# Table of Contents

Welcome from the President .......................................................................................................... 5
Welcome from the Vice President, Academic ............................................................................... 6
Welcome to Cambrian College! .................................................................................................... 7
  Land Acknowledgement .............................................................................................................. 7
About Cambrian College .............................................................................................................. 7
  Our Mission ............................................................................................................................. 7
  Our Vision ............................................................................................................................... 8
  Our Values ............................................................................................................................... 8
  Our Goals ............................................................................................................................... 8
Cambrian’s Executive Structure ................................................................................................. 9
Academic Schools ...................................................................................................................... 9
Before the Semester ................................................................................................................... 10
  Faculty Onboarding Checklist ................................................................................................. 10
    Essential Contacts .............................................................................................................. 10
  Academic and Corporate Policies .......................................................................................... 13
  myCambrian .......................................................................................................................... 14
  Moodle .................................................................................................................................... 14
  Course Outlines ..................................................................................................................... 15
  Syllabus ................................................................................................................................. 15
  eGrades ................................................................................................................................. 16
  Class Schedule ..................................................................................................................... 16
  Class Lists ............................................................................................................................. 17
  Email ..................................................................................................................................... 17
  Faculty Mailboxes .................................................................................................................. 17
  Virtual Classrooms .............................................................................................................. 18
  Faculty ID Cards ................................................................................................................... 18
  Keys ....................................................................................................................................... 18
  Campus Wifi .......................................................................................................................... 19
  Classroom Supplies ............................................................................................................. 19
  Photocopying ....................................................................................................................... 19
  Parking Permits ..................................................................................................................... 19
  Voicemail ............................................................................................................................. 20
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tests, Assignments, and Exams</td>
<td>34</td>
</tr>
<tr>
<td>Students Missing Exams</td>
<td>34</td>
</tr>
<tr>
<td>Services</td>
<td>35</td>
</tr>
<tr>
<td>Glenn Crombie Centre for Student Support</td>
<td>35</td>
</tr>
<tr>
<td>GCC Services</td>
<td>35</td>
</tr>
<tr>
<td>Wabnode Centre for Indigenous Services</td>
<td>35</td>
</tr>
<tr>
<td>Library and Learning Commons</td>
<td>36</td>
</tr>
<tr>
<td>The Learning Centre</td>
<td>37</td>
</tr>
<tr>
<td>The Career Centre</td>
<td>37</td>
</tr>
<tr>
<td>Academic Success Advisors</td>
<td>38</td>
</tr>
<tr>
<td>Athletics Centre &amp; Varsity</td>
<td>38</td>
</tr>
<tr>
<td>Human Resources</td>
<td>39</td>
</tr>
<tr>
<td>Cambrian International</td>
<td>39</td>
</tr>
<tr>
<td>Test Centre</td>
<td>40</td>
</tr>
<tr>
<td>IT HelpDesk</td>
<td>40</td>
</tr>
<tr>
<td>Safety and Security</td>
<td>40</td>
</tr>
<tr>
<td>Eating on Campus</td>
<td>41</td>
</tr>
<tr>
<td>Appendix</td>
<td>42</td>
</tr>
<tr>
<td>2019-20 Academic Schedule Fall 2019</td>
<td>44</td>
</tr>
<tr>
<td>2019-20 Academic Schedule Winter 2020</td>
<td>45</td>
</tr>
<tr>
<td>2019-20 Academic Schedule Spring 2020</td>
<td>46</td>
</tr>
<tr>
<td>Campus Map</td>
<td>47</td>
</tr>
</tbody>
</table>
Welcome from the President

Dear faculty,

Welcome to Cambrian College. You are joining a college with over 50 years of proud tradition! Since 1967, more than 50,000 students have graduated from our programs, and are making their mark across our city, our country, and around the world. Our graduates excel because of the care and professionalism of our employees. I am delighted that you are now part of this tradition.

At Cambrian, teaching and learning is our core activity. Everything we do aims to benefit our students: what we teach, how we teach it, how we adapt to change, and what support we provide outside of the classroom. Our role is to support our students during their time with us in order to help them succeed in their chosen careers. This is the privilege and responsibility that lies before you.

Just as our students can rely on you for support and guidance, you can rely on Cambrian to support you in your new journey as a member of our faculty team. We have many resources available to you, such as our Teaching and Learning Hub, our Program Advisory Councils, and our professional development and wellness initiatives.

This handbook will serve as your guide to the supports that are available to you. Refer to this guide often, especially in the early days of your teaching career with us. Know that we are here to support you in any way we can. We want you to feel equipped, empowered, supported, and fulfilled. Because when you reach your potential, our students will reach theirs.

Thank you for choosing Cambrian College. We're glad you are here.

Bill Best

President, Cambrian College
Welcome from the Vice President, Academic

Dear Faculty,

Welcome to the start of another great semester at Cambrian College.

Cambrian College has built its reputation upon our commitment to our students who are at the core of all of our decisions. From the programs and services that we offer, to the opportunities that we create, and the connections that we maintain with our industry partners and our alumni, student success is fundamental to our mission as a community college. On behalf of the academic leadership team, I would like to extend a warm welcome to you all and welcome you to Cambrian College.

We are a very diverse community that welcomes students to our campus from across the province, the country and from around the world. Our students come to us directly from high school, and they come to us as mature learners returning to college to explore new opportunities or further their own academic journey. We value this diversity as it allows us all to grow constantly and learn as educators, united in our commitment to student success.

Whether you are teaching with us for the first time or returning for another great semester after having already taught with us for several semesters, our goal is to ensure that you have access to the services, supports, and tools that you need to allow you to excel as a member of our faculty. We fully believe that our students’ success stems from having the opportunity to learn with and from the best. This handbook is designed to help you become more familiar with our College’s policies and procedures and is filled with information related to teaching and learning at Cambrian that we feel will help contribute to your experience at the College and ultimately to our students’ success. Our doors are always open so please do not hesitate to share your successes with us, no matter how big or small.

I wish you all the best as you begin and advance your teaching career at Cambrian College.

Paula F. Gouveia,

Vice President, Academic
Welcome to Cambrian College!

As you prepare to teach new classes, meet new colleagues and familiarize yourself with the Cambrian campus, you may feel both energized and overwhelmed. In order to help ease your transition, we have created this guide as a resource for you.

This guide is not a comprehensive collection of policies, documents, and information that apply to new faculty. Rather, this guide is meant to be a starting point -- a helpful collection of information for faculty in their first year of teaching at Cambrian. Links are provided in this document to additional resources and information to assist you in your transition.

**Recommended Practice:** Stay in touch with other new faculty you meet at orientation. Exchange emails, office numbers and extensions, and plan to grab a coffee in the coming weeks!

Land Acknowledgement

Staff at Cambrian College acknowledge that we are situated on the traditional lands of the Robinson Huron Treaty, and acknowledge our host, Atikameksheng Anishnawbek, ancestors of this land, and the Anishnaabe people. There is an official land statement used at important public Cambrian events. The statement is not typically used at the beginning of each class, but may be considered a respectful option and a teaching moment at the start of the semester.

The official statement is as follows: Cambrian College would like to acknowledge that we are situated on the traditional lands of the Robinson Huron Treaty, and acknowledge our host, Atikameksheng Anishnawbek, as well as our ancestors of this land, and the Anishnaabe people. We are guests on this land, and it is our shared obligation to respect, honour, and sustain this land.

**Did You Know?** Territory acknowledgement, an act of reconciliation, is a way that people demonstrate an awareness of Indigenous presence and land rights in Canada today. This is done at the beginning of ceremonies, lectures, or any public event. It can be a subtle way to recognize the history of colonialism and a need for change in colonial societies.

Further Reading: OER [https://ecampusontario.pressbooks.pub/movementtowardsreconciliation/](https://ecampusontario.pressbooks.pub/movementtowardsreconciliation/)

About Cambrian College

Since 1967, Cambrian College has been the leading post-secondary institution in Northern Ontario.

Our College has a vibrant community of more than 11,000 learners, with approximately 5,000 students in 80 full-time programs, and over 7,000 students in almost 900 part-time courses and programs across three campus locations in northern Ontario: Sudbury, Espanola, and Little Current / Manitoulin Island.

Our Mission

To advance our efforts, we have repositioned our organizational values to reflect what is unique to Cambrian College today and what we expect to hold true in our future.
To offer a comprehensive program of career-oriented, post-secondary education and training to assist individuals in finding and sustaining meaningful employment.

To meet the needs of employers and the changing work environment.

To support the economic and social development of our diverse community; locally and globally.

Our Vision

Our five year strategic plan set out to define Cambrian as a college of distinction, united to transform future generations. Our vision is to imagine the impossible, to inspire one another, and to innovate in ways we have yet to fully explore.

IMAGINE INSPIRE INNOVATE

We focused on transforming the learning experience to one that provides continuous access to flexible and customizable learning experiences. We are motivated to enhance the learner experience and to fully embrace the power of collaboration in a supportive learning community.

As we enter the 2019-2020 academic year, we will be looking to restart the research and planning for a new strategic plan that focuses on our primary stakeholders - our students.

Our Values

- INNOVATION to unlock unlimited possibilities
- COLLABORATION to maximize the contributions of all
- RESPECT to enhance every experience for the greater good
- EXCELLENCE to drive quality through accountability

Our Goals

Cambrian College captured more than 9,500 engagements through a one-of-a-kind process that provided an opportunity for all members of our community to inform our 2015-2019 Strategic Plan. As a result of this extensive process, we have identified three goals and a number of strategies that we are committed to achieve over the next five years.

- CHAMPION INNOVATION by advancing new and creative approaches that transform the learning experience.
- ENRICH THE STUDENT EXPERIENCE by increasing access and enabling full participation in the Cambrian College experience.
- EXPAND OUR INFLUENCE GLOBALLY by promoting areas of distinction within our organization and beyond our borders.

Learn more about the most recent Strategic Plan at http://futurecambrian.ca/
Cambrian’s Executive Structure

President
Bill Best

Coordinator, President’s Office and Liaison to Board of Governors
Melanie Cacciotti

Executive Assistant
Monique Ferguson

Vice President, Academic
Paula Gouveia

Vice President, International, Finance & Administration
Kristine Morrissey

Associate Vice President, Student & Employee Development
Alison De Luisa

Associate Vice President, Strategic Enrolment & College Advancement
Shawn Poland

Academic Schools

School of Justice, Community Services and General Education
Dean: Janice Clarke
Chair: Bradie Granger
Chair: Sue Ferguson
Office: 4071

School of Skills Training, Engineering Technology and Environmental Studies
Dean: Joanne MacLellan
Chair: Phil Adams
Academic Manager: Kim Glibbery
Office: 1714

School of Business and IT; Creative Arts, Design, and Music; and Hospitality
Dean: Brian Lobban
Chair: Jill Ferguson
Chair: TBD
Office: 3130

School of Health Sciences, Nursing and Emergency Services
Dean: June Raymond
Chair: Kim Sheppard
Office: 3253
Before the Semester
Faculty Onboarding Checklist

Essential Contacts
This information will be provided to you by your Chair or Dean when you are hired.

<table>
<thead>
<tr>
<th>School Name</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Program Name(s)</td>
<td></td>
</tr>
<tr>
<td>Course(s) Assigned</td>
<td></td>
</tr>
<tr>
<td>Start Date</td>
<td></td>
</tr>
<tr>
<td>Dean/Chair</td>
<td></td>
</tr>
<tr>
<td>Program Coordinator</td>
<td></td>
</tr>
<tr>
<td>Admin. Assistant</td>
<td></td>
</tr>
</tbody>
</table>

**Suggested Faculty Contacts**

<table>
<thead>
<tr>
<th>Resources</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Hard copy of textbook</td>
<td></td>
</tr>
<tr>
<td>eText course (explained)</td>
<td></td>
</tr>
<tr>
<td>Moodle materials</td>
<td></td>
</tr>
<tr>
<td>Other relevant documents</td>
<td></td>
</tr>
</tbody>
</table>

***Please Note:** Faculty responsibilities vary depending on the program in which you teach. For specific details on your program expectations, check with your supervisor and/or program coordinator.
<table>
<thead>
<tr>
<th>Complete</th>
<th>Items to complete with support from your Department (Dean/Chair/Admin. Assistant)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Department orientation.</td>
</tr>
<tr>
<td></td>
<td>Obtain key (for classrooms/office) before classes start.</td>
</tr>
<tr>
<td></td>
<td>Locate assigned office space.</td>
</tr>
<tr>
<td></td>
<td>Discuss class cancellation process with your supervisor.</td>
</tr>
<tr>
<td></td>
<td>Obtain supplies you will need for teaching (i.e. dry erase markers, etc.)</td>
</tr>
<tr>
<td></td>
<td>Obtain photocopier codes for copiers and print shop. See Print Shop info here.</td>
</tr>
<tr>
<td></td>
<td>Check with admin. assistant/secretary for any further department specific info (mailbox location, etc.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Complete</th>
<th>Items to complete immediately after hire</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Locate the email from Cambrian that provides you myCambrian ID (A001####), computer login and employee ID. (Sometimes this email can be found in your Junk or Spam folder of your email - sorry!)</td>
</tr>
<tr>
<td></td>
<td>Enroll in the Hub’s New Faculty Orientation</td>
</tr>
<tr>
<td></td>
<td>Log into myCambrian, using your A001#### to access:</td>
</tr>
<tr>
<td></td>
<td>• Faculty Tab</td>
</tr>
<tr>
<td></td>
<td>○ eGrades; Moodle; Course List</td>
</tr>
<tr>
<td></td>
<td>○ Course Outline (DCO) and Syllabus</td>
</tr>
<tr>
<td></td>
<td>○ Schedule/time table</td>
</tr>
<tr>
<td></td>
<td>• Staff Tab</td>
</tr>
<tr>
<td></td>
<td>○ Employee Self-Service</td>
</tr>
<tr>
<td></td>
<td>○ Outlook web app (you must use Cambrian email to communicate with students)</td>
</tr>
<tr>
<td></td>
<td>○ Sun Life benefits link</td>
</tr>
<tr>
<td></td>
<td>• Link to library database/website</td>
</tr>
<tr>
<td></td>
<td>• Academic Policies and Procedures</td>
</tr>
<tr>
<td></td>
<td>• Corporate Policies, Procedures and Forms</td>
</tr>
<tr>
<td></td>
<td>Purchase a parking permit, if needed, from ParkAdmin or go to Parking Services</td>
</tr>
<tr>
<td></td>
<td>• You can also do Text2ParkMe to pay per use</td>
</tr>
<tr>
<td></td>
<td>Obtain Cambrian College ID card from Enrolment Centre front desk</td>
</tr>
<tr>
<td></td>
<td>• Card used to access gym, check out library items, etc.</td>
</tr>
<tr>
<td>Complete</td>
<td>Items to complete before classes start</td>
</tr>
<tr>
<td>----------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>❑</td>
<td>Access your timetable from the Faculty Tab in myCambrian</td>
</tr>
<tr>
<td></td>
<td>- Locate the ‘Faculty Schedule’ window in the Faculty Tab</td>
</tr>
<tr>
<td></td>
<td>- Click the calendar icon to view your weekly schedule</td>
</tr>
</tbody>
</table>

| ❑       | Using the room numbers on your timetable, locate the classroom(s) you will be teaching in before your first class. See campus maps here. Practice logging into the computer, setting up the projector and turn on the sound. Connect with IT HelpDesk for further support. |

| ❑       | Review your course outlines (DCOs) in the Faculty Tab in myCambrian.  |
|          |  - Refer to these when planning your course and syllabus  |
|          |  - Please connect with teaching@cambriancollege.ca if you need any assistance with course outlines  |

| ❑       | Review the Program Map for your course’s program to understand how your course(s) fit into the program and what courses students take the semester before your course and concurrently with your course.  |
|          |  - Click the Staff Tab in myCambrian  |
|          |  - Scroll through the Quick Tabs list until you find the link for Program Maps  |
|          |  - For intake term, select the current academic year  |
|          |  - Select your program from the Program drop-down list and click ‘View Program Map’  |
|          |  - Scroll through the document until you see the Program Standards chart where you can see all courses and vocational learning outcomes for your program  |
|          |  - Please connect with teaching@cambriancollege.ca if you need any assistance with Program Maps  |

| ❑       | Review the Faculty Handbook  |

| ❑       | Consult with the program Coordinator or other program faculty teaching the same course(s), if applicable, to ensure consistency  |

| ❑       | Obtain a copy of the textbook you will be using during the semester; all required textbooks and resources for each course are found in the Resources section of the course outline (DCO). Ask your department Chair or program coordinator for the textbook(s).  |

| ❑       | Moodle is Cambrian’s Learning Management System (LMS). You can access Moodle through the Faculty Tab in myCambrian. Ensure that you apply all LMS Minimum Use Standards in each course.  |

| ❑       | Review Accommodation Letters in Clockwork. To access Clockwork, log into myCambrian, click the Faculty Tab, scroll to the Glenn Crombie window and click the ‘Instructor’s Home Page’ under the Links heading.  |
## Complete College-Wide Requirements

<table>
<thead>
<tr>
<th>Complete</th>
<th>College-Wide Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑</td>
<td>Complete the mandatory HR Training modules by logging into your <a href="https://myCambrian">myCambrian</a> account. Clicking the Staff tab and clicking the HR Training link found in the Quick Links section. This includes WHMIS, AODA training, Copyright Literacy, Cultural Diversity training, HR Accommodation and Mental Health Disabilities, Sexual Assault/Sexual Violence training, Workplace Violence Prevention training, OHRC/AODA training. This should be completed within your first month of employment.</td>
</tr>
<tr>
<td>❑</td>
<td>Read Academic Policies and Procedures including Academic Integrity, Code of Conduct, Student’s Rights and Responsibilities, Accommodations for Students with Disabilities, Grading Policy, etc. which can be found on <a href="https://myCambrian">myCambrian</a> under the tab ‘Academic Policies - Forms - PAC Minutes’.</td>
</tr>
<tr>
<td>❑</td>
<td>Read Administrative Policies and Procedures including Cambrian College Information Technology Acceptable Use policy; College Voicemail, College Email, College Computer System/Internet Network policy</td>
</tr>
<tr>
<td>❑</td>
<td>Explore supports through the <a href="https://library.cambrian.ca">Library and Learning Commons</a> for any questions or concerns about Copyright Literacy training.</td>
</tr>
<tr>
<td>❑</td>
<td>Part-time faculty who are responsible for inputting their own hours to Payroll will receive an email when the pay period within myCambrian is available for hour submissions. A reminder email will go out Thursday before the payroll submission system is locked.</td>
</tr>
<tr>
<td></td>
<td>If you are a part-time faculty that did not receive the email, the administrative assistant in your department completes payroll processes on the faculty’s behalf.</td>
</tr>
<tr>
<td></td>
<td>For more information about how to input hours into the payroll system in myCambrian, see Appendix.</td>
</tr>
<tr>
<td>❑</td>
<td>Complete training for Clockwork - booking system for Glenn Crombie Centre.</td>
</tr>
<tr>
<td>❑</td>
<td>Full-time faculty should ensure they have signed benefit forms with HR Benefits Management Coordinator.</td>
</tr>
</tbody>
</table>

### Academic and Corporate Policies

Cambrian academic and corporate policies contain important information and processes. You are encouraged to review the academic and corporate policies found in myCambrian under the tab ‘Academic Policies - Forms - PAC Minutes’ and ‘Corporate Policies - Forms’.

Several policies pertain to teaching and can help guide your teaching practice:

- [Academic Integrity Policy](https://myCambrian)
- [Code of Conduct](https://myCambrian)
- [Student’s Rights and Responsibilities Policy](https://myCambrian)
- [Submission of Electronic Grade Policy](https://myCambrian)
- Accommodations for Students with Disabilities
- Accommodations for Students with Mental Health Disabilities

You can view all official documents and policies on the [Cambrian College website](https://www.cambriancollege.ca), too.

**myCambrian**

myCambrian is a web page that functions as the central place for students, faculty and staff to view and manage information related to their role at the College. Faculty can view and manage their courses, grades, Moodle shells, academic policies, employment information and more. Students can view and manage their applications, courses, grades, fees and more.

To access myCambrian, go to [mycambrian.cambriancollege.ca](https://www.mycambrian.cambriancollege.ca).

**Moodle**

Moodle is Cambrian’s Learning Management System. Faculty must use the LMS Minimum Presence requirements to share course-specific information and communicate with their students. The minimum presence requirements for Moodle are:

**Course Information:**
- Course Outline
- Course Syllabus
- Professor Contact Information
- Welcome Message
- Out of Class Consultation Details

**Course Communication:**
- Announcements

**Course Resources / Materials:**
- Class Handouts

**Assessment / Evaluation:**
- Assignment Handouts

Moodle course shells are automatically generated after Course Registration Numbers (CRNs) are assigned. Only the faculty assigned to the CRN, and students registered in the course will have access to the course shell.

Access your Moodle shells through the faculty dashboard in myCambrian by clicking on the Moodle icon. Students can access their course Moodle shells through their student dashboard, too. If students need support with Moodle, please send them to [The Learning Centre](https://www.cambriancollege.ca/learning-centre) in room 3024.
To complete an online Moodle orientation, please enroll yourself in the Moodle course. If you require any assistance with Moodle, or any other education technology, please contact the Teaching and Learning Innovation Hub.

**Moodle Fun Fact:** Moodle is actually an acronym. It stands for Modular Object-Oriented Dynamic Learning Environment.

**Course Outlines**

Dynamic Course Outlines (DCOs) are intended to provide students with the details of their course **before** the course begins, including:

- Course details (code, pre-requisites, co-requisites, credit hours, total credits, etc.)
- Vocational/program standards
- Accreditation standards, if applicable
- Course outcomes and objectives
- Essential Employability Skills
- Evaluation plan and methods
- Resources
- Delivery method(s)
- Learning activities
- Additional information/resources

Course outlines go through an approval process every summer to ensure that they reflect the Ministry of Training, Colleges and Universities’ (MCTU) standards and are published to myCambrian before classes start in September. The approved course outlines are locked for the entire academic year (fall, winter and spring semesters). The course outlines are available for your course in the faculty dashboard of myCambrian. All course outlines can be accessed in myCambrian under the box ‘Cambrian Online Applications’ by clicking on the Published Course Outlines link.

For help with Course Outlines, contact the Teaching and Learning Innovation Hub.

**Syllabus**

The syllabus provides students with a weekly plan of course content, resources and assessments. This allows students to proactively plan for classes and assignments. The syllabus can be created using the Syllabus Tool in your Faculty Dashboard in myCambrian.
For help with the Syllabus, contact the Teaching and Learning Innovation Hub.

eGrades

eGrades is the official grade reporting platform at Cambrian College. eGrades can be accessed from two places on your Faculty tab within myCambrian.

1. You can access eGrades for each course in the Faculty Dashboard by clicking on the corresponding icon. If you do not see the icon in this place, but have a course tied to you, it means the primary teacher for the course needs to share the gradebook for this course with you.
2. You can access eGrades by clicking on the eGrades link inside of the “Cambrian Online Applications” section.

To view the eGrades user guide, click here.

To obtain training or help with eGrades contact the Hub team at teaching@cambriancollege.ca

Class Schedule

You can access your class schedule in your Faculty Dashboard on myCambrian under the heading ‘CRN Schedule’. You will be able to view the day and time your class is scheduled, which classroom you will be in, the number of registered students and the maximum number of seats in that classroom.
At the start of the semester, the College may need to move your class to another classroom. When this happens, you will see the change under CRN Schedule. We suggest that you check your timetable via the CRN Schedule regularly during the first two weeks of the semester to ensure that your class has not been moved to another room.

Class Lists

Your class list(s) with student pictures are available in your Faculty Dashboard online through myCambrian → mycambrian.cambriancollege.ca

Students can register for classes when registration opens and until the 5th day of the semester, so you may see new faces in your classroom after the first week. They can drop courses for refund within the first 10 days of the semester. You should verify your class list each class in the first couple weeks of the semester to ensure all students in your classroom are registered on your class list. If you have students attending your class who are not officially registered, please refer them to the Enrolment Centre for assistance.

Recommended Practice: Students are more engaged in class when the teacher knows their names. Knowing your students’ names also helps to build a community of trust in your classroom.

Recommended Practice: Bring your class list with photos with you to class and call on students by name. If you have difficulty remembering names, have students use name tents that they decorate and bring to each class.

Email

Every employee receives a Cambrian College email address. Microsoft Outlook is the email platform of choice at Cambrian that you can access using the Outlook desktop app on any campus computer or by using the web app at https://outlook.cambriancollege.ca/OWA/

When communicating with your students, always use your Cambrian College email. Faculty can communicate with students using the Announcements section in Moodle, which filters through their email.

For help with email, please contact the IT Helpdesk.

Faculty Mailboxes

Faculty are assigned a mailbox in their department office. Below are the locations of each School’s department office.
Virtual Classrooms

Cambrian has a number of virtual classrooms throughout the college equipped with projection screens, video cameras, and microphones. These classrooms are primarily used for virtual deliveries for online students and HyFlex program deliveries.

Virtual Classroom Handbook

Quick Contacts

<table>
<thead>
<tr>
<th>Service</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HelpDesk</td>
<td>7370</td>
</tr>
<tr>
<td>Virtual Control Room</td>
<td>6161</td>
</tr>
<tr>
<td>Emergency Lab Support</td>
<td>6111</td>
</tr>
</tbody>
</table>

For training or help on virtual classroom, please contact IT HelpDesk.

Faculty ID Cards

Faculty can get their ID Cards from the Enrolment Centre in room 2037 (just inside the main entrance). Faculty ID cards are needed to enter the Athletic Centre (gym), to check out library books and to sign-in on campus during weekends or holidays.

Keys

Keys are issued by Facilities Management in room 1422. Keys can be issued to open classrooms and your office. Keys can be requested through your School’s department secretary or Chair.
If you lose your keys, you must notify Facilities Management immediately.

Campus Wifi

Faculty can access campus wifi by selecting the ‘Cambrian Staff’ wifi and using their computer login and password to connect. In order to access wifi, you must log into a desktop computer on campus first to enable authentication with the wifi system.

For help connecting to staff wifi, please contact the IT HelpDesk.

Classroom Supplies

Regular classroom supplies are provided by your School’s department office. These items include dry-erase markers, pens, staples, chart paper, pencils, highlighters, files, binders, etc. If you require something additional for your classroom, you need approval of your Dean or Chair to purchase using the department budget. You may request supplies from your School’s Administrative Assistants.

Photocopying

A photocopy code will be provided to you by your School’s department office. Department offices have printers that can be used to print small quantities for individual use; mass printing for classes or exams should be done through the print shop. You can use your department budget code to pay for printing in the print shop - see your School’s Administrative Assistant for further details.

If you are planning to use course packs in your classes and have any questions about that copyright, contact Marnie Seal in the Library to review the material. She can provide suggestions or assist in obtaining permission to reproduce material.

The Print Shop
Monday to Friday, 8 a.m. to 4 p.m.
Room 2207
Call: 705-566-8101, ext. 7800
Submit your requests in person or email your request to printshop@cambriancollege.ca. Remember to include your print shop account code.

You may print or photocopy on your own (or after hours) using a convenience copier in room 2445.

Parking Permits

Parking regulations for Cambrian College were established to encourage the safe, orderly and equitable use of parking spaces that are available to students, staff, faculty and visitors on campus. It is the sole responsibility of the person parking to ensure that their vehicle is parked in accordance with the College’s regulations and to have a valid parking permit.
Permits are required to park on campus between the hours of 6 a.m. and 6 p.m., Monday through Friday. You can pick up your parking pass in Parking Services. If you purchase your parking pass in advance of the semester starting, your pass will be mailed to your home address. You must hang the parking pass from your rearview mirror when parking on campus.

Staff can create an account and purchase a parking permit using ParkAdmin. You can view rates and the parking map on the Parking Services webpage.

Fun Fact: Full-time faculty can purchase a full year parking pass and pay via payroll deduction.

Fun Fact: You can pay for parking via text messaging using Text2ParkMe using ParkAdmin.

Parking Services
Monday to Friday, 8:30 a.m. to 4:30 p.m.
Room 2207
Call: 705-566-8101, ext. 7998

Voicemail
All faculty are provided with an extension number and voicemail box. You can access your voicemail while on campus from the Polycom phone in your office or by picking up your office phone and dialing 6009.

When off-campus, you can access your voicemail by calling the College at 705-566-8101 and pressing 6009 when the operator asks you to input the extension number you would like to reach. Ensure that you know your PIN number in order to access your voicemail. Also, you can add an ‘Away from Office’ message using your voicemail settings.

Part-time faculty receive an email from HelpDesk with their extension and how to access voicemail. Your extension number is provided in your letter of hire.

For additional support, contact IT HelpDesk at ext. 7370

Mandatory HR Training
All new faculty have mandatory HR training that must be completed online. You can find the HR training modules under the Staff Tab in myCambrian and a list of required/completed HR training in the Employee Self Service tab. If you have already completed the AODA training, you can submit the completion certificate to HR.
Textbooks
You can check with your department office and/or the coordinator of the program to see if there are any textbooks for your course already on campus. If you need the textbook, you can request from your Department to purchase a textbook in the Bookstore.

eBooks & Resources
The Library maintains a large collection of resources, both physical and electronic, to support curriculum-based needs for learning and research done at the College. In terms of physical collections, the Library houses print books and magazines that cover a broad range of subject areas in alignment with our program offerings. The Library also loans out equipment including laser pointers, projectors, cameras, calculators, charging cables, skeletons and more.

Electronically, the Library subscribes to several databases containing thousands of articles, eBooks, videos, and reference information which can be accessed from both on and off campus. If you are interested in integrating any of these resources in your classes to supplement or replace other learning materials, they can easily be integrated into your Moodle course shell. Contact the Library if you need any assistance or clarification.

If you are planning to use course packs in your classes and have any questions about that copyright, contact Marnie Seal in the Library to review the material. She can provide suggestions or assist in obtaining permission to reproduce material.

Copyright & Open Educational Resources (OER)
If you are interested in exploring no or low-cost resources for your courses (i.e. replacing a publisher textbook with a free openly licensed text), the Library’s Copyright and OER Guide is a great place to start. If you need assistance curating resources or understanding open licensing, contact Librarian Marnie Seal at ext. 7651.

Copyright is an important aspect to consider while selecting resources to use in your courses. We strive to avoid copyright infringement, to adhere to the College’s Fair Dealing and Copying Guidelines, and to model this respect of copyright to our students. Faculty are required to complete the Copyright Literacy modules in Moodle as mandatory training. For questions or assistance on copyright and Fair Dealing analysis, contact Librarian Marnie Seal. For more information, visit the Library’s Copyright and OER Guide.

Library Services
Library staff would be happy to arrange in-class visits to give your students a research primer tailored to your assignments, or to host you and your students for an orientation inside the library. Each program has a Library staff member assigned to collect topic-appropriate materials and maintain online Research Guides for students:
If you have any recommendations for changes to these Research Guides, or want to request additions to purchase for our collection that would support your program (whether in print or online resources), contact the Library at any time.

Upon request, Library staff can also compile articles, etc. for literature reviews for those needing assistance gathering information.

The Library also holds a collection of current textbooks on reserve in the Library. These loans are for 2 hours, in-library use only. The students appreciate this service and use it often. However, the Library relies on receiving copies of textbooks from instructors to make them available, so if you have an extra copy of a textbook you are presently using for your course please considering donating or temporarily loaning it to the library for student use.

Planning Your Courses

Backwards Design

Backward course design is a framework to help educators teach in a more forward focused, effective way by ensuring alignment between short-term plans and actions with long-term goals. Start with the end in mind → determine your course outcome(s) first. Consider the essential knowledge or skills the students should leave the course with, keeping in mind that we are preparing students for ‘entry to the workplace’. Then, consider what assessments act as evidence of student learning of that knowledge and/or those skills. Finally, consider what activities support the learning required to meet the outcomes and succeed on the assessments.
Further Reading: Understanding by Design by Grant Wiggins & Jay McTighe

Planning Online Courses

Follow the planning process outlined in Backwards Design. Additional elements you may want to consider when planning an online course are navigation and usability of your course shell, how you will orient your students to your online course, how you will support students in the online classroom, and how you will communicate with students.

For more information on Planning Online Courses, visit the Hub website or contact the Hub.

Planning HyFlex Courses

A HyFlex course design provides flexible participation for students. Students may choose to attend face-to-face synchronous class sessions or complete course learning activities online without attending class. In a HyFlex course, the instructor provides instructional structure, content, and activities to meet the needs of students participating both in class and online. The instructor must select equivalent activities so that student learning can be effective in either participation format.

To plan a HyFlex course, follow the Backward Design model and consider how your assessments and content can be delivered both in-class and online for both audiences. Then, you will need to create the learning environment in Moodle.

For more information on Planning HyFlex Courses, visit the Hub website or contact the Hub.
Lesson Planning with the JumpStart Model

The Jumpstart model, created by Durham College, is a structured approach to lesson or unit planning based on theories and research about how students learn. Its use ensures that your lessons include engaging activities that appeal to your diverse class of learners and presents a logical and well-organized experience for your students. It is important to reflect on your lesson after each delivery: what worked well, what did not work, what would you change next delivery, what would you enhance, etc. This will help you plan the next delivery of the course.
Lesson Planning Template

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Outcome</th>
</tr>
</thead>
</table>

**Connection Activity**

<table>
<thead>
<tr>
<th>Description</th>
<th>Time Required</th>
<th>Resources</th>
</tr>
</thead>
</table>

**Content Learning Activity and Practice Activity**

<table>
<thead>
<tr>
<th>Section/Topic</th>
<th>Content Activity</th>
<th>Time/Resources</th>
<th>Practice Activity</th>
<th>Time/Resources</th>
</tr>
</thead>
</table>

**Summary Activity**

<table>
<thead>
<tr>
<th>Description</th>
<th>Time Required</th>
<th>Resources</th>
</tr>
</thead>
</table>

**Reflection on Lesson**

During the Semester

Accessible Learning Services at the Glenn Crombie Centre for Student Support

The Cambrian College Community is committed to the full inclusion of all members in the learning, working and use of the College, including persons with disabilities. The College is committed to having a barrier-free environment by 2025 by being proactive in having our facilities, procedures, services and policies more accessible to meet the needs of people with disabilities. Read more from the Accessibility Plan here.

When barriers to learning are identified, the Glenn Crombie Centre (GCC) offers a variety of support for students to help them succeed in their studies, such as accommodations, advising, assistive technology training, counselling support and note-taking/interpretive services.

When a student requires support, the GCC works with the student to develop an accommodation plan. This is the process:

1. The student connects with the GCC to review disability-related documentation and to discuss appropriate accommodations in order to minimize the impact of disabilities on the academic environment.
2. The GCC drafts an accommodation memo for faculty, which outline all of the student’s relevant accommodations.
3. Students can request that the GCC share their accommodation plan with faculty or students can personally give the accommodation memo to their teachers.
4. Students using testing accommodations with the GCC must fill out paperwork 5 days before the assessment in order to make arrangements to take the test in the GCC. Once notified, the GCC will request a copy of the test (paper-based and/or electronic).

Faculty can view student accommodation memos in Clockwork (link in myCambrian under the Faculty tab). Clockwork is a way for Faculty to access some of the Glenn Crombie Centre’s services online. From this portal, you can:

- View and download student accommodation letters (or Memos)
- Confirm and approve tests/exams students have scheduled to be written in the Glenn Crombie Centre
- Submit electronic copies of tests/exams for students
- Notify the Glenn Crombie Centre of an upcoming test/exam

If you have questions about accommodations, contact the student’s Accessibility Advisor (the name appears on the accommodation memo) or GCC reception. Faculty members are encouraged to contact the GCC for further information.
Attendance

There is a strong relationship between attendance and academic success. As adult learners, students are responsible for their own attendance and punctuality. Students are expected to complete all assessments, including tests and exams, during the normally scheduled dates and time, unless special arrangements have been made with the faculty member. See Students’ Rights and Responsibilities policy here.

For courses involving practical labs, clinical labs or other significant classroom activities, absenteeism may result in a failing grade for the course or section of the evaluation plan. Some programs have attendance requirements mandated by their accrediting body; connect with the program coordinator to inquire about attendance requirements in your program.

Add, Drop and Withdrawal (W)

Students can add a course up to five (5) days from the start of the semester. Adding a course requires the permission of the Program Coordinator.

Students can drop a course up to ten (10) days from the start of a semester. It is highly recommended that students speak to their academic advisor before dropping a course. Students who drop a course up to the tenth day from the start of the semester will not have that dropped course appear on their academic record. A course dropped after the tenth day from the start of the semester but before the deadline for withdrawal will obtain a ‘W’ notation (grade) on their academic record. Credits are not granted to ‘W’ grades nor are ‘W’ grades used in the grade point average (GPA) calculation.

Students that persist in their courses past the withdrawal deadline will receive a grade based on the work they complete. If they choose to drop the course after the deadline, they will receive a grade of ‘F’ on their transcript and this will be calculated into their grade point average (GPA).

Students are encouraged to check the exact dates to drop and withdrawal a course in the events calendar on the Cambrian College website. Students can find the Add/Drop Course form in the Student Tab of myCambrian, under the ‘Resources and General Information’ block.

Class Cancellations/Faculty Absences

Class Cancellation Due to Faculty Illness or Emergency

If you have to miss a class, you must complete the class cancellation process as soon as possible. Please use the Class Cancellation window in the Faculty Dashboard of myCambrian.
Reason for cancelling goes to your Dean/Chair, not your students. Message/Comment goes to your students. This allows you to give students instructions in your absence. For example, “See Moodle for full class materials and instructions.” or “Read chapter 8. Prepare to discuss next class.” or “See email for further instructions.”

You will receive a copy of the email sent to your Dean/Chair and the one sent to your students, for your own records.

Class Cancellations Due to Weather

On rare occasions, classes may be cancelled due to inclement weather or emergency situations. Severe weather-related College closure announcements are made on the College website and its social media platforms; it is your responsibility to check the website prior to traveling to work.

Classroom Management

Classroom management refers to the procedures, strategies, and instructional techniques that faculty use to keep students organized, orderly, attentive, and productive in class. Classroom management focuses on prevention and problem solving (being proactive), rather than on punishment (being reactive).
Get RESULTS with these classroom management techniques:

<table>
<thead>
<tr>
<th>R</th>
<th>Reach out positively to students.</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>Execute effective instruction.</td>
</tr>
<tr>
<td>S</td>
<td>Supervise and monitor behaviour.</td>
</tr>
<tr>
<td>U</td>
<td>Uphold an inclusive learning environment.</td>
</tr>
<tr>
<td>L</td>
<td>Limit use of consequences and corrections.</td>
</tr>
<tr>
<td>T</td>
<td>Teach expectations.</td>
</tr>
</tbody>
</table>

For additional support on classroom management, contact The Hub.

Electronics in the Classroom

Set out guidelines for responsible device usage at the beginning of the semester when sharing your classroom expectations with students. Adhere to these expectations throughout the semester. Identify and explain any safety concerns, particularly if you teach in a lab environment. In the case of electronics/devices, remind students of expectations for academic integrity before delivering a test where electronics are not permitted.

Academic Integrity

The best way to lessen student cheating in your courses is to be proactive about it.

- Talk with your students about the meaning of integrity, the ways in which we value knowledge creation, and the consequences of violating College policies as outlined in Cambrian’s Academic Integrity Policy.
- Design assessments that make it difficult to cheat (i.e., don’t use the same assignments every semester and always have more than one version of a test)
- Give students an opportunity to practice their skills and test their knowledge before high stakes assessments
- Better yet, give students more frequent low stakes assessments
- Create a classroom environment and course that gives students little incentive or desire to violate academic integrity

For more information on Academic Integrity and Cheating, contact The Hub.

Guest Speakers and Field Trips

When appropriate, faculty are encouraged to invite guest speakers to visit their classes as a way of supporting student learning. Guest speakers can easily be incorporated into the classroom using Skype for Business to attend virtually.
**Recommended Practice:** Connect the guest speaker’s content to lessons and assignments.

Field trips are an important component of the educational process and are supported and encouraged by the College. Field trips provide real life contact with instructional content and materials, increasing the value of the overall learning experience. Field trips must be approved by the Dean and students must complete the [Voluntary Field Trip Liability Waiver](#) form.

**Recommended Practice:** Give students questions to think about while on the field trip ahead of time. Have them compare in-class lessons to what they see on site in-person. Have students do an observation report or reflective write-up to help them connect theory with practice.

See the [Field Trip Policy](#) for further details.

**Providing Student Feedback**

Providing effective feedback on tests, assignments, and other evaluative tools is an integral part of student learning and is essential to the learning process. To be effective, feedback to students should be timely, focused, relevant to the assessment criteria for the task, developmental, and personal to each student. The [Coursework Assessment Feedback](#) policy provides additional information on faculty member responsibilities related to feedback. The instructor’s feedback should inform, guide and encourage the students in their next steps in the learning process.

**Recommended Practice:** Students need opportunities to assess their learning and receive feedback early in the course to allow them to make appropriate decisions about seeking additional support. Typically, a student should complete 30% of their course assessments by midterm.

Use eGrades to track and record student grades. eGrades allows students to access their grades and overall average in the course at any given time from their Student Tab in myCambrian.

**Student Tests & Assignments**

Students are expected to complete all of the tests and assignments by the due dates communicated by the faculty, unless other arrangements have been made with the faculty due to accommodations or extenuating circumstances. Any changes to the evaluation plan in the course outline after the academic year has started must be approved by the Dean.

**Scheduling a Test in the Test Centre**

Faculty may make arrangements to use the Test Centre (room 3522A) for supplemental or missed tests for individual students. To arrange a test, fill out the Test Centre - Test Pass form found in myCambrian → Faculty Tab → Resources and General Information window → Test Centre - Test Pass (short)
Course Feedback

**Key Performance Indicators (KPIs)**

The Ministry of Training, Colleges and Universities use KPIs to measure performance of all Ontario colleges. There are five different types of KPIs:

- **Student Satisfaction**
  - All Cambrian students in semester 2 and beyond in full-time Ministry funded programs are surveyed in class to determine their satisfaction with the college’s programs and services.
  - To ensure all students have an opportunity to voice their satisfaction, KPIs are done in November, February and June of each academic year.

- **Graduate employment**
  - The graduate employment rate calculates the percentage of graduates who found employment within six months of graduation.

- **Graduate satisfaction**
  - Graduates are surveyed by telephone on their satisfaction with the College’s programs and services six months and two years after graduation. These phone calls are conducted by an external research company.

- **Employer Satisfaction**
Employers are asked through a telephone survey conducted by an external research company to rate how well the College has prepared the graduate. The college performance is evaluated.

- Graduation rate (reported by the College)
  - The graduation rate is calculated by tracking students from when they started at the College on a full-time basis to their graduation from the College.

The feedback the College receives from these surveys is used to make important and timely decisions about programs, resources, facilities and services.

See an example of the KPI Survey in the Appendix.

**Student Feedback Form (Course Evaluation)**

Cambrian College is committed to ensuring the quality of its academic programs, its teaching and the learning experiences of its students. An important component of this is the regular evaluation of courses by students. The Student Feedback Process at Cambrian is used to improve the quality of teaching and learning at Cambrian.

Student feedback provides information on students’ perceptions of their engagement, the quality of the course design, instructional delivery, teaching relationships, and course management. Student feedback data serve to provide information for the instructor, ensuring continuous improvement and a quality learning experience for the students provided. The data also supports performance review and quality assurance processes at the college, including program review and accreditation.

Evaluations are conducted mid-semester (typically between week 7 and 9) of each semester, or as required.

See an example of the Student Feedback Form in the Appendix.
End of the Semester

Submission of Grades (eGrades)

Faculty are required to submit final grades before the date identified in the academic schedule. The Enrolment Centre posts the academic schedule in myCambrian and on Cambrian’s main website. Faculty must submit a final grade for every student on their course list.

**Recommended Practice:** Students should have had an opportunity for feedback (formally or informally) before the official drop course date identified in the academic schedule. This gives the students feedback on their academic performance for the course drop date.

You can access eGrades in the Faculty Tab of myCambrian. You will see an eGrades icon for each course in your faculty dashboard.

Grade Appeals

When a student disagrees with a grade received in the course, the student must meet with the faculty member to discuss the issue (Stage 1 of appeal process). The faculty member meets with the student and if no resolution is made, the student can file a formal appeal within 10 days of final grades being posted to the student’s academic record.

[Student Appeal Policy](#)
[Student Appeal Procedure](#)

The outcome of a formal grade appeal is communicated to the student and all parties involved.

Changing a Student’s Grade

If for any reason, you need to change a student’s grade after you have submitted final grades in eGrades, you can fill out the Grade Change Authorization Form and submit it to the Enrolment Centre. You must fill out the full course information, reason for the grade change and your Dean or Chair’s signature approving the grade change. The Grade Change Authorization Form can be found in myCambrian → Corporate Policies - Forms → Grade Change Authorization Form under the Corporate Forms section in the Enrolment Centre folder.

Promotion Meetings

At the end of the semester, promotion meetings are scheduled to review students’ academic progress. Your participation in these meetings is crucial, as decisions regarding a student’s academic standing can only be made accurately when all of the appropriate faculty come together to review the student’s academic record.
Information about promotion meetings will be emailed to you from your School’s administrative assistant.

Tests, Assignments, and Exams

At Cambrian College, we strive for academic excellence and integrity. Tests, assignments and exams allow students an opportunity to demonstrate their academic excellence and integrity.

Students Missing Exams

All tests, exams and assignments, as described in the course outline and syllabus will have their due dates announced in class prior to the actual date -- ideally when the syllabus is communicated with students.

It is the students’ responsibility to be aware of the dates of course tests, exams, assignments and other assigned course work by reviewing and following the course syllabus. Students are required to write tests and/or complete evaluations as scheduled. Exceptions may be made in the event of an emergency or a sanctioned event (e.g., varsity sports, field trip, religious observances, etc.). In non-emergency situations, students are expected to contact the faculty member in the event that they cannot be present for a test/evaluation to explain the reason for their absence. At the discretion of the faculty member, an alternate time for the test/evaluation may be allowed.

**Recommended Practice: Final Exams and Tests**

- Students may not enter the testing area until the faculty member is present and has directed students to enter.
- Seats may be pre-assigned or arranged by the faculty member.
- Students may be asked to provide a valid student ID card (with photo) to be eligible to write the exam. No other identification will be accepted.
- Students are to bring only what is necessary to write the exam into the exam room. All personal effects are to be stored in their lockers or in an unsupervised area of the exam room, as determined by the faculty member.
- All cell phones and other electronic devices must be set to silent (not vibrate) and placed with their personal effects. Phones and electronic devices are not permitted to be with the student during exams unless the faculty approves.
- Students must be punctual for all exams, as they will not be given makeup time.
- Once a student leaves the exam room, they should not be permitted back inside.
- Students should be directed to use the restroom before the exam begins.
- Faculty have the authority to direct students to move to another seat during the exam.
Services

Glenn Crombie Centre for Student Support

The Glenn Crombie Centre (GCC) full service student support centre. The GCC’s spacious facility is entirely accessible and includes personal care rooms, resting room, accessible washrooms, lockers, testing rooms, private study rooms with fully adjustable desks and workstations, as well as a PC / Mac computer lab with assistive technology.

GCC Services

- A One-Week Comprehensive Orientation Program. Learn more about Head Start
- Personal care rooms with lifts and accessible washroom and shower facilities
- Accessibility advising and support
- Testing or classroom accommodation services
- Note-taking and interpreter services
- Alternate format and print material services
- Assistive technology training and support
- Learning Skills Advisors for assistance with learning strategies
- Confidential short term counselling support services. Learn more about Counselling Services.
- Psycho-educational assessments as required provided by the Northern Ontario Assessment and Resource Centre

Contact

Main Desk - room 2504
disabilityservices@cambriancollege.ca
counselling@cambriancollege.ca

Fun Fact: The GCC was named after former Cambrian College president, Glenn Crombie, in 1982.

Wabnode Centre for Indigenous Services

The Wabnode Centre for Indigenous Services at Cambrian College supports Indigenous, Métis, and Inuit students in their transition to College life helping to keep a connection to their community and culture throughout their College journey.

Services

- Elders on Campus
- Cultural Programming
- Community-based Program Delivery
- Indigenous Student Support
- Tutoring Support
- Indigenous Engagement Officer

Contact
Room 2133 (follow the turtle stickers on the floor from the main lobby)
Wabnode@cambriancollege.ca

**Fun Fact:** Wabnode means ‘dawn of a new day’ and opened its doors in 1986.

Library and Learning Commons

The Library and Learning Commons is Cambrian’s central location for information, study and research for students, faculty and staff. Hours of operation are on the Library and Learning Commons homepage: [http://cambriancollege.libguides.com/libraryhomepage](http://cambriancollege.libguides.com/libraryhomepage)

Resources and Services

- Library services and study space
- Books, eBooks and leisure reading
- Electronic databases
- Audiovisual equipment
- DVDs, video streaming
- Magazines, journals, newspapers
- Projectors, laser pointers, calculators, cameras, skeletons, etc. for sign out
- Research guides
- Group study rooms
- Silent study spaces
- Printers & photocopiers
- Computer stations
- Research support and help

Access

Your Cambrian ID card is needed to check out print materials with the library. You can access all digital resources through the ‘Library Databases’ tab in myCambrian. When off-campus, you will be prompted to enter your ID number, which is your A# used to sign into myCambrian.

Student Research Skills

Library staff would be happy to arrange in-class visits to give your students a research primer tailored to your assignments, or to host you and your students for an orientation inside the library. Upon request, Library staff can also compile articles, etc. for literature reviews for those needing assistance gathering information.
Copyright
Cambrian College must adhere to Canadian Copyright Law and institutional licensing agreements. This means that the copying, reproduction, use and sharing of copyrighted materials are subject to certain limits and restrictions.

It is your responsibility as a faculty member to be aware of these restrictions and abide by them. There is a mandatory Copyright training module that can be located in myCambrian under Mandatory HR training.

Contact
Third floor, room 3021
705-566-8101 ext 7333
705-524-7333
library@cambriancollege.ca

Fun Fact: In the library, you can visit the Zen Den, which is designed to help students relax, de-stress and take care of themselves while they are on campus.

The Learning Centre
At Cambrian College, we want every student to succeed. To make sure that happens, the Learning Centre provides free tutoring for a broad range of subjects, as well as support for General Arts and Science programs.

Services
- Staff and Peer tutoring (face-to-face or virtual, one-on-one or group)
- Seminars and workshops
- General Arts & Science registration and program support

Contact the Learning Centre to have their staff come into your classroom to deliver sessions on APA formatting, writing lecture notes, etc.

Contact
Room 3024 (across from Library and Learning Commons)
Email: learning_centre@cambriancollege.ca
Phone: 705-566-8101 ext. 7262
Hours: Monday to Friday 8:30 am to 4:30 pm, plus Tuesdays and Thursdays from 6 pm to 9 pm
https://cambriancollege.ca/academic-services/learning-centre/

The Career Centre
In order to support student success, the Career Centre guides and empowers students in their journey of career development by providing quality services and resources. Support offered by
the Career Centre includes job search strategies, mock interviews, resume and cover letter assistance, co-op services, networking skills, and career fairs. In addition, the Career Centre also offers on-campus work opportunities for current students.

Contact
Email: careercentre@cambriancollege.ca
Phone: 705-566-8101, extension 7350
Room 2409
Hours: Monday to Friday 8:30 a.m. to 4:30 p.m.
https://cambriancollege.ca/campus-life/career-centre/

Academic Success Advisors
Each School has a dedicated Academic Success Advisor for students. Academic Success Advisors can help students:
- Navigate the services offered at the College
- Identify individual goals for their education, career, and life
- Develop a plan to reach their goals

To see contact information for each Academic Success Advisor, click here.

Athletics Centre & Varsity
The Athletics Centre has:
- A 6,000 sq. ft. modern weight training facility
- 3 squash courts
- Double gymnasium
- Cardio room
- Saunas
- Personal training, individualized fitness programs and fitness evaluations

The Athletic Centre offers membership to faculty for $20/month or $179/year, which can be deducted from your payroll. You need a Cambrian staff ID card to enter the Athletic Centre, which you can obtain in The Enrolment Centre at the main entrance.

Contact
Room 2473
Phone 705-524-7378
Email Tim Yu, Manager of the Athletics Centre
https://cambriancollege.ca/campus-life/athletics-centre-varsity/
Human Resources

All new faculty hires will be required to complete mandatory HR training as part of their onboarding. The training sessions are found in myCambrian under the Staff tab, then clicking the HR Training link in the Quick Links list.

Speak to Human Resources about:
- Benefits and compensation
- Staff Development funding
- Education and technology loans
- Pay schedule
- Questions about performance appraisals
- Employee Self Service (online app to see T4, pay stubs, sick/vacation days, etc.)

In addition, the office of Equity, Human Rights and Accessibility can be found in the HR department. If you require accommodations to do your job, speak with the Manager of Equity.

Cambrian International

The Cambrian International department at Cambrian College supports international students in their academic journey by helping to recruit students from over 35 countries, as well as support international students in their transition to Canada and throughout their time at Cambrian College.

Services
- International Student Services Team
- International Orientation and Settlement Services
  - Airport and Bus Pick-ups
  - Housing Support
  - International Orientation Sessions
  - Social Events and more!
- Immigration Advising
- Social Networking Events and Cultural Programming
- International Student Success Fund

Contact

For general inquiries, email Cambrian International

Fun Fact: Cambrian is host to students from 35+ different countries around the world.
Test Centre

At Cambrian’s Test Centre, the primary purpose is to supervise academic upgrading assessments, tests and Continuing Education/Independent Learning/Ontario Learn tests.

However, post-secondary faculty may also arrange for individual students to use the Test Centre for supplemental or missed tests.

In addition to in-house testing, the Test Centre assists external organizations and institutions in proctoring their tests.

Contact
Room 3522
Phone 705-566-8101 ext 7560
testcentre@cambriancollege.ca
Visit the website to see hours of operation.

IT HelpDesk

The IT HelpDesk can help you with any campus issue with technology, including computers, telephones, online applications, email, printers, account passwords, Office 365, network drives, virtual classrooms, wifi and more!

On your faculty issued computer, there is a homepage icon for HelpDesk. When you click on the link, you can create a ticket for IT support, access how-to documents and book IT equipment to borrow (mics, speakers, projectors, laptops, etc.)

Contact
Room 2165A
Phone 705-566-8101 ext 7370

Safety and Security

The purpose of Campus Security is to minimize adverse effects on the health and safety of students, staff, and visitors, as well as to reduce property damage and equipment losses.

Cambrian’s security guards are on duty 24/7 at the Barrydowne Campus. The security team is designated as the College’s Emergency First Responders and respond to all reported incidents. Team members are trained in Fire Safety, First Aid and the use of defibrillators.

To assist security in providing a safe environment on campus, a Code Blue system and emergency telephones are located throughout the buildings and on the grounds. To use the Code Blue system, simply push the red “Push for Help Button,” which activates a blue strobe light and immediately connects you to campus security personnel. To use any of the Emergency telephones, simply dial 7911 for emergency security assistance.
Campus Watch encompasses a number of programs on campus, including:

- Safety Escort Program
- Work Alone Program
- Victim Assistance Program
- Security Audits
- Emergency Services
- Personal Safety Tips

The Safety Escort Program is available to students, employees, and visitors, who wish to be escorted to the residences, to their vehicle on the property, or to the perimeter of the College property. This program provides a high degree of comfort to those who are uneasy about walking alone.

All programs are available 24/7 by contacting the security office.

Contact

Room 2036 (in the main entrance)
Phone 705-566-8101
Campus Emergency Line: Ext 7911
Campus Watch Program: Ext 7230
Security Office: Ext 7298

Eating on Campus

With multiple locations on campus, Chartwells at Cambrian provides you menu choices to fit your lifestyle and appetite. Whether you are hungry for breakfast, lunch or dinner, or are looking for a place to take a break or unwind, Cambrian's got you covered.

Where to eat:

- Student Life Centre (room 2302)
- Cafeteria (room 1003)
- Tim Hortons
  - Main entrance (in the mezzanine)
  - Self-serve in cafeteria (room 1003)
  - Self-serve in Trades (in the entryway by 1723)

Chartwells and the Student Life Centre offer catering services on-campus, too!
For additional information, [click here](#).
Appendix
Cambian College

2019-20 ACADEMIC SCHEDULE

<table>
<thead>
<tr>
<th>DATES</th>
<th>FALL 2019 TERM “201909”</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUN 17</td>
<td>Non-refundable deposit of $500 due for Fall 2019 term</td>
</tr>
<tr>
<td>AUG 2</td>
<td>Registration opens for Fall 2019 term full-time studies</td>
</tr>
<tr>
<td>AUG 19-29</td>
<td>In-person registration for applicable programs by appointment only</td>
</tr>
<tr>
<td>AUG 31 TO Sep 7</td>
<td>In-person registration for applicable programs</td>
</tr>
<tr>
<td>SEP 2</td>
<td>LABOUR DAY (COLLEGE CLOSED)</td>
</tr>
<tr>
<td>SEP 3</td>
<td>START OF TERM</td>
</tr>
<tr>
<td>SEP 3</td>
<td>Classes begin for students starting a new program</td>
</tr>
<tr>
<td>SEP 4</td>
<td>Classes begin for students continuing in their program</td>
</tr>
<tr>
<td>SEP 9</td>
<td>Last day to register for full- or part-time postsecondary students</td>
</tr>
<tr>
<td></td>
<td>Last day to add a course</td>
</tr>
<tr>
<td>SEP 16 “Day 10”</td>
<td>Last day to withdraw from a program</td>
</tr>
<tr>
<td></td>
<td>Those who withdraw on or before this date and have paid fees above the non-refundable deposit may be eligible for a refund. Please see refund policy.</td>
</tr>
<tr>
<td></td>
<td>Those who withdraw past this date are responsible for the current term fees.</td>
</tr>
<tr>
<td></td>
<td>Last day to drop a course</td>
</tr>
<tr>
<td>SEP 16</td>
<td>Remaining tuition fees due for the term or $150 late fee is applied</td>
</tr>
<tr>
<td>OCT 11</td>
<td>FALL STUDY DAY (COLLEGE OPEN; NO CLASSES SCHEDULED)</td>
</tr>
<tr>
<td>OCT 14</td>
<td>THANKSGIVING (COLLEGE CLOSED)</td>
</tr>
<tr>
<td>NOV 5</td>
<td>Last day to drop a course – without academic penalty</td>
</tr>
<tr>
<td>DEC 9 TO 13</td>
<td>Test/final assessment/final class week. Students should not make plans to leave prior to Dec 13.</td>
</tr>
<tr>
<td>DEC 13</td>
<td>END OF TERM</td>
</tr>
<tr>
<td>DEC 16 (noon)</td>
<td>Grades due at noon for Postsecondary courses ending by Dec 13</td>
</tr>
<tr>
<td>DEC 19</td>
<td>Posting of Fall 2019 term grades on myCambrian</td>
</tr>
<tr>
<td></td>
<td>Students with next term registration impacts will be notified via grade reports on myCambrian.</td>
</tr>
<tr>
<td>JAN 10</td>
<td>Deadline to appeal an Academic decision for Fall 2019</td>
</tr>
</tbody>
</table>

Changes and updates to this Academic Schedule will be posted in myCambrian as well as on the College’s public Web site at www.cambriancollege.ca/academic-schedule. For further information, please contact the Enrolment Centre.

Updated 2019-02-07
<table>
<thead>
<tr>
<th>Dates</th>
<th>WINTER 2020 TERM “202001”</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCT 15</td>
<td>Non-refundable deposit of $500 due for Winter 2020 term</td>
</tr>
<tr>
<td>TBC</td>
<td>Registration opens for students starting a new program in Winter 2020</td>
</tr>
<tr>
<td>TBC</td>
<td>Registration opens for students continuing in their program in Winter 2020</td>
</tr>
<tr>
<td>TBC</td>
<td>In-person registration for applicable programs</td>
</tr>
<tr>
<td>JAN 1</td>
<td>NEW YEAR’S DAY (COLLEGE CLOSED)</td>
</tr>
<tr>
<td>JAN 6</td>
<td>START OF TERM</td>
</tr>
<tr>
<td>JAN 6</td>
<td>Classes begin for students starting a new program</td>
</tr>
<tr>
<td>JAN 7</td>
<td>Classes begin for students continuing in their program</td>
</tr>
<tr>
<td>JAN 10</td>
<td>Last day to register for full- or part-time postsecondary students</td>
</tr>
<tr>
<td></td>
<td>Last day to add a course</td>
</tr>
<tr>
<td>JAN 17</td>
<td>Last day to withdraw from a program</td>
</tr>
<tr>
<td></td>
<td>&quot;Day 10&quot;</td>
</tr>
<tr>
<td></td>
<td>Those who withdraw on or before this date and have paid fees above the non-refundable deposit may be eligible for a refund. Please see refund policy.</td>
</tr>
<tr>
<td></td>
<td>Those who withdraw past this date are responsible for the current term fees.</td>
</tr>
<tr>
<td></td>
<td>Last day to drop a course</td>
</tr>
<tr>
<td>JAN 17</td>
<td>Remaining tuition fees due for the term or $150 late fee is applied</td>
</tr>
<tr>
<td>FEB 17</td>
<td>FAMILY DAY (COLLEGE CLOSED)</td>
</tr>
<tr>
<td>FEB 24 TO 28</td>
<td>WINTER READING WEEK (COLLEGE OPEN; NO CLASSES SCHEDULED)</td>
</tr>
<tr>
<td>MAR 16</td>
<td>Last day to drop a course – without academic penalty</td>
</tr>
<tr>
<td>APR 10</td>
<td>GOOD FRIDAY (COLLEGE CLOSED)</td>
</tr>
<tr>
<td>APR 20 TO 24</td>
<td>Test/final assessment/final class week. Students should not make plans to leave prior to Apr 24.</td>
</tr>
<tr>
<td>APR 24</td>
<td>END OF TERM</td>
</tr>
<tr>
<td>APR 27 (noon)</td>
<td>Grades due at noon for Postsecondary courses ending by Apr 24</td>
</tr>
<tr>
<td>APR 30</td>
<td>Posting of Winter 2020 term grades on myCambrian</td>
</tr>
<tr>
<td></td>
<td>Students with next term registration impacts will be notified via grade reports on myCambrian.</td>
</tr>
<tr>
<td>MAY 14</td>
<td>Deadline to appeal an Academic decision for Winter 2020</td>
</tr>
<tr>
<td>TBD</td>
<td>CONVOCATION CEREMONIES</td>
</tr>
</tbody>
</table>

Changes and updates to this Academic Schedule will be posted in myCambrian as well as on the College’s public Web site at www.cambriancollege.ca/academic-schedule. For further information, please contact the Enrolment Centre.

Updated 2019-07-03
Cambrian College

2019-20 ACADEMIC SCHEDULE

**DATES** | **SPRING/SUMMER 2020 TERM**
---|---
FEB 18 | Non-refundable deposit of $500 due for Spring/Summer 2020 term
TBC | Registration opens for Spring/Summer 2020 term full-time studies
TBC | In-person registration for applicable programs
MAY 4 | **START OF TERM**
MAY 4 | Classes begin for new and returning students
MAY 8 | Last day to register for full- or part-time postsecondary students
MAY 15 | Last day to withdraw from a program
**“Day 10”** | - Those who withdraw on or before this date and have paid fees above the non-refundable deposit may be eligible for a refund. Please see refund policy.
| - Those who withdraw past this date are responsible for the current term fees.
| Last day to add a course
MAY 15 | Remaining tuition fees due for the term or $150 late fee is applied
MAY 18 | VICTORIA DAY (COLLEGE CLOSED)
JUL 1 | CANADA DAY (COLLEGE CLOSED)
JUL 13 | Last day to drop a course – without academic penalty
AUG 2 | CIVIC HOLIDAY (COLLEGE CLOSED)
AUG 10 TO 14 | Test/final assessment/final class week. Students should not make plans to leave prior to Aug 14.
AUG 14 | **END OF TERM**
AUG 17 (noon) | Grades due at noon for Postsecondary courses ending by Aug 14
AUG 20 | Posting of Spring/Summer 2020 term grades on myCambrian
| Students with next term registration impacts will be notified via grade reports on myCambrian.
SEP 4 | Deadline to appeal an Academic decision for Spring/Summer 2020

Changes and updates to this Academic Schedule will be posted in myCambrian as well as on the College's public Web site at www.cambriancollege.ca/academic-schedule. For further information, please contact the Enrolment Centre.

Updated 2019-02-07
Check out the services that Cambrian has to offer...

**FLOOR 1**

- Room 1003: Cafeteria
- Room 1003A: Professional Clothing Depot
- Room 1164: Cambrian Student Council
- Room 1120: Bookstore

**FLOOR 2**

- Room 2473: Athletics Centre
- Room 2439: Cambrian Athletics Association
- Room 2609: Cambrian Foundation/Alumni Association
- Room 2140: Cambrian Indigenous Student Circle
- Room 2034: Campus Store
- Room 2409: Career Centre
- Room 2238: Dental Clinic
- Room 2037: Enrolment Centre
- Room 2120: First Step Centre, Let's Talk Science, Dual Credits
- Room 2504: Glenn Crombie Centre for Student Support
- Room 2165: Helpdesk/IT
- Room 2269: International Student Services
- Room 2207: Parking Services
- Room 2036: Security
- Room 2305: Student Life Centre
- Room 2153: Student Recruitment
- Room 2040: Student Success and Recruitment
- Room 2005: Tim Hortons
- Room 2133: Wabnode Centre for Indigenous Services
- Room 2431: Women's Resource Centre

**FLOOR 3**

- Room 3021: Library
- Room 3021W: Pathways
- Room 3024: Learning Centre
- Room 3522: Testing Centre

**FLOOR 4**

- Room 4061: Academic Upgrading

---

Map Legend

- Stairs
- Elevator
- Accessible
- Exit
- Washroom
- Gender Neutral Washroom

How to read room numbers

```
4034
```

Floor  Section  Room #
Key Locations

- **1003** Cafeteria/Tim Hortons Express
- **1003A** Professional Clothing Depot
- **1120** Bookstore
- **1164** Cambrian Student Council (CSC)
- **1271** Faculty Teaching and Learning Innovation Hub
- **1700s** Tim Hortons Express
- **1830** eDome

Note: to access rooms 1650-59, use this stairwell, then cross the lower skywalk.
Note: to access rooms 1650-59, use this stairwell or Elevator #7, then take the lower skywalk.  

Note: to access floor 2, Section 7, cross the upper skywalk, then go down 2 floors.

Note: to access rooms 1650-59, use this stairwell or Elevator #7, then take the lower skywalk.
Note: to access the Koski Centre, use stairwells or Elevator #4 in Section 4 on floors 1 – 3.
Teaching and Learning Innovation Hub
Room 1271
教学@CambrianCollege.ca
teaching.cambriancollege.ca