Loop is the one-stop shop where you can post content so that it isn't instead spread across countless systems — or even trickier — inside people's brains. If we all use the loop, we can spend less time surfing through different systems looking for information and can instead use the search tools in the Loop.
- Lets us see the big picture. We typically know a lot about our own department or school, and maybe a few peripheral areas. With the Loop, we can also get a sense of community across the whole institute and see the big picture of what we do.
- Facilitate collaboration. Unless we all get together in the same room, it can sometimes be hard to collaborate effectively. Email threads quickly become unwieldy and make it almost impossible to bring new people up to speed, and it can be a hassle to repeatedly edit and re-save documents. The Loop solves those problems.
- Reduce the total number of tools being used for the same tasks: Outlook, SharePoint, the public website, the Update

blog, all-staff emails, departmental project management tools, myBCIT and so on. There are just so many different tools creating inefficiency and confusion. To reduce this, use the Loop as your starting point for collaboration and document storage

You will receive access to the Loop once your instruction contract has been accepted, and you will retain access for up to one year after your last course end date.

For information regarding BCIT services that support your instruction and enhance students' learning experience, please refer to Chapter 4.1 Institute Services - Instructor Resources.

SHAREFILE

sharefile.bcit.ca

Use Sharefile to create a secure, accessible persistent drive to keep your course content safe. Flash drives are ok if the contents is encrypted and password protected. Is yours? Most people's aren't; and so there's the added anxiety of losing, damaging or corrupting your drive so that the information is irretrievable. Using sharefile.Safe-guards your information, and you avoid any stress when one of the above happens to you (because it will!). Please refer to the user guide available from the bcit website at https://www.bcit.ca/files/pts/pdf/pts_sharefile.pdf.

If you are a new PTS instructor, you will automatically be given access to ShareFile once your first contract has been finalized in PTS Payroll. For returning PTS instructors, you already have access and can start using ShareFile immediately.

Regardless of whether you are a new or a seasoned instructor, you will retain access to your ShareFile files for as long as you remain PTS faculty. Your access will not expire until one year after the course end date of the last course you taught. As long as you receive a PTS Instructor Contract within a year, of this date, your access to ShareFile will be continuous.





CHAPTER 3: PRACTICAL ADVICE FOR BCIT PART-TIME STUDIES INSTRUCTORS

For the duration of the COVID-19 health emergency, the primary delivery mode of course instruction at BCIT is online via BCIT's Learning Hub online course management system.

There are two distinct methods of online instruction available: Asynchronous online delivery for course sections that have been developed for 'distance' delivery, and synchronous delivery for in-class course sections that have transitioned to the online environment for the duration of the pandemic.

3.1 ASYNCHRONOUS DELIVERY

Ensuring that the online environment is ready for the start of the course is critical. Make it clear to students when and where to begin so they have a good overview of the course, a good understanding of the structure and the expectations, and a sense of you and your teaching style.

One of the differences instructors often notice when teaching asynchronously is that written instructions have to be exceptionally clear online, since you are not in the 'room' with the students to walk them through the information.

Another difference is that all [or most] of the weekly course materials must be prepared and posted online ahead of the start date of the course, so that during the course you can focus on facilitating students' learning. As you prepare to teach a new asynchronous online course, use the following checklist:

To make sure my students will have a good understanding of the online course, I need to:

- Post instructions on how to get started (i.e., what to do first)
- Post an introduction to the course explaining its structure and my expectations
- Include a description/tour of where to find various course components
- Post the course outline and course schedule outlining key events in the course (assignment due dates, weekly topics, etc.)
- Post information on the course evaluation criteria and any assignment/discussion submission requirements.
- If there is an evaluation for participation, explain to students how the mark will be derived.
- Provide information about any additional resources that students will need to get for the course
- Include information on BCIT's Academic Integrity Policy, as well as other important BCIT policies that affect students.
- Post a welcome message with some information about myself
- Have an activity prepared asking students to introduce themselves to the class (often in a discussion forum)
- Decide how much of the course content should be available to students on Day 1 (and let students know when new content will be made available to them)
- Have all course materials and communication forums prepared and posted online
- Be familiar with the online teaching environment
- Provide information on how to access technical help during the first week of an online course.



Once your course starts, it's important to establish a feeling of community. This can be done in a variety of ways, but it always involves communication. It's often effective to provide a way for students to communicate with each other [e.g., with discussion forums], and also directly with you for any individual concerns.

The first week, you need to make sure that students are connecting with the course. If some are not, you need to contact them [usually by email through the Learning Hub or through myBCIT] since they may be having difficulty connecting. This is also a good time to go over expectations and field any questions from students about any aspect of the course.

In the first week of a course, use the following checklist to establish a feeling of community

In the first week of the course, I need to:

- Monitor who logs on and posts their introduction
- Respond to the introductions by welcoming students individually
- Contact students by email if it appears that they are not connecting with the course
- Post a new announcement to let students know what's coming next in the course
- Provide information on how students can ask questions about the course structure, schedule, etc.
- Provide or collaboratively develop a set of group norms for communicating effectively, if discussion forums are a major component in the course
- Provide information on how you will connect with the students and for them to connect with each other, including information on handing in assignments.

- Establish synchronous communication options, depending on student schedules
- Establish communication guidelines to make clear when and how you will be available [chats, email, discussion forums, office hours, etc.]

3.2 SYNCHRONOUS DELIVERY

A synchronous online course runs very much like an in-class course. Instructors lecture live on the same schedule as they would if they were in a classroom. Students can ask questions and interact with the instructor in real-time. There are many tools on the internet that support live 'streaming'; however, the BCIT standard for live lectures is our full-featured, fully licenced ZOOM!, which can be downloaded from the BCIT website at bcit.ca/its/remote-work.shtml, along with other important software to help you work remotely.

Synchronous online courses allow instructors to be more spontaneous than pre-developed asynchronous online courses do. It is easier to develop a sense of community with your students, and provides you the ability to use the many tools available in the Learning Hub [e.g., whiteboard, virtual clickers, etc.]. Similar to in-class lectures, a lesson plan based on the course outline should be developed so that your course stays on schedule for the topics being covered.

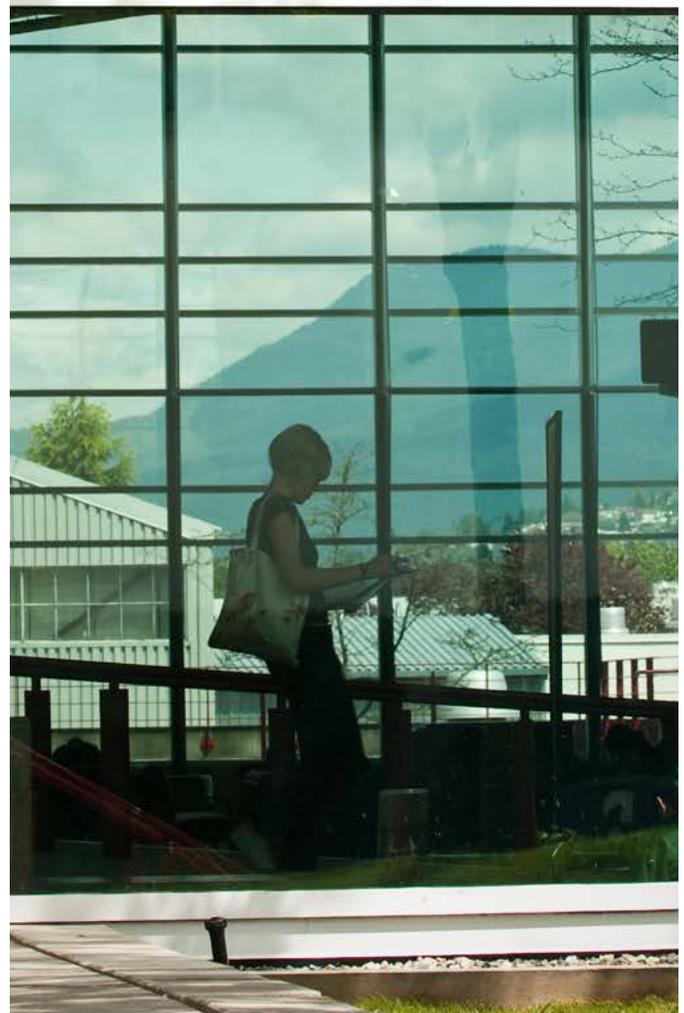
Class management is key to a good synchronous online course.

- Monitor who logs on and posts their introduction
- Respond to the introductions by welcoming students individually
- Contact students by email if it appears that they are not connecting with the course

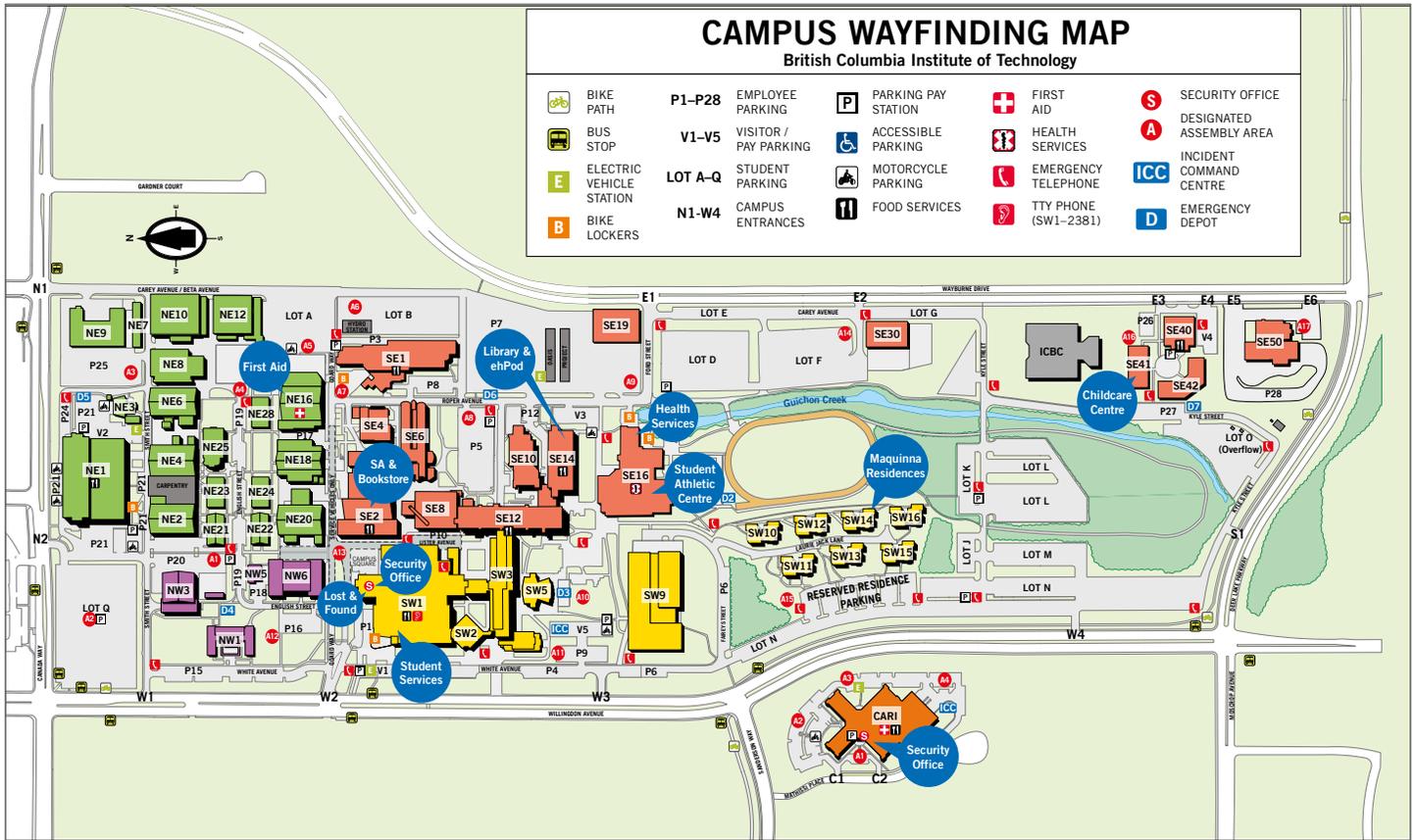
- Stay on schedule for the duration of the course
- At the first meeting you will need to establish with your students:
- How you prefer students to indicate they have a question during the lecture
- Be familiar with the audio controls in your teleconferencing software to prevent students from over-talking one another
- Be clear that you are prepared to call 'time' on students monopolizing discussions during your lecture
- Inform your students how to submit assignments, and the format that is required [i.e., Word, PDF, etc.]
- Discuss BCIT's Academic Integrity Policy and the consequences of not submitting original work on assignments and in exams.
- Provide information on evaluation criteria, including participation.
- Provide information on how students should communicate with you and each other, including dedicated course discussion forums
- Introduce the 'netiquette' you expect from your students when communicating with you and each other
- Inform students if you will be available for 'office hours' and how to contact you
- Ensure that your student know where to find the course outline
- Establish a good environment for learning
- Make sure that the early classes in a course establish a pattern that you have planned for and wish to continue.

ESTABLISH A GOOD ENVIRONMENT FOR LEARNING

- Make sure that the early classes in a course establish a pattern that you have planned for and wish to continue.



BURNABY CAMPUS MAP



DOWNTOWN CAMPUS MAP



3.3 BEST PRACTICES FOR ONLINE INSTRUCTORS

Adapted for BCIT from Penn State Online: Faculty Competencies for Online Teaching Penn State Online Faculty Engagement Subcommittee – 2011

Online instruction can be considerably different in nature than teaching in the classroom. These best practices are intended to provide an understanding of the instructional requirements to be successful teaching online.

Instructional Requirements		Additional Guidelines	Examples & Best Practices
1	Attend to the unique challenges of distance learning where learners are separated by time and geographic proximity and interactions are primarily asynchronous in nature	Online course content is typically developed in advance of the course's start date. In effect, the "lecturing" has already been done! As a result, the role of the online instructor shifts from "the sage on the stage" to "the guide on the side." Teaching online focuses one's efforts on facilitating, guiding, and directing learning, as well as assessing progress.	Instructors should strive to adhere to the published course schedule to ensure that all course goals are met by the end of the term. This is especially important for synchronous online course instructors. A lesson plan for each lecture will help to keep lectures focused, and on schedule.
2	Be familiar with the unique learning needs and situations of both traditional age and adult learners, providing an educational experience that is appropriate for both.	Adult learners bring a different perspective, motivation, and set of experiences to the classroom than traditional college learners. Online courses are apt to attract working adult professionals who need the flexibility that online learning can afford. Faculty may find, however, that traditional college learners also populate their courses, so it is important to be aware of the learning needs of both audiences.	There are many resources available to help you understand the principles of teaching adults. There is a huge number of articles available by Googling 'Engaging Adult Learners'.
3	Have mastery of course content, structure, and organization.	For asynchronous online courses, review all course materials, as well as the structure and organization of course environment in order to become comfortable with all aspects of the teaching and learning environment. For synchronous online courses, a good working knowledge of the teleconferencing software in order to moderate class discussions during lectures is key to a successfully run course.	Instructors should be familiar with all course materials, structure, and organization before the course begins. The 'Fostering Learning Online' workshop is offered by the Learning and Teaching Centre - for more information or to register go to bcit.ca/ltc/workshops/flo.shtml
4	Respond to student inquiries.	Guide student inquiries towards a positive learning outcome.	Instructors are encouraged to respond to student inquiries within 12-24 hours.
5	Provide detailed feedback on assignments and exams.	Facilitate student understanding and progress by providing learners with timely, formative, and meaningful feedback that communicates areas of strength and areas for improvement.	Feedback on assignments and exams should be returned to learners as soon as possible in order to help learners to improve on subsequent learning tasks.
6	Communicate with learners about course progress and changes.	Post periodic announcements that remind learners of upcoming topics and due dates, as well as any modifications that may have been made to the course.	Weekly announcements are recommended. Learners studying online are typically juggling busy lives. Communicating progress, as well as any changes to assignments or schedules, is an important way to keep learners progressing toward goals.
7	Promote and encourage a learning environment that is safe and inviting and mutually respectful.	Communicate with learners in a positive tone and follow and promote Netiquette guidelines.	Include a course policy on Netiquette on the course outline, such as: "The term 'Netiquette' refers to the etiquette guidelines for electronic communications, such as email and bulletin board postings. Netiquette covers not only rules to maintain civility in discussions, but also special guidelines unique to the electronic nature of forum messages."
8	Communicate course goals and outcomes	This is typically done at the start of the course, via course announcements and/or the course outline.	"Action verbs" help articulate clear learning goals and outcomes. See bcit.ca/files/ltc/pdf/ja_learningoutcomes.pdf
9	Provide evidence to students of their presence in the course on a regular basis	Provide students with an instructor "presence" in the course by posting periodic course announcements, participating in discussion forums, sending individual student emails, holding office hours, etc.	Ideally, instructors should be interacting with students in their course on a daily basis. Simple audio and video communications can significantly add to a sense of instructor presence. For an easy way to add audio and/or video to a course, see the Tips and Tricks section on the Learning Hub home page at https://learn.bcit.ca
10	Demonstrate sensitivity to disabilities and diversities including aspects of cultural, cognitive, emotional and physical differences.	Provide a statement about accessibility on the course outline, be aware of institutional policies regarding accommodations, and be sensitive to cultural and geographic perspectives. Information about Accessibility Services is located at bcit.ca/accessibility	BCIT is legally obligated to accommodate students with physical and/or cognitive disabilities through the Accessibility Services Office. Where a student has been assessed, the instructors will be provided with the student's accommodation plan which detail the conditions that must be provided to the student for the duration of the course.

TECHNICAL ABILITIES

	Ability	Additional guidelines
1	Complete basic computer operations.	Know how to create and manipulate documents, manage files and folders, and work with multiple windows.
2	Successfully log into the Learning Hub and access the course	
3	Successfully navigate the course space.	Know how to locate critical course elements, such as course outline, lessons, Learning Hub Gradebook, and email.
4	Set-up and manage student grades.	See bcit.ca/files/pts/pdf/grd_bk_reference.pdf . For general information on BCIT grade policies, see bcit.ca/files/pdf/policies/5103_pr1.pdf
5	Effectively use course communications systems.	Be able to converse via email, chat, use web conferencing software, discussion forums, and announcements as needed.
6	Manage the course roster.	Know how to set-up and manage teams/groups within a course and add instructors, teaching assistants, and outside guests with the appropriate permissions.
7	Manage student submissions	Know how to upload and download submissions via Learning Hub drop-box, or other student submission tools.
8	Synchronous online course set-up	Know how to schedule lectures using Zoom! or other teleconferencing software; and post the link to the lectures in your welcome letter or other conspicuous location in the course shell that will be obvious to students when they log in.
9	Manage the course files and folders within the Learning Hub (when appropriate)	Be able to create and manipulate files and folders, as well as set release dates when documents will become available to students in the later weeks of the course.

ADMINISTRATIVE REQUIREMENTS

	Activity	Additional Guidelines	Examples & Best Practices
1	Log-in to the course and actively participate	Be able to confidently use a variety of communications tools within the online environment.	Log in a minimum of once per day in order to respond to student inquiries, monitor student progress, engage in student activities, etc.
3	Provide a comprehensive course outline that adheres to BCIT's course outline policy: bcit.ca/files/pdf/policies/5403.pdf	BCIT Policy 5403 requires that the course outline include a course schedule, evaluation criteria, learning outcomes and may contain policies relating to attendance, academic integrity, human rights, and accommodation.	Guidelines for creating a comprehensive course outline are located at bcit.ca/files/pdf/policies/5403.pdf
4	Mediate course-related student conflicts	See: bcit.ca/files/pdf/policies/7507.pdf and/or bcit.ca/judicial and/or bcit.ca/respect	Course-related conflicts should be mediated promptly and closely monitored through to resolution.
5	Adhere to the institutional policies regarding Student Rights and Responsibilities. See bcit.ca/files/judicial/pdf/student_rights.pdf	See also bcit.ca/respect	Familiarize yourself with student rights, as well as BCIT's policies on harassment, discrimination and bullying: bcit.ca/respect
6	Revise course content and instructional materials based on student feedback	Any problems with course content should be fixed as soon as possible [broken links, typos, etc.].	Instructors who do not have editing access to course materials should work closely with the program coordinator and/or program assistant to make revisions in a timely manner.
8	Communicate expectations of student course behavior	At a minimum, Netiquette guidelines should be provided to students. See albion.com/netiquette/corerules.html or bcit.ca/distance/learnersupport/onlineresources.shtml	Describe expectations for student behavior in the course outline and the online course introduction, and also include a description of what students can expect from you, the instructor.
9	Be aware of, inform students about, and monitor compliance to institutional academic integrity policies.	See bcit.ca/files/pdf/policies/5104.pdf	Discuss academic integrity and include the handout in your course materials. bcit.ca/files/judicial/pdf/academic_integrity.pdf

ONLINE COURSE ETIQUETTE (“NETIQUETTE”)

*Adapted for BCIT from Netiquette by Virginia Shea;
Albion.com – 1990-2011*

For more information on Netiquette please visit albion.com/netiquette/index.html

It is just as important for instructors to establish rules of conduct for online students as it is for students in a face-to-face classroom. These online rules of engagement are referred to as ‘Netiquette’. The purpose of Netiquette is to establish a safe, respectful environment in which students can learn and instructors can teach.

As mentioned above, the use of Netiquette for your online course should appear in your course outline, and a definition and description of each of the “graces” should be provided in a document posted to the course home page. Please see the sample below.

IN GENERAL

PARTICIPATING

Time and time again it has been proven that you only get out of an online course what you put in. To fully realize the benefits of your learning experience, don’t sit by passively reading only what other people contribute. Get involved in the class.

ABS O.K. IFF EVRY1 NOS THM

Abbreviations are fine, if everyone reading your message speaks the language. Try to limit your shorthand to commonly used abbreviations and standards used in your industry. Saving typing time won’t accomplish anything if people can’t understand what you wrote.

AS A MATTER OF FACT, SPELLING AND PUNCTUATION DO MATTER

Take time to check your grammar, punctuation, and spelling. Poorly written messages are not only hard to read [and therefore might not be read], but also open the door to misinterpretation. Take time to proofread what you wrote. If you find spelling and grammar difficult, compose your message in a word processing application that has spelling and grammar checking. Then, cut and paste your composition into email or the Learning Hub.

RESPECT

Do not “flame” other members of the class. Remember that online exchanges are meant to remain constructive. Treat others as you would want them to treat you.

DON’T YELL!

Using UPPER CASE text in an email or discussion posting is the same as yelling at someone. YELLING is rude and accomplishes nothing constructive when talking face to face. It will accomplish even less online. Your message will simply get trashed.



SAVE A TREE

One of the ideas behind computers is that they can be environmentally friendly, at least to the extent that we don't need to shuffle as much paper (in theory). Having said that, the intention is only as good as the execution. Statistics indicate that we might as well build computers out of wood for all the trees we are saving. Instead of printing off every message, organize yourself by setting up directories and storing digital copies. Remember to spring-clean every so often to rid yourself of old files.

DISCUSSION AREA**UNDERSTAND WHAT YOU ARE DOING**

Make sure you read the instructions posted in the course. Your instructor may wish you to use a discussion forum for a specific purpose, or establish other guidelines for use. If you are constantly posting to the wrong forum, or are not following the purpose of the discussion, you will start to get on the nerves of the other members of the class. Knowing how the technology works is also critical. Don't waste everyone's time. Learn the technology, read the instructions, and think before you post. Your contributions may be for marks.

CONSIDER YOUR CLASSMATES

Read the profiles posted by your classmates. Understand that you may be participating in class with learners from many countries, cultures, or backgrounds. Not everyone will understand references to TV, movies, pop culture, or current events in your country. If you must use this type of reference, please explain it. Don't assume that everyone will understand geographical or political references that are local or national.

STAY FOCUSED

Keep your questions and comments relevant to the focus of the discussion forum and make sure that you are posting to the right forum. If another person posts a comment or question that is off-topic, do not reply. A reply will keep the off-topic conversation going.

TO SIMPLY REPLY OR TO QUOTE? THAT IS THE QUESTION

Using the Quote function includes the full body of the original message in your reply to an e-mail or posting. This is not always appropriate. If you do need to reference the original in some way, copy the necessary bits, or quote the original using the Quote function and cut out unnecessary parts. The idea here is to keep the messages as concise as possible. Consider file size and readability issues.

EMAIL**PATIENCE IS A VIRTUE**

Unlike telephone or a face-to-face conversation, e-mail does not provide instant feedback. Although computer technologies do set us up with higher expectations for response times, it is important to remember that there is a person at the other end of your e-mail. They'll get back to you as soon as possible.

HEY BUDDY, YA WANNA BUY...

Formality in communication has a tendency to be lost in the fast-paced virtual world of e-mail. This is fine if you are dropping a note to a friend, but if you are asking for a raise, making a business proposal, or stating your case for a higher mark, try to use the appropriate "voice" when drafting your message. In the case of important correspondence, it is always a good idea to save your draft and come back to it the next day. It is amazing how different a note reads the next day. You may find yourself saying, "I can't believe I was going to say that!"

WHO SENT ME THIS THING?

Not all emails include your full name. Many company email and ISP email addresses use short forms of names. So, unless Anna-Lee Smith-Robins signs her note, we might not know who anlsmrob@sympatico.com is. Many users like to include a signature line or quirky phrase at the end of their notes. The personal touch in email goes a long way towards making sure proper attention is paid to your message.

IF YOU WANT PRIVACY, LOCK YOURSELF IN A ROOM SOMEWHERE

Although most email systems are secured with passwords, don't assume that everything you write will be viewed only by your intended recipient. This is the digital age and accidents can, and do, happen. Your note may be misdirected, read by someone else in the office, opened by a systems or email administrator, and more. If it needs to be said in private, use the appropriate technology—the phone.

A PICTURE'S WORTH...???

Generally speaking, the attention span of our society is decreasing. If you want your email to be read, master the art of economy of words. Use the attachment feature of email to send larger documents, and the e-mail message itself only to introduce the file you are sending or entice the reader to open it.

CHAPTER 4: BCIT SERVICE AREAS

Please check the website of service area before contacting

4.1 INSTITUTE SERVICES — INSTRUCTOR RESOURCES

BCIT is committed to the success of both full- and part-time faculty, and provides many professional development opportunities that should be taken advantage of.

BCIT BOOKSTORE

Burnaby Campus: SE2 ground floor, north side

Downtown Campus: Second floor

bookstore@bcit.ca | bcit.ca/bookstore

THE BCIT BOOKSTORE IS THE MANDATED SOURCE FOR YOUR COURSE MATERIALS.

The bookstore's primary role is to efficiently procure and retail course materials to support the educational goals of BCIT. The bookstore and the instructor work together to ensure availability of instructor-specified course materials such as textbooks, school supplies, and printed manuals for your students to purchase.

Course materials for the Aerospace, Marine and Annacis Island campuses are available at the Burnaby location or online.

Ensuring course material availability

The selection of course materials is the responsibility of the academic departments. The bookstore's role is to source stock for resale, but not to select stock. The selection of course materials follows one of three models:

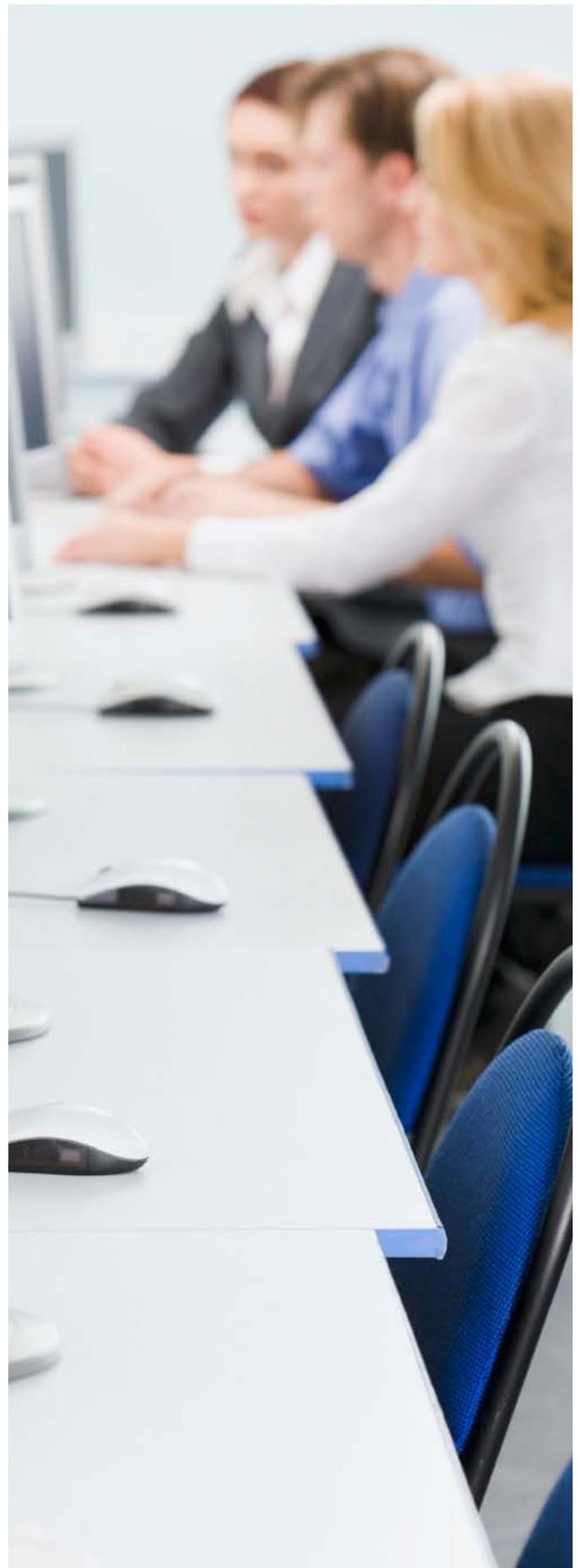
- The academic department has a selection committee that makes departmental choices after review copies are analyzed.
- The academic department leaves selection of the course materials to the individual instructor.
- In the trades areas, there may be industry committees mandating provincial or industry specific materials.

In all cases, an instructor should consult with the appropriate associate dean or program lead to determine which selection model your department uses. All other questions about stock availability can be directed to the BCIT Bookstore buyers:

Senior course materials buyer: Rebecca Scott 604.432.8749

Course materials buyer: Cameron Sanford 604.451.6907

Bookstore print materials, such as lecture notes and lab manuals, are also handled by the buyers. Compliance to copyright of intellectual property is a critical component of BCIT Bookstore's service. The bookstore must obtain copyright clearance before printing your retail course materials; please allow a five week lead time. Please contact Elena Mikheeva



at 604.456.1077 for further information regarding copyright compliance. The procurement of course materials can be complex and time-consuming; the more lead time you give us, the better our turnaround and the better-served your students will be.

Critical points to remember

- Stocking course materials starts with the faculty; course materials will NOT be automatically stocked or rolled over from term to term.
- Course materials should be adopted each term.
- Bookstore staff cannot make assumptions regarding choices, as faculty may change or publishers may update materials.
- Bookstore staff can work with you to make this an almost seamless process, but co-operation and communication is required so that your students are not disappointed. Because BCIT is on the trimester schedule, the course book adoption forms are circulated to the academic departments three times per year.

Other BCIT Bookstore services are available through email:

- Special order service — send an email and your request will be sourced, before you have to make a commitment.

CLASSROOM SALES PROHIBITED

BCIT faculty, instructors and staff are prohibited from selling any materials in the classroom, or privately, at BCIT. All institute-sanctioned retail sales of educational materials are through the BCIT Bookstore.

BCIT Bookstore is institutionally owned and operated. All revenues generated by the bookstore are used by BCIT to support BCIT's educational goals.

BCIT IMAGING

NE9-140

604.451.7017

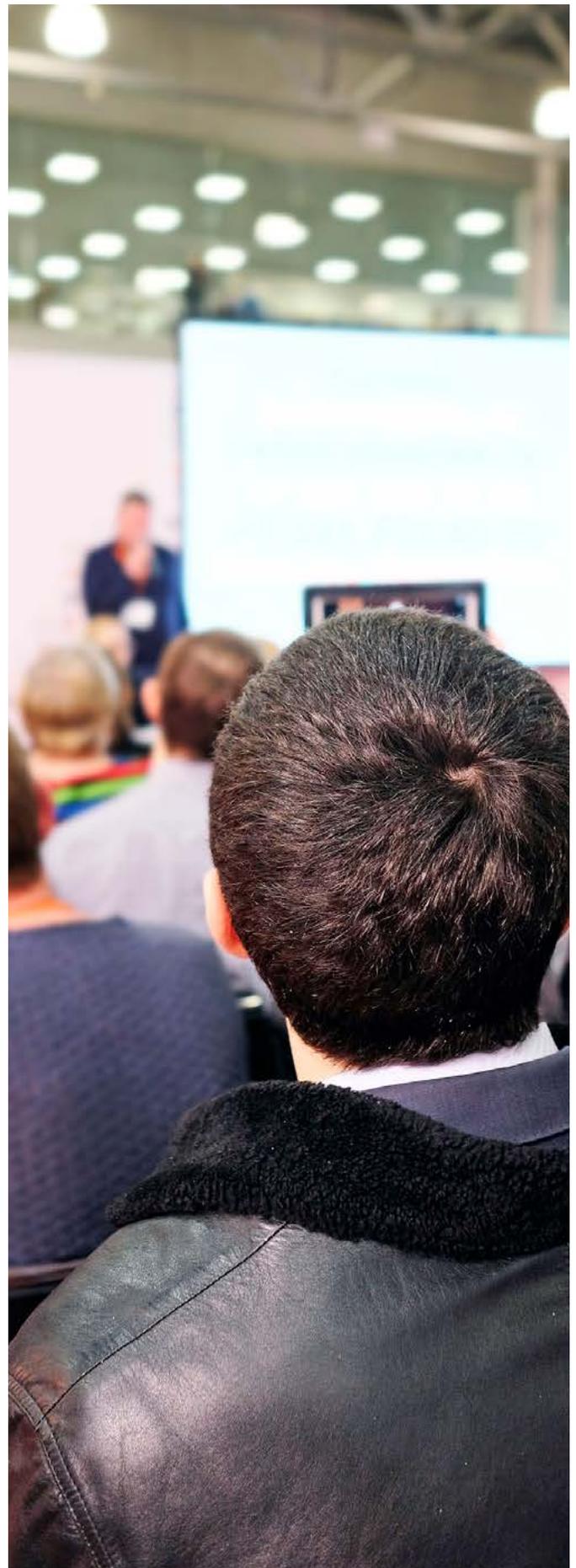
9:00 am to 4:00 pm, Monday to Friday

imaging@bcit.ca

Digital Storefront: <https://imaging.bcit.ca>

CORE SERVICES

- Bulk printing of course modules, exams and large run handouts/brochures (most modules are retailed via BCIT Bookstore).
- Procurement and disposition of a fleet of networked multi-functional devices (MFDs) that integrate copiers, printers, fax machines, and scanners.
- Various specialty products and services from business cards and engraving to large size posters.
- Design of posters, signage, forms and miscellaneous materials. Call 604.454.2259 for information.



NEW ACCOUNTS

To submit a print order, you will need to set up an account. Please send an email to imaging@bcit.ca with the following information: ADO#, first and last name, building and room number for deliveries, phone number, job title, department, and organization code.

BULK PRINTING OF COURSE MATERIALS

BCIT Imaging is a busy production facility working to serve the needs of instructors on all campuses. Term start-up is always hectic so please order well in advance of class start. Please visit our Digital Storefront (DSF) online ordering system to place your orders. Both digital files (pdf format) and hard copy originals can be submitted through this system (digital files are recommended and appreciated).

For the Downtown Campus, email your documents at least one week in advance to DTC_Copy_Centre@bcit.ca. Completed print jobs will be placed in the instructor's mail slot.

DELIVERIES

Pick up hours are 9 am to 4 pm. We understand many part-time instructors can't pick up during these hours so delivery can be provided by BCIT Logistics. Please confirm with your program area the best location for deliveries and include this information in your order.

BUSINESS CARDS FOR INSTRUCTORS

All BCIT instructors qualify for a set of BCIT business cards. Please visit the Digital Storefront (DSF) to place your order.

PHOTOCOPYING

BCIT Imaging coordinates the self-serve instructor copy centres. These are for instructors to do any ad hoc copying in the various locations below (locations marked with an asterisk require a BCIT ID card for access):

NE1-306A	SW2-212	NE1-202C*
SW3-2089*	NE1-299*	SW3-4705
NE12-304	SE6-356	NE21-107
SE6-211		

Please note that any bulk printing/course manuals should not be done through these copy centres as we have encountered copyright issues in the past. Course packs/manuals allow the institute to recover the costs associated with copyright, labour, and materials. Please contact the bookstore for bulk printing of course materials.

SPECIALTY PRINTING

Imaging can also design and print (and laminate if required) large size posters (larger than 13"x19") for instructional use or conference display/presentation. Printing/lamination quotes provided upon request; there is no charge for design services.



If you require design services please contact Imaging for information on what is needed to produce your poster. If you are supplying artwork, you can place your order on the Digital Storefront. Attach a high resolution pdf file to your order.

Please contact Imaging 10 working days prior to delivery of the project. Permission via email from your program area is required prior to arranging imaging services (include your department's org/account code).

PART-TIME STUDIES INSTRUCTOR ORIENTATION

This important initiative has been developed to help you:

- be fully aware of the expectations and responsibilities as a PTS instructor (both administratively and instructionally)
- become familiar with the administrative processes and tools you must use for course outlines, final grades, etc..
- be knowledgeable about the services available that support your instruction and enhance your students' learning experience.
- be familiar with the other services available to support students in their learning

During the orientation, you will learn the basics of your role including how to create and post a course outline, strategies for keeping students engaged, and Banner Gradebook/PTS Final Grades Entry basics, among many other administrative and student-centered practices.

The orientation is presented online using BCIT's Learning Hub online course delivery system. Activities spread over four weeks include active, facilitated participation online, and coaching and mentoring during PTS term start. All the information you need is in one place; you will enter into online discussions with other part-time instructors, and complete a series of exercises to strengthen your administrative knowledge. The time commitment for participants is approximately six hours, and can be completed at your own pace from anywhere there is a stable internet connection.

The orientation for PTS instructors has been developed to support faculty who instruct online and in the classroom. You indicate your primary mode of instruction at the start of the orientation, and the Learning Hub provides orientation content appropriately. For those participants who instruct both in the classroom and online, no worries! The information for both deliveries is available to all participants, although the expectation is that you successfully complete the orientation for just one course delivery mode.

Sessions are offered three times per year and start prior to the up-coming term start date:

- Late August in preparation for the Fall term
- Mid-November in preparation for the Winter term (offered as continuous registration until second week of January)
- Mid-March in preparation for the Spring/Summer term

Please send a message to pts@bcit.ca if you are interested in participating in the next available session.

INSTRUCTOR RESOURCE CENTRES

Part-time Studies instructors have full access to the four BCIT 'all-schools' Instructor Resource Centres. Each centre is equipped with computers, printer, telephone and other office essentials (stapler, paper cutter, etc.). Additionally, there may be dedicated workspace reserved for part-time instructors within your school; please ask your program area.

There are three Instructor Resource Centres located on the Burnaby campus, and one downtown:

Burnaby

NE1-202c	604.451.7008	closed
SE6-211	604.432.1132	limited capacity
SE14-139 ehPOD	604.454.2239	closed

Downtown

DTC-250	604.412.7778	609 limited capacity
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Please be respectful of others when using these facilities:

- Do not have lengthy telephone conversations when others are working in the room
- Tidy the area you have been working in before you leave
- Do not use the facilities for personal printing, web surfing, or as a lunch room
- Be aware that others in the room may be trying to concentrate on their work

All centres have secure card access; therefore, instructors must have an active BCIT Employee ID card to enter

SOFTWARE AVAILABLE TO PART-TIME FACULTY

MICROSOFT OFFICE 365

Current employees have free use of Microsoft Office 365 on their personal devices for the duration of their current employee status at BCIT. For information on how to download and activate Office 365, please visit the BCIT website at <https://kb.bcit.ca/sr/software/licensing/2334.shtml>.

LINKEDIN LEARNING (LYNDA.COM)

Current employees have free access to LinkedIn Learning –an online course platform with thousands of topics that you can register for at no cost. Please visit the BCIT Library website at <https://www.bcit.ca/library/linkedin-learning> for information on getting hooked up. You do not have to join LinkedIn to access the Learning Library. Remember to use your @bcit.ca email address when registering for LinkedIn Learning and Office 365 (e.g., ryork5@my.bcit.ca => ryork5@bcit.ca).

SHAREFILE

<https://bcit.sharefile.com/login.aspx>

ShareFile allows you to create a virtual drive that is available to you anywhere, any time via the internet. Using ShareFile eliminates the need to carry around your course content, exams, quizzes, etc. to a flash drive, which can become corrupted, lost or stolen. It prevents your copyrighted works from becoming public domain content on the internet.

It also allows you to share files that are larger than what can be accommodated by email attachment.

For information on how to register and use ShareFile, please download the PTS ShareFile guide at bcit.ca/files/pts/pdf/pts_sharefile.pdf.

ZOOM

BCIT introduced Zoom as a video conferencing tool for faculty and staff. It's currently BCIT's recommended tool for scheduled single and recurring meetings for groups of up to 300 people. It can also be used for impromptu meetings of any length between colleagues, including those "just a quick question" conversations that you might ordinarily walk down the hall for. Instructions to download and install Zoom can be found on the BCIT Knowledge Base at <https://kb.bcit.ca/fsr/zoom/2982.shtml>.

Instructors teaching synchronous online courses will want to use the Virtual Classroom feature in the Learning Hub. For more information, please visit the Learning & Teaching Centre website at <https://ltc.bcit.ca/help/virtual-classroom>.

BCIT has a variety of licensing agreements that allow faculty to use for free or to purchase licenses at deeply discounted prices for many of the standard software packages used at the institute. For further information please see the knowledge base article at <https://kb.bcit.ca/fsr/software/licensing/staffmain.html>.

LEARNING AND TEACHING CENTRE (LTC)

bcit.ca/ltc

SE12-203

General Information: 604.432.8406

The Learning and Teaching Centre (LTC) designs and develops instructional materials and provides educational technology support. The LTC offers integrated services for curriculum and instructional development with the mandate to help BCIT Schools develop and deliver quality teaching and learning that meets the needs of students and industry.

Here's a brief selection of what the LTC offers:

- Assistance developing new and existing programs, curricula, and courses
- Conversion of courses to a blended or fully online environment

- Technology support for the Learning Hub
- Video creation, graphic design, and animation
- Multimedia objects and 3D simulation
- Audiovisual equipment and support
- Workshops for instructional development and teaching excellence

Please check the LTC website for more information: bcit.ca/ltc/resources

SERVICE PROVIDERS**INSTRUCTIONAL DEVELOPMENT CONSULTANTS**

bcit.ca/idc/resources.shtml

The LTC offers professional development opportunities to help faculty advance their teaching skills. Instructors can learn to use a broader range of teaching methods and educational technologies. For more information please go to bcit.ca/ltc/services

Course and program development

- Designing / developing and revising courses
- Maintaining curriculum
- Developing programs
- Reviewing programs

INSTRUCTIONAL MATERIALS DEVELOPERS

The LTC instructional materials developers (IMDs) are experienced editors and writers who can help with the wordsmithing of your text. We'll ensure that your instructional materials are easy to understand, grammatically correct, and appropriate for your audience.

Here's a sampling of what we can do:

- Copy editing for grammar, punctuation, and spelling
- Stylistic editing for clarity, syntax, and flow
- Editing for plain language
- Establishing the appropriate tone and reading level for a specific student audience
- Developing or organizing material
- Ensuring consistency in terminology, organization, and voice
- Ensuring sensitivity to cultural and gender inclusiveness
- Matching visual and written content
- Developing video scripts—"writing for the ear"

For more information or to request writing or editing services, please contact Barb Adamski, IMD Coordinator, at Barbara_Adamski@bcit.ca or 604.454.2283.

AUDIO VISUAL SERVICES

bcit.ca/avservices

BCIT Audiovisual [AV] Services provides audiovisual equipment and related services for both instructional and administrative purposes at the Burnaby campus (AV Services department, within the Learning and Teaching Centre) and Downtown Campus.

AV Services offers the following services to faculty, staff, and students:

- Circulation of loaned AV equipment: Video and digital cameras, laptop computers loaned by AV Services, sound systems, projection screens, etc.*
- Helpdesk for AV equipment issues
- Compatibility checks between new and existing equipment
- Assistance with equipment setup
- Service, maintenance, and installation of institute AV equipment

*Instructions and demonstrations are provided for use of AV equipment in advance of or at time of loan. If you need further assistance, please request this when booking equipment.

ORDERING AV EQUIPMENT

Please email your equipment order to avservices@bcit.ca [BBY] or avscs@bcit.ca [DTC] by the beginning of term start-up, if possible, to ensure equipment availability. However, orders will be accepted with a minimum of two days prior notice. Please email your request and include your full name, BCIT ID number, item(s) and date(s) required, as well as pick-up and drop-off times.

*Ensure that you receive confirmation of your email request from the AV department. If you don't, please resubmit your request.

Burnaby AVS equipment must be picked up and returned to a designated area. There are some AV distribution closets located outside of SE12-104 [AV Serv.]. Access to these rooms requires a number code [they are not accessible with a BCIT ID swipe card]. The number codes change daily/weekly [depending upon the room]. The numbers are provided when AV Services is contacted, just before they are scheduled to pick up their equipment.

AFTER HOURS / SUMMER REDUCED HOURS

Any instructors who would like to reserve portable gear as a back-up in case of an AV system failure outside of regular operating hours, can do so by contacting AV Services via the contact info provided below.

Safety and Security may be able to assist in dropping your equipment in the SE12-104 main circulation area [appropriate picture identification required]. It is more efficient to use your BCIT ID card to gain access. Arrange swipe card access by



phoning AV Services prior to the start of your teaching term. You may need to provide the name of your program lead.

REGULAR TERM HOURS OF OPERATION

Burnaby Campus

Circulation Desk Hours

Monday–Thursday: 7:30 am–7:00 pm

Friday: 7:30 am–4:30 pm

Saturday & Sunday: Closed

Technical Phone Support Hours

Monday–Thursday: 7:30 am–7:30 pm

Friday: 7:30 am–5:00 pm

Saturday: 8:30 am–1:30 pm

Sunday: Closed

Contact information

Location: Circulation and support SE12-104

Email: avservices@bcit.ca

Telephone: 604.432.8780

Downtown Campus

Daytime: 604.412.7620

Cell: 778.928.2034

Evenings and weekends: 604.412.7780 Cell: 778.928.227

Email: avscs@bcit.ca

Educational Technology Services

Daytime: 604.412.7444 option 2

Education Technology Services (ETS) supports faculty in their use of BCIT's educational technologies including the Learning Hub. Services include Education Technology Helpdesk, consultation, drop-ins, one-on-one and group orientations and training, and new technology research and implementation.

LTC WORKSHOPS AND TRAINING

bcit.ca/ltc/workshops

Cathy Griffin [cathy_griffin@bcit.ca]

The Learning and Teaching Centre offers a variety of workshops for improving the teaching and learning process for new and experienced instructors. These workshops are free of charge, and are scheduled throughout the year.

Following is a list of currently scheduled workshops and events:

- Instructional Skills Workshops
- Teaching Squares
- Fostering Learning Online
- Educational Technology Workshops
- Lesson Study

VIDEO AND DIGITAL MEDIA PRODUCTION

Video and Digital Media Production is responsible for creating marketing, informational and instructional content for BCIT. They are a professional in-house team with three producers offering 'concept to completion' solutions in various formats including:

- HD/4K video, photography
- Audio recording
- Unmanned Aerial Vehicle (UAV) services including aerial video/photos and specialized payloads
- Producing instructional, promotional and marketing programs
- Creating video, photo and media segments for the classroom, on-line, and TV

OTHER LTC SERVICES

- Instructional assessment and exam marking
- Surveys
- Graphic design
- Multimedia
- 3D modelling

LIBRARY

SE14

604.432.8370

bcit.ca/library/facultystaff

Please visit the Library website at the above link to find out how operations have been organized for the duration of the coronavirus emergency.

Current employees are entitled to full library privileges at all three campus libraries and through the library website. The BCIT Library includes the main library at the Burnaby campus as well as specialized libraries at BMC and ATC. Instructors at DTC and AIC can place requests to have books, DVDs and videos from any library location delivered to their home campus.

The Burnaby Campus Library has laptops, iPads, GoPros, HoloLenses, Oculus Go and Rift, calculators, chargers, battery packs and e-readers available for loan from the Service Desk.

SE14-139 at the Burnaby Campus library is designated for use by part-time instructors. It is equipped with two network accessed computers, a printer, a phone, and basic office equipment. It is located on the 1st floor in the ehPod area. This location offers 24 hours 7 days per week access for part-time instructors. A staff photocopier is accessible during library opening hours. To obtain an access code please visit the Service Desk.

The library website provides access to the library catalogue, article databases, e-journals and e-books. Services available to faculty include research assistance, library instruction for their students, interlibrary loans and media bookings.

MEDIAWORKS

Mediaworks provides free assistance with graphics, video or audio editing, and support for PC and Mac users. Expert staff are available to help, and consultations are free.

Explore new technologies and bring your ideas to life with the Library's 3D printers, plotter printer, HoloLens, Vive, Oculus Go and Rift, and 3D scanning services. More information on MediaWorks can be found at bcit.ca/library/mediaworks.shtml

CIRCUIT — BCIT'S RESEARCH REPOSITORY

BCIT's research repository is BCIT's digital collection of openly accessible students and faculty research, including theses, graduate research papers, journal articles, capstone papers and undergraduate journals. For information on submissions, go to <https://circuit.bcit.ca/repository>

FACILITIES & CAMPUS DEVELOPMENT

NE9 2nd floor
Tel. 604.432.8777

Custodial Services – Staff requests: <https://facilitiesrequest.bcit.ca>

Posting of Notices: https://www.bcit.ca/files/facilities/pdf/posting_of_notices.pdf

RESPECT, DIVERSITY AND INCLUSION OFFICE (RDI)

SW1-1550
Tel. 604.432.8409
respect@bcit.ca
bcit.ca/respect

BCIT seeks to foster a climate of inclusion, respect, collaboration, support and understanding where all members of the BCIT community are valued and respected. As an employer and provider of educational services to students, BCIT is committed to providing a learning and working environment that is free from discrimination, bullying and harassment.

All members of the BCIT community are expected to promote a learning and working environment of mutual trust and respect. Students or employees who experience or observe discrimination and/or bullying and harassment can access the Respect, Diversity and Inclusion Office. Using the BCIT Policy on Harassment and Discrimination, RDI will provide confidential information to assist in the resolution of concerns and complaints through mediation and/or an investigation process. The service is also available to support and promote a respectful and inclusive environment through training, facilitation or consultation to the BCIT community and its members.



IT SERVICES

bcit.ca/its

IT Services is responsible for providing technology services and support programs for the advanced technology and computing needs of learners, faculty, and staff. IT Services supports BCIT office and lab computers with BCIT-standard software images.

HOW TO CONTACT THE IT SERVICE DESK

- Create a request by logging into the self-service portal: techhelp.bcit.ca, or
- Call 604.412.7444 (option 1) or toll-free (Canada and US only) at 800.351.5533 (option 1), or
- Use option 4 for the instructor hotline for urgent assistance in a classroom or a computer lab, or
- Email us at techhelp@bcit.ca, or
- Downtown Campus
DTC-559
Phone: 604.412.7632
September to May (except Christmas break)
Monday to Friday: 8:30 a.m. to 9:30 p.m.
Saturday: 8:30 a.m. to 4:30 p.m.

Before contacting us, please have the following information readily available:

- Your full name and your BCIT ID (e.g., A01234567).
- Be prepared to describe the problem clearly.
- What are you trying to accomplish?
- What exactly is happening (or not happening)?
- If your computer is displaying an error message, record the exact text of the message.
- If possible, be at the location of the affected computer.
- The BCIT asset number of the affected computer (look for the BCIT sticker with a barcode).

AFTER HOURS

- Check our full hours of operation: bcit.ca/its/help
- Visit the Knowledge Base for answers to common solutions: bcit.ca/kb. Check our status page to keep up-to-date on maintenance events and system outages: status.bcit.ca.
- Leave a voicemail with the Technology Service Desk at 604.412.7444 or toll-free at 800.351.5533 (option 1).

PARKING OFFICE

Burnaby Campus SW1-1019

7:30 am to 3:30 pm, Monday through Friday

604.436.8719

parking@bcit.ca

BCIT provides paid parking facilities for employees, students, and visitors at all campuses. Paid parking is in effect 24 hours a day, seven days a week. All vehicles parked on campus must display a valid BCIT parking permit or a valid ticket purchased from a parking ticket dispenser.

Employees and students are assigned separate parking lots Monday to Friday from 6:00 am to 4:30 pm. Signage is provided in all parking lots. To maintain orderly parking year round, and to ensure permit holders can park in designated areas, it is essential vehicles park at all times only in the lot/area to which their vehicle is designated. Please refer to the BCIT Parking Policy at bcit.ca/files/pdf/policies/7160.pdf.

Any motor vehicles parked, operated, or driven on a BCIT campus shall be solely at the risk of the owner and the operator. BCIT shall not be liable for any damage occurring to any such motor vehicle, vehicle contents, operator, or any other person.

Employees and students are encouraged to use public transportation and car pools whenever possible. For further carpool or transit information please refer to carpool.ca and translink.bc.ca websites.

NOTE: To help prevent theft from vehicles, please ensure that valuables are not left in vehicles or are locked in the trunk. Even better, leave valuables at home.

NEW PARKING OFFICE HOURS AND CHANGES TO PAYMENT PROCEDURES.

The Parking Office is happy to announce that it will be reopening in a reduced capacity during the pandemic.

BCIT staff/faculty/PTS Instructors, etc. as well as all EX Permit contractors (BEST, Paladin, etc.) will now have the limited ability to visit the Parking Office to purchase permits.

We will no longer be issuing EPP (electronic permits) for paid parking permits. Those individuals that have recently purchased these EPP permits will be sent an email asking them to visit the Parking Office during the below hours to address their outstanding invoices.

SCHEDULE

Please note that the Parking Office will be open in advance of Term start for in person transactions on a first come first serve. Please see below the following schedule.

Sept 1 to 11

8 am to 10 am

The following are tentative dates pending building access:

Sept 28 to Oct 2	8 am to 10 am
Oct 28 to Nov 4	8am to 10am
Nov 25 to 9 Dec	8am to 10am

These below protocols will be in place during this schedule

- Social distancing protocols will be in place (signage, floor markers, etc.)
- Hand sanitizing will be available.

Line closes at 10 am. Anyone joining the line after 10am will be asked to return the following day. Anyone that had joined the line prior to 10 am will be served.

Display boards will be posted with the following information:

- Line up is for staff or contractors parking purchases only.
- Parking office schedule

Visit our website and email general questions to parking@bcit.ca

For Violation questions - contact Impark directly.

This process and schedule will be in place until further notice.

PTS EVENING PERMITS

If you have an evening teaching contract at the Burnaby campus, you will be offered a PTS parking permit when you accept your contract. Eligibility for PTS parking permits is such that the course must be held on Monday through Friday evenings after 4:30 pm or anytime on Saturday and/or Sunday and must be seven or more contact hours in duration.

A PTS parking permit is optional and subject to a taxable benefit. A permit can be requested in your PTS contract by selecting the option to purchase a permit through payroll deduction. The cost is \$5 per term plus additional taxes. Generally, if you park at the Burnaby campus more than six times a month, depending on your individual tax circumstances, purchasing a permit will likely result in less out of pocket cost than purchasing a ticket each time you park.

If you opt for a permit, you will receive a notification email when the permit is ready for pick-up. If you do not receive a notification email, please contact your program assistant.

Evening Permits can be picked up in person 24 hrs/day; 7 days/week. Between the hours of 7:30 am and 3:30 pm on regular weekdays, parking permits can be picked up at the Parking Office located at SW01-1000. Outside these times, parking permits may be picked up at the BCIT Security Communications Centre located at SW01-1016.

Evening parking permits are valid from the first day of the month in which your contract begins to the last day of the month in which your contract ends.

PTS DAY-TIME PERMITS

Daytime contracts at the Burnaby campus refer to those taught on weekdays prior to 3:30 pm. Unlike with an evening contract, there is no way to enroll for a parking permit electronically. Prior to the course start date, a PTS instructor may attend the Parking Office in SW01-1000 to purchase a monthly parking permit through payroll deduction.

If an instructor elects to purchase a daytime permit, they should attend the Parking Office between the hours of 7:30 am and 3:30 pm Monday to Friday. The cost is \$5.00 per month plus the applicable tax.

Day parking permits are valid from the first day of the month in which your contract begins to the last day of the month in which your contract ends. A daytime parking permit is also subject to a taxable benefit, as above.

For more parking information please visit the Loop at <https://loop.bcit.ca/groups/bcit-monthly-parking-passes>. For information regarding parking as a taxable benefit at BCIT, please visit <https://loop.bcit.ca/docs/DOC-15053>.

SAFETY, SECURITY, AND EMERGENCY MANAGEMENT

SW1-1016

604.451.6856

bcit.ca/safetyandsecurity

Around the clock, seven days a week, every day.

Burnaby Campus

Emergency number: 2248 (BCIT)

Non-emergency number: 604.451.6856 or local 6856

Downtown Campus

604.412.7600 or local 7600

Calling 911 is the best option when faced with a crime in progress or if a person is in need of immediate medical intervention of a serious nature at any BCIT campus. When you call 911 from a BCIT landline, security is notified of the 911 location automatically and will respond as well to provide support to external responders.

In addition, SSEM through the BCIT SafetyWise program has developed a website, videos and the BCIT SafetyWise mobile app to further support Safety on our campuses. More information can be found at bcit.ca/safety.

ROAD AND TRAFFIC REPORTS

During events of extreme weather and road safety hazardous conditions, BCIT will inform all employees, students and visitors of the closure of institute operations using the BCIT ALERT system (bcit.ca/safetyandsecurity/emergency/alert). This information will also be communicated to local media stations and posted on the BCIT website. More information regarding institute closures due to inclement weather is available at the

BCIT Safety, Security and Emergency Management (SSEM) website.

Information about local weather conditions can be found at the following sites:

Provincial Highways Road Report
drivebc.ca/mobile/events/index.html

The Weather Network
theweathernetwork.com/ca/weather/british-columbia/Vancouver

Weather Conditions – Environment Canada
weather.gc.ca/canada_e.html

KEYS

If you require keys to your office, photocopy rooms, building entrances or other areas of campus please contact your program/school administration. They will make the request on your behalf via Sharespace and inform you when the keys are ready for pick up from Security. Your program/school administration will issue keys for supply cabinets and assignment boxes where applicable. If a classroom is locked or you are locked out of your office, contact Security at 604.451.6856 for assistance; you will need to provide identification (BCIT ID card).

BCIT SAFER WALK

BCIT provides a Safer Walk program to accompany employees, students and visitors to their destination on campus. To request a Safer Walk for yourself or your students please contact Security at 604.451.6856 at the Burnaby campus or 604.412.7600 if you are at the Downtown Campus.

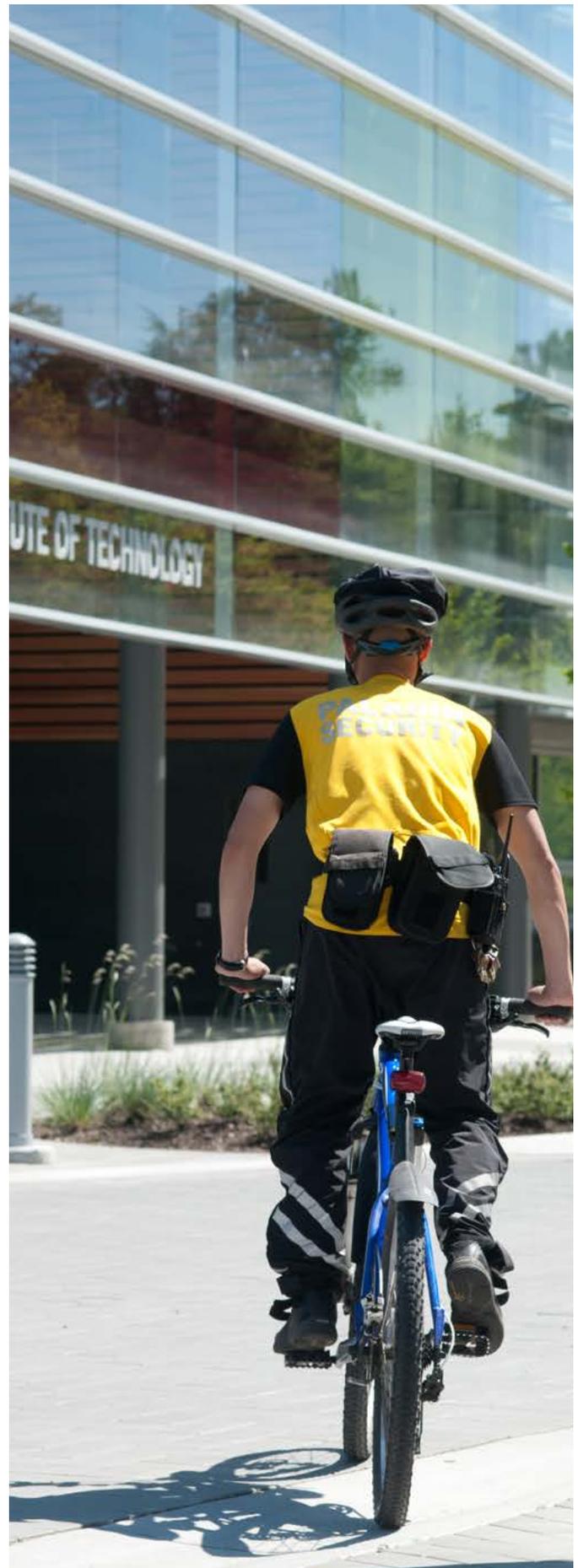
EMERGENCY MANAGEMENT

BCIT continues to be a leader in emergency management for post-secondary institutions in Canada. The BCIT Emergency Program and associated equipment and supplies as well as the number of dedicated and well-trained volunteers support disaster resiliency across the institute.

Most students will look to their instructors for direction during an emergency; please visit the BCIT Emergency Management website (bcit.ca/safetyandsecurity/emergency) for more information so that you can appropriately provide this direction should an emergency occur.

If you want to get involved, we invite you to join a BCIT Emergency Response Team (bcit.ca/safetyandsecurity/emergency/responseteams). Upon joining, the appropriate training will be provided to you. Contact emergency_management@bcit.ca for more information.

Individuals play a key role in the response to an emergency, whether it is an earthquake, fire, explosion, or other unfortunate situation. The Emergency Preparedness and Response Guide is



available at the BCIT Safety, Security & Emergency Management [bcit.ca/safetyandsecurity/emergency/emergencyguide] website and contains very useful information about the BCIT Emergency Management Program, emergency and medical emergency contact numbers, personal preparedness, and procedures and information for specific emergency events.

BCIT has instituted a warning alert system — BCIT ALERT — to keep the BCIT community connected to key information, and to ensure continued safety of students, faculty, staff and visitors at the institute.

- BCIT employees and students are automatically registered for this free service via their myBCIT email address. To customize your BCIT Alert follow these instructions:
- Click on MIR3.com/BCIT-ALERT.
- Click on the Login tab. Use your @my.bcit.ca email and your BCIT password.

Once in your settings, you can add personal emails and a home or cell number.

For more information on BCIT Alert visit bcit.ca/safetyandsecurity/emergency/alert.shtml

HEALTH AND SAFETY

BCIT is committed to conducting all activities in a manner that will ensure the health and safety of all employees, students, and visitors. The BCIT Health and Safety group promotes and enhances the development and implementation of health and safety programs at BCIT and is a reflection of BCIT's existing health and safety policy to provide a healthy and safe work environment for employees and students. Information about BCIT Health and Safety can be found at bcit.ca/safetyandsecurity/safety.

HEALTH AND SAFETY EMPLOYEE HANDBOOK

The BCIT Employee Safety Guide provides important information regarding a variety of BCIT health and safety programs. Please access the BCIT Health and Safety Employee Handbook through the Safety, Security & Emergency Management website at bcit.ca/files/safetyandsecurity/pdf/ohs_employee_safety_guide_2020.pdf

4.2 STUDENT-CENTRED SUPPORT SERVICES

Please check the website of service area before contacting

ACCESSIBILITY SERVICES

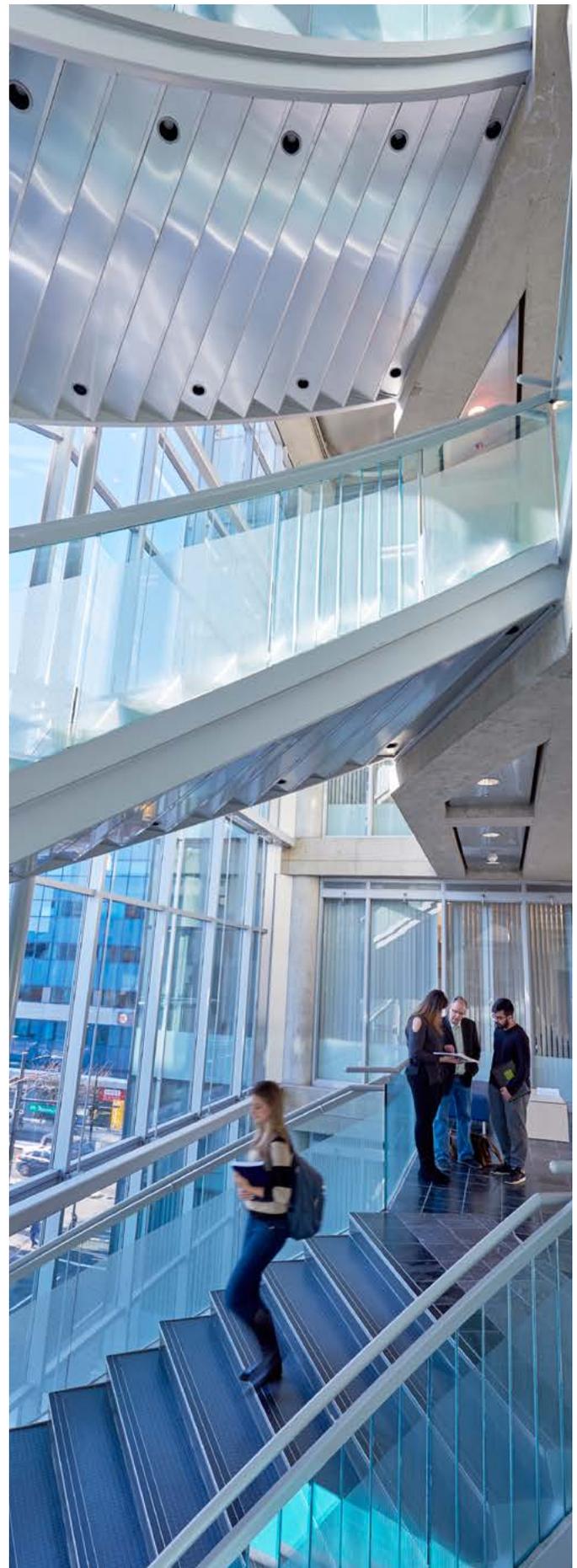
bcit.ca/accessibility

SW1-2360 604.451.6963

Monday to Friday, 8:30 am– 4:30 pm [September – May]

Monday to Friday, 8:30 am– 4:00 pm [June – August]

Accessibility Services [formerly Disability Resource Centre] provides educational support and services to students, faculty,



staff and administrators at BCIT. Students with limitations that affect academic performance related to a documented temporary or permanent medical condition or disability may be eligible for services. Students seeking an accommodation are to book an initial appointment with Accessibility Services. While all students must satisfy the essential requirements for courses and programs, BCIT provides reasonable accommodation to ensure that students with medical conditions or disabilities have fair and equal access to educational programs. Faculty and staff are provided with documentation of the required accommodations in the form of an electronic individual accommodation plan (IAP). If you have questions about implementing the IAP, please contact your program head or the vocational rehabilitation specialist listed on the IAP.

Please review our sample class announcement for use at term start. You may also checkout our information about strategies to include every student, details on the accommodation process and Services for Students with Disabilities policy.

Students sometimes don't access supports that they would otherwise qualify for and benefit from because they are unclear about the nature of the services, who qualifies for them and how the services can help. For these reasons, it is important to let them know about Accessibility Services and how students with a medical condition of disability that impacts their learning have a right to a fair opportunity to demonstrate their knowledge and abilities. Hearing this message from an instructor can be especially important for a student, as the instructor is often someone the student knows, trusts and respects. We suggest that instructors make a class announcement at the beginning of each term and post on the course outline. An example of what might be said is as follows:

"All students with diverse learning styles and needs are welcome in this course. In particular, if you have a disability or health consideration that may require accommodations, please feel free to approach Accessibility Services (formerly the Disability Resource Centre), located in SW1 room 2360, bcit.ca/accessibility, 604.451.6963, as soon as possible. The Accessibility Services staff are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations. Students are encouraged to connect with Accessibility Services as early as possible to allow time for assessment and planning related to their needs."

Later in the term, if you should observe academic or other difficulties, you have a platform to which you can refer back in speaking to the student about an issue. We also encourage you to mention our colleagues in Counselling and Student Development, and Recreation Services at the same time. We do refer to Counselling and Student Development as needed, so if a student is referred to one department, the counsellor will determine if the student may benefit from the other department's services.

COUNSELLING AND STUDENT DEVELOPMENT

bcit.ca/counselling

Burnaby: SE16-128 604.432.8608

Downtown: By appointment 604.432.8608

Professional counselling for all full-time and part-time students is available by appointment at the Burnaby and the Downtown campuses. We also offer virtual counselling appointments from the ATC, AIC, and DTC campuses via video-conferencing.

Counselling can help students overcome obstacles to their success and sort through personal concerns such as anxiety, depression, perfectionism, assertiveness, relationships, and more.

If you are concerned about a student, a consultation with a counsellor may help you clarify relevant issues, explore options, and identify resources.

Visit bcit.ca/counselling to learn more about Counselling and Student Development's free, confidential services for students and resources for faculty and staff.

Students can book an appointment with a counsellor by calling 604.432.8608.

FINANCIAL AID AND AWARDS

bcit.ca/finaid | finaid@bcit.ca

SW1-2132 604.432.8555

Monday to Friday, 8:30 am to 4:00 pm

The Student Financial Aid and Awards office helps full- and part-time students access financial assistance. Assistance programs available to part-time students in eligible credential programs include:

- Government-subsidized student loans and grants for credit and non-credit courses
- Tuition fee deferrals
- Emergency funding
- Information on funding sources
- Student budgeting information

Contact the Student Financial Aid and Awards office for information about assistance programs available to part-time students. All student inquiries should be referred to Student Financial Aid and Awards through the contact information above.

INDIGENOUS SERVICES

bcit.ca/indigenous

SW1-1521 604.432.8474

8:30 am to 4:30 pm, Monday to Friday

The Indigenous Services department assists people of Indigenous ancestry that includes First Nation/Status-Indian, Non-Status Indian, Métis, and Inuit.

Their services include retention of Indigenous people at BCIT; doing everything measurable to ensure their BCIT success. The

services are unique and are offered inclusively in Indigenous peoples' traditional and holistic values including intellectual [academic], emotional, spiritual, and physical.

To help you, the instructor, Indigenous Services advocates for and assists Indigenous students in your classroom. They provide a supportive bridge from your learning environment to BCIT and BCIT Student Services. The department's staffing includes a coordinator, advisor, Elder advisors and an administrative assistant.

The department welcomes all questions, and invites you to participate in their once-a-month Traditional Sweat Lodge Ceremonies. Details are available on their website.

Resources available to instructors:

- Indigenous community resources and contacts
- Cultural awareness and sensitivity training
- Program orientation assistance; customize and exclusive Traditional Sweat Lodge ceremonies, per class
- Creating partnerships
- Services available to the Indigenous students:
- Peer-to-peer mentorship program
- Indigenous student circle/council — student association
- Elders in Residence program
- Emergency fund
- Norma Rose Point Student Success Grant — technology, trades, apprenticeship
- Tutoring services
- Assistance with sponsoring agencies
- Funding for school/programs
- Internal and external referrals
- Housing information
- Student lounge
- Hot lunch during Sept to June
- Student welcome back feasts (Sept and Jan each year)
- Computer access, fax/phone, photocopier access
- Indigenous grads celebrations (Honouring our Leaders) June 2019
- Connections to employment

LEARNING COMMONS

[bcit.ca/learningcommons](https://www.bcit.ca/learningcommons)

The BCIT Learning Commons is a collaborative learning space that is currently hosted online as part of the services offered by the BCIT Library. Peer tutoring and Writing Centre services are provided to increase BCIT student success and retention by engaging students in learning with peers outside the classroom.

PEER TUTORING

Peer tutors are successful BCIT students. We have tutors from over 25 programs who provide free tutoring in course concepts as well as study skills. Drop-in tutoring is offered free of charge. Peer tutoring currently takes place within Virtual Classrooms in the Learning Hub. Further information is available at <https://www.bcit.ca/files/learningcommons/pdf/learningcommons-onlinetutoring.pdf>

WRITING CENTRE

The Writing Centre provides one-to-one writing support, free-of-charge to all BCIT students, on technical, business, and academic writing that is required in the classroom. This service is being offered through Virtual Classrooms within the Learning Hub <https://www.bcit.ca/files/learningcommons/pdf/learningcommons-onlinetutoring.pdf>. Tutors assess a student's writing needs and develop a plan to improve a student's capacity to plan, organize, write, and revise various types of assignments. While the Writing Centre can help work out strategies for writing problems, the Centre is unable to proofread/edit assignments or develop topic ideas. BCIT students can also access free online writing support 24/7 through WriteAway, a service offered in collaboration with 16 other post-secondary institutions in BC. See www.writeaway.ca for more details.

LEARNING SKILLS

A series of learning skills seminars are offered throughout the year. Please refer your students. <https://www.bcit.ca/learning-commons/learning-skills/> Most writing and drop-in tutoring sessions take place in the early evening or on the weekend according to the following schedule:

Monday, Tuesday, and Thursday, 5:30 pm – 7:30 pm
 Wednesday, 2:30 pm – 4:30 pm
 Saturday and Sunday, 1:00 pm – 3:00 pm

Check our website for details: [bcit.ca/learningcommons](https://www.bcit.ca/learningcommons)

For more information please contact:

Douglas Buchanan (Writing Centre Coordinator) or
 Cathy Hyska (Administrative Coordinator) at
learningcommons@bcit.ca

PROGRAM ADVISING

[bcit.ca/advising/contact](https://www.bcit.ca/advising/contact)

SW1-1130

604.434.1610 (Options 1, 2, and 1 to leave a message)

Part-time Studies Program Advisors can provide information on:

- Determining the right program to meet specific career goals
- Program declaration process, course options and selection for Part-time Studies programs
- Applying for transfer credit and advanced placement

- Work and life balance while attending BCIT Part-Time Studies programs
- Making changes to your approved program plan
- Program laddering options
- Program and course costs

PART-TIME STUDIES ADVISING SERVICES

EMAIL ADVISING

Send an email inquiry to program_advising@bcit.ca with the BCIT program or course name in the subject line.

ADVISING BY PHONE

Phone: 604.434.1610

Toll-free: 1.866.434.1610 (USA & Canada) — Options 1, 2, and 1 to leave a message.

IN-PERSON ADVISING BY APPOINTMENT

Discontinued for duration of COVID-19 closures

Monday to Friday — BCIT Burnaby Campus
Building SW1, Room 1130.

Wednesdays — Downtown Campus
Room #305

Please check bcit.ca/advising/contact for any changes to schedule.

RECREATION SERVICES

bcit.ca/recreation

SE16

Recreation is an integral and dynamic piece of BCIT campus life. BCIT's Recreation Services is a community that inspires balance and active living. Whether you are interested in any of their six intramural sport leagues or taking advantage of the newly-renovated fitness centre, Recreation Services offers a fun and inclusive environment for everyone. Take advantage of the many programs offered in the mind and body studio, the boxing studio, the spin studio, and the activity room where you'll find a variety of dynamic fitness classes. Hang out in the sprawl, catch the game on TV, play foosball, ping pong, board games or Xbox, and meet some new friends!

Recreation Services has so much to offer, and want to make it as easy as possible for you to participate. Complimentary spaces [lounge and study areas, steam-room, sauna and showers] and purchasable services [lockers, laundry and towel service] are sure to help you tackle your day!

Come chat with any of their dedicated and friendly staff members in SE16.

#recwithus

STUDENT LIFE – EARLY ASSIST

Supporting Student Wellbeing

bcit.ca/earlyassist

Life at BCIT is unique - keeping up with the Institute's demanding curriculum, balancing personal lives, and achieving academic goals can be challenging. BCIT has a wide range of student services and resources in place across all our campuses. Early Assist is a system that helps faculty, staff, and students identify and reach out to a student who could benefit from such services and connect them with appropriate support.

Early Assist provides an opportunity for students to get help at an early stage. The earlier a student gets connected with appropriate supports, the better chance they have to improve their performance and wellbeing.

Early Assist provides a clear, centralized place where BCIT faculty, staff, and students can report their concerns.

To submit an Early Alert, go to https://bcit-advocate.symplicity.com/care_report

BCIT STUDENT ASSOCIATION

info@bcitsa.ca | bcitsa.ca

The BCIT Student Association (BCITSA) is an independent student-led non-profit organization that produces programs, services, and events to enhance student life. We are dedicated to making the experience at BCIT the best it can be. Our services include:

CAMPUS PRINT & COPY

Located in SE2 for all your printing and project needs. Now offering large format scanning and copying.

Contact info: print@bcitsa.ca or 604.451.7039

LINK MAGAZINE

- News and updates from BCIT's campuses and local community
- Distributed monthly to all campuses
- Available online at linkbcit.ca

PAVILION

- Located in NE1. the Pavillion serves up fresh pizza, carvery sandwiches, and a selection of entrees and breakfast items daily. You can also find a variety of school or office supply items at this location.

THE STAND CONVENIENCE STORES

- Located in SE2, SE12
- Fill up on snacks, food, hot and cold beverages! Open late for part-time students and instructors.

HABITAT — PUB·KITCHEN·PATIO

- bcitsa.ca/campus-life/habitat
- Located in SE2. Open daily Monday to Friday. Visit their website for hours and specials!
- This is the best place on campus for a bite to eat before you head off to teach your part-time classes. Specials offered daily!

BCITSA CATERING SERVICES

- Now available across Burnaby Campus. Consider us for your next staff meeting or larger formal events. View our menu at bcitsa.ca/catering

SA CENTRE

The SA Centre provides assistance to students, including:

- Career Services
- Free computer use
- Wellness programs
- Over 30 student clubs
- Bursaries and awards
- Extended hours to accommodate PTS students

ADVOCACY

advocate@bcitsa.ca

The BCITSA Advocacy provides support, guidance, referrals, and information for academic and non-academic grievances, policy inquiries, personal issues, and more.

CAREER SERVICES

careerservices@bcitsa.ca or 604.451.7087

BCITSA Career Services are available across BCIT campuses, although the main career centre is in SE2 at the SA Centre. They offer online workshops, flexible hours and availability at each campus.

CAREER SERVICES FOR BCIT STUDENTS AND ALUMNI

- Career Track: online job board
- Online and face-to-face workshops
- Job search support
- Industry Days career fairs
- Employer information sessions
- Industry Connections events
- Networking events
- Mentorship program
- Peak Leadership program

CAREER SERVICES FOR EMPLOYERS

- Industry-specific and customized networking events
- Sponsorship and advertising
- Mentorship opportunities
- Industry Days career fairs
- Employer information sessions
- Recruitment tables
- Free job postings

More information on all of our services and events is available at bcitsa.ca/careerservices

Please encourage your students to connect with us.

ENTREPRENEURSHIP SERVICES

beaboss@bcitsa.ca

Inspiring and supporting students and alumni in starting up their own businesses and developing entrepreneurial skills for the workplace. Most of our workshops and events are held after 5:30 pm to accommodate PTS students. In addition to the programs below, more detailed info can be found at bcitsa.ca/beaboss

- Ask an Expert series
- Just Sayin' Entrepreneur panel series
- Mentorship
- Podcasts
- E-for-All program

GET SOCIAL WITH US @BCITSA

Stay in touch with your BCIT Student Association on Facebook, Twitter, LinkedIn, Instagram and YouTube by searching BCITSA. Contests, info and more!

For a comprehensive list of services available at BCIT please visit bcitsa.ca/pts

STUDENT EMPLOYMENT SERVICES – EJOBS

Linking Talent, Launching Careers

bcit.ca/ses/ejobs

Student Employment Services is the home of eJobs, BCIT's unique web-based recruiting system enabling employers to instantly target students and alumni in programs related to job postings.

- See which employers are currently recruiting.
- Have job postings for your program emailed to you.

RESOURCES

To find out more about any of the services that we provide please drop by NW 05 Room 101, call us at 604.432.8666, or email employ@bcit.ca.

STUDENT HEALTH SERVICES

bcit.ca/healthservices

SE-16 – 127 604.432.8608

Monday to Friday 8:30am-4:30pm, 9am start on Thursday
[September – May]

Monday to Friday 8:30am-4:00pm, 9am start on Thursday
[June – August]

See a physician by appointment or drop-in basis and can utilize the clinic like a typical walk-in clinic during their time at BCIT. During semesters, two physicians are on site daily and a psychiatrist is available by referral from a physician for BCIT students. Nurses also provide required immunizations and offer flu-shot clinics for students in the School of Health Sciences. Students can book an appointment with a nurse or physician by calling the office or in-person. Returning patients can book appointments using the online appointment booking system. Student Health Services is located at BCIT's Burnaby Campus and is a periodic care facility that provides students with a range of health services.



CHAPTER 5: INSTITUTE POLICIES

[Last update: September, 2020]

Policies are developed to support BCIT's mandated goal of providing quality applied education. BCIT policies are reviewed in accordance with BCIT Policy 1000: Policy Development and Maintenance [PDF]. All policies and associated procedures and guidelines passed by the Board of Governors or approved by the BCIT Leadership Team which are currently in effect are listed below. To view the files, your computer must have the free Acrobat Reader installed. Download Acrobat Reader at <https://get.adobe.com/reader/>.

In the event of any discrepancies between the PDF versions published via this web site and other versions, the PDF version on this site is the official version of a BCIT policy.

Questions or inquiries about policy development and approvals and retired BCIT policies may be sent to policy@bcit.ca.

The following policies and procedures were amended on June 23, 2020:

Policy 5404, Program Advisory Committees

- [Procedure 5404-PR1, Program Advisory Committee Procedure](#)
- [The following new policies and procedures were approved on May 26th, 2020:](#)
- [Policy 5201, Recording in the Classroom](#)
- [Procedure 5201-PR1, Recording in the Classroom](#)
- [Procedure 3502-PR1, Information Security Procedure](#)
- [The following policies and procedures were amended on May 26th, 2020:](#)
- [Policy 2005, Travel and Professional Development Expense Reimbursement](#)
- [Procedure 2005-PR1, Travel and Professional Development Expense Claim](#)
- [Policy 2501, Contracts](#)
- [Policy 3501, Acceptable Use of Information Technology](#)
- [Policy 3502, Information Security](#)
- [Policy 7140, Travel – Risk and Security](#)

There are no policies currently under 30-day community review.

Current policies

ADMINISTRATION

- [1000 – Policy Development and Maintenance](#)
- [1000-PR1 – Policy Development and Maintenance](#)
- [Form – Notice of Change](#)
- [1010 – Economic, Social, and Environmental Sustainability](#)

- [7540 – Retailing of Course Materials](#)

EDUCATION

- [5003 – Admissions](#)
- [5003-PR1 – Admission Procedure](#)
- [5012 – Assigning of Credits to Courses](#)
- [5100 – Glossary of Educational Policy Terms](#)
- [5100-PR1 – Student Reports / Student Performance Contracts](#)
- [5101 – Student Regulations](#)
- [5101-PR1 – Implementation of Student Regulations](#)
- [Form – Institutional Repository Non-Exclusive Distribution License \(form LIB-73\)](#)
- [Form – Student Report Confidentiality Agreement](#)
- [5102 – Student Code of Conduct \(Non-Academic\)](#)
- [5102-PR1 – Procedure for Violations of the Student Code of Conduct \(Non-Academic\)](#)
- [5103 – Student Evaluation](#)
- [5103-PR1 – Grading](#)
- [5103-PR2 – Grade Re-Assessment](#)
- [Form – Request for Grades Reassessment](#)
- [5104 – Student Code of Academic Integrity](#)
- [5104-PR1 – Procedure for Violations of Code of Academic Integrity](#)
- [Report Academic Misconduct Online](#)
- [5104-PR2 – Decision Review Board](#)
- [Form – Decision Review Board Hearing Application](#)
- [5104-PR3 – Institutional Appeal Tribunal](#)
- [Form – Appeal Tribunal Hearing Application](#)
- [5201 – Recording in the Classroom \(new May 26, 2020\)](#)
- [5201-PR1, Recording in the Classroom \(new May 26, 2020\)](#)
- [5401 – Program Development and Credentials](#)
- [5401-PR1 – Credentialing of Programs](#)
- [5401-PR2 – Program Development and Change Processes](#)
- [5401-PR3 – Requesting Exemption from Education Policies](#)
- [Form – Requesting Exemption from Education Policy](#)
- [5402 – Program Review](#)
- [5402-PR1 – Program Review Process](#)
- [5403 – Course Outlines and Course Names](#)
- [5403-PR1 – Course Outlines Process](#)

- 5403-PR2 – Course Names Process
- 5404 – Program Advisory Committees
- 5404-PR1 – Program Advisory Committee Processes
- 5405 – Program Suspension and Cancellation
- 5405-PR1 – Program Suspension and Cancellation Procedure
- 5501 – Honorary Awards
- 5501-PR1 – Honorary Awards
- Form – Distinguished Service Awards Nomination
- Form – Honorary Doctorate of Technology Nomination
- 5601 – Faculty Qualifications
- 5701 – Academic Freedom
- 5801 – Educational Affiliations
- 5801-PR1 – Education Affiliation Development Process
- 6400 – Authored Books

FINANCE & SUPPLY MANAGEMENT

- 1004 – Corporate and Academic Seal
- 1004-PR1 – Corporate and Academic Seal Procedure
- 2001 – Bank Signing Officers
- 2003 – Purchase of Operating Goods or Services
- 2004 – Capital Asset
- 2005 – Travel and Professional Development Expense Reimbursement [revised May 26, 2020]
- 2005-PR1 – Travel and Professional Development Expense Claim [revised May 26, 2020]
- 2007-PR1 – Petty Cash
- 2009-PR1 – Cash Collection and Handling
- 2020 – Restricted Funds
- 2020-PR1 – Restricted Funds Procedure
- 2030 – Investments
- 2300 – Fees and Charges
- 2501 – Contracts [revised May 26, 2020]
- 2501-PR1 Contract Preparation
- 2510 – Audiovisual Equipment Purchase
- 3007 – Major Capital Projects
- 3008 – Budget and Estimates for Major Capital Budgets
- 7518 – Insurance

FOUNDATION & INDUSTRY LIASION

- 3002 – Naming Privileges
- 3020 – Foundation Investment Management
- 3021 – Foundation Endowment Management
- Foundation Endowment Agreement

- 7000 – Gift Acceptance
- 7000-PR1 – Gift Acceptance Process
- Form – Gift Acceptance
- 7002 – Corporate Sponsorship

HUMAN RESOURCES

- 1100 – Whistleblower
- 1500 – Code of Conduct
- 1502 – Guidelines for Serving on External Bodies as they Relate to BCIT
- 1504 – Standards of Conduct
- 1508 – Moving Expenses
- 7507 – Harassment and Discrimination
- 7507-PR1 – Harassment and Discrimination
- 7511 – Employment and Educational Equity

INFORMATION MANAGEMENT

- 3501 – Acceptable Use of Information Technology [revised May 26, 2020]
- 3501-GU1 – Acceptable Use of Information Technology
- 3502 – Information Security [revised May 26, 2020]
- 3502-PR1 – Information Security Procedure [new May 26, 2020]
- 6700 – Freedom of Information and Protection of Privacy
- 6700-PR1 – Freedom of Information and Protection of Privacy (FOIPOP)
- 6700-PR2 – Privacy Breach
- Form – Authorization for Disclosure of Personal Information to 3rd Party
- Form – Authorization for Disclosure of Personal Information to Self
- 6701 – Records Management
- 6701-PR1 – Records Management
- 6701-PR2 – Digital Records Preservation
- 6702 – Archives and Special Collections
- Form – Archives Box Inventory List
- 7506 – Use of Materials Protected by Copyright
- 7506-PR1 – Copyright Fair Dealing Guidelines
- 7506-PR2 – Granting Permission for Use of BCIT Copyright Materials
- Form – Copyright Clearance Request

RESEARCH & INTERNATIONAL EDUCATION

- 5050 – International Education
- 6500 – Research Ethics for Human Participants

- 6500-PR1 – Ethical Practice for Research Involving Human Participants
- 6600 – Integrity in Research
- 6601 – Intellectual Property
- 6601-PR1 – Intellectual Property

SAFETY, SECURITY & EMERGENCY MANAGEMENT

- 7100 – Safety and Security
- 7100-PR1 – Response to Abusive or Threatening Behaviour
- 7100-PR2 – Critical Incident Response
- 7100-PR3 – Fire Prevention and Preparedness
- 7100-PR4 – Response to Bomb Threat
- Form – Bomb Threat Checklist
- 7100-PR5 – Response to Inclement Weather
- 7100-PR6 – Closed Circuit Camera
- 7100-PR7 – Locking Mechanisms – Card Access and Keys
- 7100-PR8 – Threat Assessment and the Threat Assessment Team
- 7100-PR9 – Lost and Found
- 7100-PR10 – Remotely Piloted Aircraft Systems
- 7100-PR11 – Lockers
- 7100-PR12 – Bicycles, Rollerblades, Kick Scooters, Skateboards & Personal Mobility Devices
- 7103 – Sexual Violence and Misconduct [under review]
- 7103 – PR1 – Response to Sexual Violence and Misconduct [under review]
- 7110 – Emergency Management
- 7130 – Filming on Campus
- 7140 – Travel – Risk and Security [revised May 26, 2020]
- 7150 – Occupational Health & Safety
- 7150-PR1 – Matrix of Responsibilities
- 7150-PR2 – Radiation Safety
- 7150-PR3 – Environmental Protection
- 7150-PR4 – Smoking Location
- 7150-PR5 – Workplace Violence Prevention
- 7160 – Parking
- 7170 – Protection of Equipment and Property
- 7200 – Cannabis Use [under review]

If you have questions about this policy, please contact the Director, Safety, Security and Emergency Management at 604.451-6875 or glen_magel@bcit.ca.

- 7504 – Liquor Consumption on Campus
- 7504-PR1 – Liquor Consumption on Campus – Procedure

STUDENT SERVICES

- 4113 – Convocation
- 4501 – Accommodation for Students with Disabilities
- 4501-PR1 – Requests for Accommodation
- 4600 – Student Financial Awards
- 4600-PR1 – Student Financial Awards Selection Process
- 7003 – Advertising

**BRITISH COLUMBIA
INSTITUTE OF TECHNOLOGY**

3700 Willingdon Avenue
Burnaby, British Columbia
Canada, V5G 3H2

bcit.ca/pts/instructors.shtml

