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Introduction

If you have this binder it is probably because you are soon to be, or have recently become, a new instructor in a vocational program at BCIT. Becoming a vocational instructor is like picking up a new trade. If you are new to classroom instruction, be aware that your experiences for the next year or two will offer an opportunity for a range of human emotions. It is normal for new instructors to be a bit stressed by the experience. Don't panic. Like any new job, it will get easier as you gain experience.

This binder is intended to provide you with some information and tools to assist you with the process of starting your teaching experience at BCIT. It is only part of the help available to you here at BCIT.

Contents

The binder consists of a number of components:

1. A selection of frequently asked questions (and their answers!) on working at BCIT generally and on instruction specifically. Sources for more exhaustive information are also included.
2. Several "How To's" on teaching related information
3. A small book designed for instructors that haven't had the opportunity to take formal teacher training

Help is Available

Remember: You're not alone! Your chief instructor, your associate dean, and other instructors in the department are your primary contacts and can help you get settled in. In addition, BCIT's Learning and Teaching Centre or LTC (formerly the Learning Resources Unit) can provide you with assistance on how to manage your classroom experience.

Please send comments, suggestions, and questions on this guide to

Pat Pattison
Learning and Teaching Centre (LTC), BCIT
604-432-8485
Pat_Pattison@bcit.ca

This most up-to-date version of this manual is available online at:

http://www.bcit.ca/files/ltc/pdf/vocinstruct_survival.pdf

Institute Resources

The Institute Resources section contains answers to questions regarding employment at BCIT and campus services.

Start-Up Logistics

From where to go for help to how to get paid, this section answers your questions about the logistics of working at BCIT.

Who's who at BCIT? Are there particular people I should know about?

There are a few key people and boxes in the BCIT organizational chart that it might be helpful to know about.

- President—the president of BCIT is Don Wright. His position is very similar to that of a CEO.

- Vice President Education—the vice president of education is Ken Takagaki. His role could be likened to that of a chief operating officer.

- Deans—the deans report to the VP education. They take overall responsibility for their individual school or department. There are currently 10 deans. There are 3 deans involved in vocational programs at BCIT:

    - Wayne Hand — School of Construction and the Environment

    - Trevor Williams— School of Manufacturing, Electronics, & Industrial Processes

    - Lane Trotter— School of Transportation

- Associate Deans—associate deans report to their deans. They are responsible for program areas within a school.

- Chief Instructors—chief instructors are the educational leaders at the program level. They are faculty members responsible for overseeing instructor support and curriculum development for their particular programs.

More information on BCIT's organizational structure is available online at http://www.bcit.ca/about/orgcharts.shtml.

Who is my primary contact within my school?

Your chief instructor is your primary contact for any questions about your program or school. He or she will be able to direct you to other resource people as required (e.g., your school's human resources business partner)

and is your contact for day-to-day operational concerns. However, your chief instructor is **not** your direct supervisor.

Who is my supervisor?

Your associate dean is your direct supervisor. The flowchart below illustrates the chain of command.

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        ┌──────────────┐
        │ VP Education │
        └──────────────┘
               ↕
        ┌──────────────┐
        │     Dean     │
        └──────────────┘
               ↕
        ┌──────────────┐
        │   Associate  │◄──────────────────┐
        │     Dean     │                    │
        └──────────────┘                    │
          ↕ Discipline                      │
        ┌──────────────┐  Day-to-day    ┌──────────────┐
        │  Instructor  │◄─ operations ─►│    Chief     │
        │              │                │  Instructor  │
        └──────────────┘                └──────────────┘
```
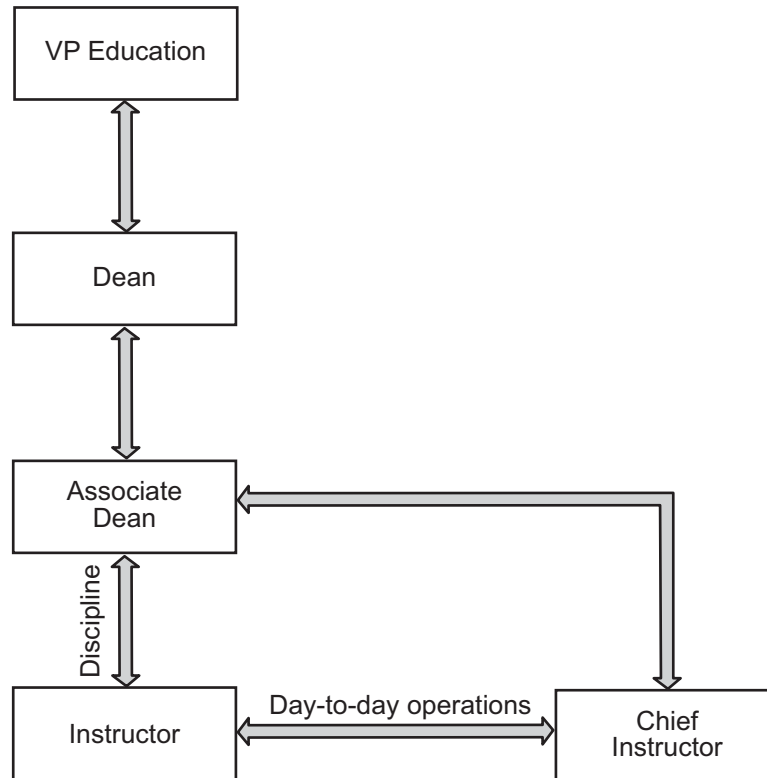
Where do I park?

Staff parking lots are designated by number, e.g., P7 or P14. Student parking areas have a letter designation (A, B, C, etc.). Paid parking is in effect 24 hours a day, seven days a week. All vehicles must display a valid BCIT parking permit or valid permit from a ticket dispensing machine. Parking permits can be purchased at the Safety & Security Administration office in SW1, Room 1001. More information on parking—including rates—is available by phone at 604-432-8719 or online at http://www.safetyandsecurity.bcit.ca/Parking/general.shtml.

How do I get paid?

Employees are paid every other Friday by direct deposit. Visit the Finance department in the Royal Oak Building SE41 – 100 to set up direct deposit. If you prefer, you can download the direct deposit application form at http://www.finance.bcit.ca/Forms/forms/bank-deposit.pdf and either drop it off at Finance, Human Resources or send it to them via interoffice mail.

Note: Sometimes it takes a pay period (two weeks) to activate direct deposit. Your first pay may be in the form of a cheque, which you can pick up from Finance (SE41 – 100) after 3:00 p.m. on Thursday or between 8:30 a.m. and 4:25 p.m. on Friday.

Pay information (e.g., deductions, tax information, etc.) is now available online through the Online Self Service section of *my*BCIT (http://my.bcit.ca/). More information on using *my*BCIT can be found on page 9 of this kit.

Where is my office? And what about office supplies?

Your chief instructor can show you where your office space is located and where to find office supplies.

What is my *my*BCIT number and why do I need it?

Your *my*BCIT number is your employee identification number. It is automatically assigned when you are employed by BCIT and entered into the payroll system. All *my*BCIT numbers are alpha-numeric: they start with the letter "A" followed by eight digits (e.g., A00123456). Your *my*BCIT number should be on your contract. If you can't find it, speak to your chief instructor.

Your *my*BCIT number acts as your user ID for logging into *my*BCIT and the computer network (more on these below).

What is the *my*BCIT card all about?

Your *my*BCIT card is photo ID that verifies that you are an employee of BCIT. It also serves as your library card. To get your *my*BCIT card, drop by the Safety & Security Administration office in SW1, Room 1001. (If you are on a campus other than Burnaby, they are usually issued in the administration area.) You will need to present a piece of government-issued photo ID. Visit http://www.bcit.ca/card/ to find out more about how and where you can use your *my*BCIT card.

Where and how do I get photocopying done?

Photocopiers are available in the Instructor Resource Area of your department. You should be issued a photocopy account code and user ID with your attendance register (if one is required). If you don't have an account code and user ID, see your chief instructor.

Large copying jobs can be done for you through BCIT*imaging* (formerly Print Services) in NE9, Room 140. Call BCIT*imaging* at 604-451-7017 for information on their services.

Note: *BCIT, its employees, and students are all subject to the Canadian Copyright Act, BCIT's copying policy (http://www.bcit.ca/files/pdf/policies/7506.pdf), and any licensing agreements currently in place. To find out specific*

information related to copyright, visit
http:///www.lib.bcit.ca/services/facultyStaff/copyright.shtml.

See: **What are the rules for photocopying parts of books and journals for handouts?**

See the Instructional Resources section for further discussion on copyright.

Where do I get keys?

See your chief instructor for access to your office, the photocopy room, and the building entrance. Keys need to be ordered in advance and are issued by Security. The chief instructor can provide you with access to supplies and tools as needed.

Classrooms are locked and unlocked by Security. If your classroom is locked, call Security at local 6856 and someone will come and unlock the door for you. Be prepared to show Security your *my*BCIT card to verify your status at BCIT.

Where do I find out about benefits?

Generally, if you are contracted for at least a 50% work load for three months or more you are eligible for most benefits. For information on the benefits available to BCIT faculty and staff go to the Staff Resources section of *my*BCIT (http://my.bcit.ca) or call 604-432-8384.

Can I get a copy of the collective agreement?

Yes. The BCIT Vocational Instructors are represented by the BC Government Employees Union. The BCIT–BCGEU agreement is available online at http://my.bcit.ca under Human Resources / Policies and Agreements on the Staff Resources page. Questions regarding the collective agreement should be directed to Frank Thorogood (604-456-8064)—the chair of the bargaining unit.

Where else can I go for more information on being a new instructor at BCIT?

The School of Lifelong Learning offers a number of resources for new instructors at BCIT, including an orientation video and an instructor handbook. You can access these resources online at http://www.lifelonglearning.bcit.ca/instructors/.

Lifelong Learning has created an instructor resource room in NE1, Room 202C (beside the TNT). This room is equipped with a photocopier, two computers, laptop hook-ups, a printer, and desks. Access to this room must be arranged through your associate dean's office.

Policies, Etc.

Every institution has its policies and procedures, and BCIT is no exception. All employees of BCIT are expected to comply with Institute policies. These policies can be found online at http://www.bcit.ca/about/administration/policies.shtml .

What are BCIT's policies regarding occupational health and safety?

BCIT is dedicated to promoting safe and healthy working conditions and attitudes for employees, students, and visitors. It is the policy of the Institute to:

- Protect the health and safety of all employees, students and visitors.

- Comply with all relevant statutes, regulations, standards of government agencies and regulatory authorities relevant to occupational health and safety.

- Give priority to safe working conditions and job safety practices in the planning, budgeting, direction, and implementation of the Institute activities.

- Formulate and carry out continuing effective health and safety programs and procedures appropriate to Institute operations.

BCIT's occupational health and safety policy (Policy 7512) can be found online at http://www.bcit.ca/files/pdf/policies/7512.pdf. Further information on the Workers' Compensation Board of BC—including the current Occupational Health and Safety Regulation—can be found at http://www.worksafebc.com/.

What are my responsibilities regarding safety?

There are a number of health and safety concerns related to working on the shop floor that are not present in a traditional classroom. As an instructor, you are expected to:

- Comply with BCIT's health and safety program and procedures, the Workers' Compensation Act, Workers' Compensation Board, Occupational Health and Safety Regulation, and provisions applicable to collective agreements.

- Speak to your chief instructor about the safety-related knowledge and skills required to do your job.

- Report to your chief instructor any work-related accident, injury, near miss incident, or any hazardous work practice or condition.

- Comply with the health and safety policies and programs of partnered or associated companies when working with them on Institute-related activities.

- Arrange for instruction and supervision of students in the health and safety aspects of classes or activities for which you have responsibility.

See the Around BCIT—Quick Facts on BCIT Services section and the Instructional Resources section for more information on health and safety.

What do I do if I need to miss a class or I'm sick?

If you must miss a class, the chief instructor must be informed as soon as possible. If you cannot reach your chief instructor, contact your associate dean.

What about snow? Does the Institute ever close for snow?

In the event of extreme weather conditions, an announcement will be made from the President's Office regarding closure. If you are at home, daytime class cancellations will be announced after 6:00 a.m. over Lower Mainland radio stations.

The "T" in BCIT—Using the Technology

These days, technology is a big part of all our work lives. It facilitates finding information and communicating with our colleagues and students. Using technology can, however, be very frustrating at times. This section answers some of the common questions regarding the technology at BCIT.

All employees using BCIT technology and resources are expected to comply with the Institute's policy regarding responsible use of technology. This policy can be found at http://www.bcit.ca/files/pdf/policies/3501.pdf

How do I set up voicemail?

Voicemail is provided for all BCIT faculty and staff. Your chief instructor will arrange for a local and voicemail account to be assigned to you. Once this number is assigned, call 604-451-6777 to access the system and set up your mailbox. Helpful tips can also be found at http://www.bcit.ca/files/facilitiesmanagement/pdf/voicemail_system.pdf

How do I access the computer in my office?

You must have log in rights on a specific office computer before you will be able to log in to the network. This must be arranged through Computer Resources. Your chief instructor must complete a network ID application for you, specifying what you need access to. This is the same application used to apply for a Lotus Notes account (see next question).

Once you have been granted rights to a computer, logging in is easy. Turn on the computer, and once it has finished powering up, press the Ctrl+Alt+Del keys all at the same time to bring up the log in window. Enter your username (your *my*BCIT ID **without** the "A," e.g., 00123456). Your default password is your birth date, in the format YYMMDD (e.g. password

for a birth date of February 18, 1978 would be 780218). If this does not work, try the last 6 digits of your *my*BCIT ID (e.g., if your BCIT ID is A00123456, try 123456). If you still encounter problems, call the Computer Resources Client Services Help Desk at local 7444.

How do I get an e-mail account?

BCIT faculty and staff use Lotus Notes for BCIT-related e-mail. Notes also includes an announcements feature and calendar. Speak to your chief instructor about getting an account set up. This system is also accessible from your home computer.

How do I access Lotus Notes from my home computer?

You can access Lotus Notes from any computer via a Web browser through an interface called iNotes. To log in, type in http://notesmail.bcit.ca into the address bar of the browser. A log in box will appear. Type in your user name (e.g., john doe) and your Lotus Notes password. iNotes will open automatically.

How do I access a computer in a campus computer lab?

A computer lab account will be generated for you when you are entered into BCIT's payroll system as an instructor.

Turn on the computer, and once it has finished powering up, press the Ctrl+Alt+Del keys all at the same time to bring up the log in window. Enter your username (your *my*BCIT ID, e.g., A00123456—make sure to include the A). Your default password is your birth date, in the format YYMMDD (e.g. password for a birth date of February 18, 1978 would be 780218). If this does not work, try the last 6 digits of your *my*BCIT ID (e.g., if your BCIT ID is A00123456, try 123456). If you still encounter problems, call the Computer Resources Client Services Help Desk at local 7444. **Note:** These instructions work only for computers in the computer labs.

What do I do if I need technical help with computers?

The Client Services Help Desk is the first point of contact for computing queries or problems regarding access to the system. The Help Desk is available by phone, e-mail, or walk-in support. Call local 7444 or visit SE12, Room 205 for assistance. The Help Desk is open 8:30 a.m. to 4:30 p.m., Monday through Friday. After hours, you may leave a message on their voicemail or submit requests via e-mail to client_services@bcit.ca.

When you call the Help Desk, please have the following information ready:

- Your full name and *my*BCIT ID (e.g., A00123456)

- The BCIT asset number of the affected computer (usually on a label on the top or side of the CPU), and the location of the computer; if possible, be in front of the affected computer when you call.

- The nature of your problem—What are you trying to accomplish? What exactly is happening (or not happening)? Make a note of any error message you receive.

Computer Resources offers a number of online help documents to help solve some common technical difficulties and answer frequently asked questions. Visit http://www.cr.bcit.ca/ for information.

Where do I save files?

Speak to your chief instructor about the file directory system for your department and file naming and storage procedures. All BCIT employees are given a "Home" or "H" drive on which to store personal files. Please note that certain types of files (mp3 files, for example) are not to be downloaded and stored on your H drive. Refer to Policy 3501 (http://www.bcit.ca/files/pdf/policies/3501.pdf) for more information concerning responsible use of technology.

My computer skills are a bit rusty, where do I go to brush up?

Human Resources' Organizational and People Development group offers a variety of options to help you get up to speed with your computer and the programs you will be working with on a daily basis. Depending on your needs, self-paced educational courseware, one-on-one tutorials, and classroom sessions are all available to you. Call 604-432-8333 to arrange an option that best meets your needs and your schedule.

The Learning Lab is in NW1 Room 122 and is open Monday to Friday from 8:30 a.m. to 4:30 p.m.

What is the difference between www.bcit.ca and http://my.bcit.ca?

BCIT has two Web presences: a public, external Web site and *my*BCIT, which is internal. The public Web site is located at www.bcit.ca. It is accessible to anyone and contains information on BCIT programs and services. It is designed to introduce the Institute to prospective students, faculty, and staff. *my*BCIT is located at http://my.bcit.ca. You must be a current employee or student or an alumni to log into this site.

What is *my*BCIT?

*my*BCIT is a Web portal for the BCIT community. It is a secure, personalized information system. The Staff Resources area of *my*BCIT is designed to give current BCIT staff and faculty personalized access to information, links, and services. To log into *my*BCIT, go to http://my.bcit.ca and enter your *my*BCIT ID number and your password. Your default password is your birth date (YYMMDD) or the last six digits of your *my*BCIT number. If you change your password and then forget it, you can use Password Lookup located at the bottom left of the log in screen.

What is WebCT?

WebCT is a course management tool used to deliver online and mixed-mode learning. For help using WebCT call 604-451-7157. If you'd like more information on how to integrate an online component into your course, speak to your Learning and Teaching Centre (LTC) school liaison (see listing in Instructional Resources section).

What is ShareIN/ShareOUT?

ShareIN/ShareOUT is a shared file repository network available to BCIT students and instructors both on and off campus. The ShareIN (IN) folder allows students to submit assignments to sub-folders associated with their course. The ShareOUT (OUT) folder allows instructors to post documents in sub-folders associated with their course and students may download these documents.

The organization of both ShareIN (IN) and ShareOUT (OUT) is the same. There is a sub-folder for each course type (e.g., COMP, BLAW, ELEX etc). Within each course type sub-folder are sub-folders for each course number (e.g., 3730, 1200, 4515 etc)

You can access ShareIN/ShareOUT from your office computer or from one of the general purpose computer labs. The ShareIN (IN) and ShareOUT (OUT) folders are mapped when you log in. There are two ways to find the drive mappings:

- Double click on My Computer (upper left-hand corner of the desktop)
- Open Windows Explorer (right-click My Computer and select Explorer)

Drive O is the ShareIN (IN) folder and drive P is the ShareOUT (OUT) folder. Open these folders by double clicking on them.

More information on using ShareIN/ShareOUT can be found at https://helpdesk.bcit.ca/SelfServe/sharein_shareout.htm.

Around BCIT—Quick Facts on BCIT Services

Looking for the library? Want to know where to eat? Here are answers to some of the common questions regarding BCIT facilities and services.

Where do I get AV equipment?

Audiovisual (AV) Services (part of the Learning and Teaching Centre) is responsible for acquiring, distributing, and maintaining AV and classroom projection equipment on the Burnaby campus. They are located in SE12, Room 104. Most classrooms are equipped with some AV equipment (e.g., overhead projectors), but if you require other equipment (laptop, digital projector, flip chart, TV/VCR, etc.) and it is not available through your department, contact AV Services for a short-term loan. Visit http://www.bcit.ca/avservices/for more information.

Where is the bookstore?

The BCIT Bookstore can be found on the Burnaby campus in SE2 and online at http://www.bcit.ca/bookstore/. For information on ordering texts for courses, see the Instructional Resources section of this guide.

Where's the library?

The main BCIT Library is located in SE14 (Burnaby campus). There are also smaller, satellite libraries at the Downtown campus, the Aerospace and Technology campus (ATC), and the Marine campus. For information on library services, visit their web site at http://www.lib.bcit.ca or call 604-432-8370. You must have a valid *my*BCIT card to borrow books. The Library has an excellent interlibrary loan service.

Where can I find information on apprenticeship programs?

BCIT Apprentice Services is located in SW1, Room 2140. The office is open Monday through Thursday 8:00 a.m. to 5:00 p.m. and Friday 8:00 a.m. to 4:30 p.m. Their phone number is 604-456-8100, and their e-mail address is apprentice@bcit.ca.

What are BCIT's Test Centres?

BCIT's Test Centres provide assessment services to BCIT programs and external clients. Some of the services available through the Test Centres are as follows:

- On-line testing
- Invigilation services for internal and external clients
- Student record management
- Student progress reports
- Corporate and industry services

The Test Centres are equipped with The Learning Manager system, which enables students to take tests at times convenient to them, within set boundaries. The system also expedites the grading process and allows students to immediately know their exam results.

To learn more about BCIT's invigilation services or to book training on the system, please contact Kathy Easton by email at Katherine_Easton@bcit.ca or by phone at 604-412-7537.

What are the cafeteria options on campus?

BCIT offers a number of food service outlets. Menu varies with location.

- Campus Café (SE12)
- ETC Cafeteria (SE1)
- J.W. Inglis Café (NE1) *(Has adjacent Staff Lounge.)*
- Professor Mugs Pub (SE2) *(Licensed)*
- Rix Club (SE2) *(Has Staff Lounge.)*
- Roadrunner Café (SW1) *(Has adjacent Staff Lounge.)*
- Royal Oak Cafeteria (SE40)
- The Runway (ATC)
- Town Square Café (SE2)
- Marine Training Campus
- Great Northern Way Campus

Hours of operation are posted outside each outlet. Note: Hours vary depending on time of year (some outlets are closed over the summer and Christmas break).

Where is the Safety and Security office?

The BCIT Safety and Security administration office is in SW1, Room 1001 on the Burnaby campus. It is open seven days a week, 24 hours a day. For your safety, there are emergency, in-house, and Telus red-button phones located around the Burnaby campus. Safety and Security also administers the Safer Walk program and has guards available for escort duty. For more information, visit http://www.safetyandsecurity.bcit.ca/ or call 604-432-8796.

How do I report a work-related injury?

Report **all** work-related injuries, no matter how minor, to BCIT's first aid room. In the case of a serious injury, contact the first aid attendant and have him or her attend the scene. Give the location and, where feasible, the type and extent of injury. If you believe the injury is potentially life threatening phone 911 and then contact the first aid attendant.

What do I do if a student injures him or herself?

Student injuries should be treated in the same manner as work-related injuries.

Where can I find the first aid rooms and attendants?

Burnaby Campus

Location:	First Aid NE16
Attendant's hours:	6:30 a.m.–10:00 p.m. Monday to Friday
	8:00 a.m.–3:30 p.m. Saturday
Telephone:	604 -432-8872
Note:	Contact Security after hours at 604-451-6856

Aerospace & Technology Campus

Location:	Room 155G (Located in Stores Room 155)
Attendant's hours:	8:00 a.m.–6:45 p.m., Monday to Friday
Telephone:	604-813-4725

Downtown Campus

Location:	3rd floor – Room 307
Attendant's hours:	7:30 a.m.–10:00 p.m., Monday to Saturday
Telephone:	604-412-7600

Great Northern Way Campus

Location:	First Aid Room 105A (behind Heavy Duty Tool Crib)
Attendant's hours:	24 hours
Telephone:	604-834-1507
Note:	Call number first as First Aid room is not attended

Marine Campus

Location:	First Aid Room 104
Attendant's hours:	7:30 a.m.–3:30 p.m., Monday to Friday
Telephone:	604-812-5383
Note:	Call number first as First Aid room is not attended

How do I report a hazardous condition or incident?

Report any hazardous condition or incident that you are aware of to your chief instructor. A hazard could be a tripping hazard, misplaced manhole cover, or an unidentified drum of chemical. An incident or near miss is an accident that did not occur because of the circumstances at that time; for example, an object falling off a tall shelf but not actually striking anyone or damaging property.

Is there a medical clinic on campus?

BCIT's Health Services offers a walk-in medical clinic staffed by physicians, nurses, a physiotherapist, and a psychiatrist. All visits are confidential. Patients who wish to see a doctor must have valid medical coverage, but emergencies are always seen. The office is located in SE16, Room 127 and is open Monday to Friday 8:30 a.m. to 4:30 p.m. (September–May); 8:30 a.m. to 4:00 p.m. (June–August). For more information, visit http://www.healthservices.bcit.ca or call 604-432-8608. For emergencies outside normal hours, call 604-432-8820.

Who is on the safety committee for my area?

The membership lists for all the Burnaby campus Occupational Health and Safety Committees are posted on the Safety and Security information boards located throughout the campus and on the Safety and Security Web site (http://www.safetyandsecurity.bcit.ca/). The membership for the committees at ATC, Downtown campus, and Marine campus can be obtained through the main reception area at each campus or Burnaby Safety and Security.

If you are interested in becoming a member of an Occupational Health and Safety Committee, please contact Richard MacIntosh (604-412-7435)— the chair of the BCGEU–Instructors bargaining unit.

How do I arrange WHMIS training?

Speak to your chief instructor about arranging WHMIS training.

Where can I find more information regarding BCIT's emergency response and preparedness and procedures?

Safety and Security publishes an employee guide on the Institute's emergency preparedness and response policies and procedures. If you cannot locate a copy of this guide in your department, you can pick one up from Safety and Security's administration office (SW1, Room 1001) or call local 8796 to have one mailed.

What should I do if I feel I am being harassed or discriminated against?

As an employer and as a provider of educational services to students, BCIT has a responsibility to insure a harassment-free environment. BCIT carries out that responsibility through an awareness and education program that is available to anyone in the BCIT community. Students or employees who believe that their human rights are being attacked have access to a harassment and discrimination advisor to assist them. The harassment and discrimination advisor, using the BCIT Policy on Harassment & Discrimination, will provide confidential advice or coaching to assist in the resolution of complaints.

The Harassment and Discrimination Office provides the BCIT community with the resources required to insure that their human rights are protected while working at BCIT. More information on BCIT's Harassment and Discrimination Office can be found at http://www.harassment.bcit.ca/index.html.

Where do I drop off and pick up mail?

Internal and external mail, incoming Priority Post couriers, and mail deliveries are managed through the mailroom. Most departments have a mail pickup and drop-off location within their main administrative offices.

Ask your chief instructor for the location. Campus mailrooms are located in SE12, Room 106 on the Burnaby campus (a mail depot with pickup twice daily), on the second floor of the Downtown campus, at the third dock at the Marine campus, and in Room 109 at the ATC.

Does BCIT have a gym?

BCIT has a variety of indoor and outdoor recreational facilities for BCIT faculty and staff. The Athletic Centre is located in SE16. For information on what is available, visit http://www.bcit.ca/recreation.

Where do I go for more information?

The best source of information on BCIT is online at http://my.bcit.ca or www.bcit.ca.

Instructional Resources

The Instructional Resources section contains answers to questions regarding teaching at BCIT.

Course Administration

There's more to teaching than standing in front of the classroom. There are also (some might say unfortunately!) a few course administrative details to keep track of. This section is where you'll find information on such things as course outlines and buying textbooks.

Where do I get my class list?

Class lists are generated by Student Records and can be picked up from your chief instructor.

Regular attendance at lectures, labs, seminars, and shop periods is considered critical to student success. It is important that you monitor attendance carefully. Excessive student absence may result in failure or immediate withdrawal from the course or program. For more information on BCIT attendance policy, refer to the BCIT Student Regulations Policy, which can be found at http://www.bcit.ca/files/pdf/policies/5002.pdf.

What is a course outline and where do I find one?

The course outline is a detailed description of the course. Its purpose is to communicate to the learner clear, complete, and accurate information about the course outcomes, delivery, and evaluation. A course outline should already exist for your course and can be obtained from your chief instructor. Do not make any changes to a course outline without first discussing them with the chief instructor.

What is a DACUM?

DACUM stands for Develop a Curriculum. A DACUM analysis is a process used to identify tasks performed by a person in a particular occupation. A DACUM chart lists the job functions and the competencies involved in the occupation or job being studied. In other words, the chart breaks down all the tasks related to a particular job into manageable, teachable chunks. These competencies then serve as the foundation for curriculum. At BCIT, particularly in trades programs, you'll often see DACUM charts used with or in place of course outlines.

How do I know what to cover in each class? Is there some kind of teaching outline or instructor guide to help me?

There should be an instructional outline for your program to help you plan your lessons. Instructional outlines typically contain a description of what should be covered each class, suggested activities, and available resources. See your chief instructor for a copy of the instructional outline for your program.

Where do I find textbooks or custom course materials?

All sales of educational materials are through the BCIT Bookstore. BCIT faculty are prohibited from selling any materials in the classroom or privately at BCIT. The BCIT Bookstore can be found on the Burnaby campus in SE2 and online at http://www.bcit.ca/bookstore/.

Check with the Bookstore well before the start of classes to ensure that texts and/or custom course materials are ready to go. If you discover that the required materials have not been ordered, speak to your chief instructor about making the necessary arrangements.

Teaching Tips & Tricks

Looking for some help in the classroom? This section is full of resources to help you succeed as a teacher. From getting started on your first day to creating handouts, if you have a question about it, here's where you'll find the answer—or at least where you'll find *where* to find the answer.

What kind of support is available for my professional development?

The BCIT–BCGEU vocational instructors' collective agreement provides for career development and skills upgrading. Information on what is available (e.g., funding) can be found in Article 13 of the agreement. The agreement can be accessed online under the Staff Resources section of *my*BCIT (http://my.bcit.ca) under Human Resources / Policies and Agreements.

What is the Provincial Instructor Diploma program?

The Provincial Instructor Diploma program is designed to help teachers acquire practical instructional skills for teaching adults. Topics covered include the following:

- Planning and development of effective adult education courses and programs
- Delivery of instruction using a variety of techniques and methods
- Educational psychology and philosophy
- Design and use of instructional media
- Evaluation of learning

- Evaluation of instruction

For information on the Provincial Instructor Diploma program, visit their web site at www.instructordiploma.com.

Does BCIT offer any workshops on teaching?

The Learning and Teaching Centre or the LTC (formerly the Learning Resources Unit) offers Instructional Skills Workshops (ISWs) throughout the year. ISWs are designed to improve your teaching skills. Topics include planning lessons, presenting interactive and interesting lessons, and increasing your confidence and repertoire of teaching strategies. The ISW may be credited toward the Provincial Instructor Diploma program. For more information on ISWs, e-mail develop@bcit.ca or call 604-432-8927.

The LTC offers you PD opportunities for enhancing your teaching using new technologies. Workshops are offered from time to time or, you can request a customized workshop for your department. Contact your School liaison for more information or visit http://www.bcit.ca/ltc/workshops/.

The LTC, the FSA's Instructional Development Committee, and BCIT's Organizational and People Development department offer a number of other workshops on a wide range of topics. To find out more about available professional development opportunities, click on "PD Calendar" in the Staff Resources section of *my*BCIT.

Where do I go for help with teaching related concerns?

An IDC (Instructional Development Consultant) is assigned to liaise with each school at BCIT. Through your IDC school liaison you can access the full range of services offered by the Learning and Teaching Centre (LTC). Trades program liaisons are as follows:

- School of Construction and the Environment — Hae-Young Kim
  E-mail: Hae_Young_Kim@bcit.ca
  Location: SE12, Room 203J
  Tel: 604-432-8526

- School of Manufacturing, Electronics, & Industrial Processes — Dave Smulders
  E-mail: Dave_Smulders@bcit.ca
  Location: SE12, Room 203B
  Tel: 604-456-8176

- School of Transportation (General) — Pat Pattison
  E-mail: Pat_Pattison@bcit.ca
  Location: SE12, Room 203J
  Tel: 604-432-8485

- School of Transportation (ATC) – Lisa O'Neill
  Email: Lisa_O'Neill@bcit.ca
  Location: SE12 – 203F

Tel: 604-454-2286

- School of Transporation (BMC) – Tannis Morgan
  Email: Tannis_Morgan@bcit.ca
  Location: SE12 - 203
  Tel: 604-456-8175

The LTC also plays an important role in faculty development. There are two faculty development liaisons:

- Pat Pattison
  E-mail: Pat_Pattison@bcit.ca
  Location: SE12, Room 203J
  Tel: 604-432-8485

- Brian Thom
  E-mail: Brian_Thom@bcit.ca
  Location: SE12, Room 203
  Tel: 604-432-8929

One very important way IDCs can help out instructors is by facilitating a SGIF. SGIF (Small Group Instructional Feedback) is a great way to find out directly from your students what in your course is working and what could be improved. Because a SGIF happens during your course, it gives you a chance to nip any problems in the bud. Contact your school liaison to set one up.

For more information on what the LTC has to offer, visit http://www.bcit.ca/ltc/.

What resources are available to help me in the classroom?

The Learning and Teaching Centre has created a number of "How To" guides on various teaching-related topics:

- Preparing your course

- Teaching and testing

- Evaluating your teaching

- Teaching with technology

The guides most relevant to new instructors are included in the *New Vocational Instructor Survival Kit.* The complete collection can be found online at http://www.bcit.ca/ltc/resources/.

What kinds of educational technologies are available for use in my classroom or shop?

BCIT has a wide range of educational technologies available for instructors to use in their classrooms. Most classrooms come equipped with an overhead projector, and some have digital projectors with control panels

for plugging in a laptop. Your department should also have access to a TV/VCR. Speak to your chief instructor to find out what equipment your program has immediately available. Additional equipment can be borrowed from AV Services in SE12, Room 104. Visit http://www.bcit.ca/avservices/ for more information.

Can I get help creating materials for my classes?

Yes. The Learning and Teaching Centre (LTC) serves BCIT faculty with a wide range of services and resources including instructional design; writing and editing of print manuals, handouts, and online resources; graphics and technical illustration; and word processing and document management of print masters. The services are free for everyone who teaches at BCIT, whether full-time, part-time, or as an assistant instructor or tutor.

Large curriculum development projects should be discussed with your chief instructor and then taken to your school liaison. Smaller projects—technical illustrations for handouts or overheads and writing/editing handouts—can be brought directly to the technical illustrators and technical writers in the LTC (SE12, Room 203). Speak to the receptionist to find out who is available to assist you.

If you'd like some assistance with PowerPoint, scanning photos, burning CDs, or adding video to PowerPoint or an online course, MediaWorks is the place to go. MediaWorks (part of the Learning and Teaching Centre) is a user-friendly, hands-on educational technology facility. Their graphic artists and media specialists can help you with these tasks, and more. For more information, call 604-454-2220 or drop by the office in SE14, Room 131 or on the lower floor of the Library (SE14) adjacent to the Computers Commons.

What are the rules for photocopying parts of books and journals for handouts?

BCIT's policy 7506, Reproduction and Use of Copyright Materials, specifies that BCIT users (instructors, staff, and students) have the responsibility for awareness and compliance with federal copyright legislation, BCIT policy, and the institute's license agreement. Policy 7506 can be viewed online at http://www.bcit.ca/files/pdf/policies/7506.pdf.

BCIT has negotiated a license agreement with Access Copyright. This license provides blanket permission for the incidental reproduction of materials up to specific limits. The license covers most publishers, but those publishers listed on the Post Secondary Exclusion List are not covered by the license. Above the limits and for course packs, BCIT users must request permission to reproduce from Access Copyright. This reproduction must be tracked and royalties paid. Those publishers not included in the agreement must be contacted directly for permission to use their materials.

A manufacturer's user guide is a good example of an excluded publication. If you would like to copy parts of such a document to distribute to your students, you would need to contact the manufacturer and receive permission to do so.

The Library makes available a *BCIT Guide to Instructional Use of Copyright Protected Materials.* This booklet provides guidance on analyzing how to make materials available to students, how to obtain copyright permission, and how to track royalties owed to Access Copyright. The Guide can be downloaded from the Library's web site at http://www.lib.bcit.ca/services/facultyStaff/BCIT-GuideUseCopyMaterials.pdf.

How should I prepare for the first class?

What happens in the first few classes can affect the entire course. Students decide very early in a course whether they will like the content, the way it is delivered, the instructor, and their fellow students. You set the tone and expectations in the first few weeks of classes, and make the biggest impression on the first day. So, make sure you start off right.

Starting Off on the Right Foot is a "How To" created by the Learning and Teaching Centre. In it you'll find useful information on how to get your classes off to a strong start. You'll find a copy of it included in the *New Vocational Instructor Survival Kit.*

What exactly is a lesson and how should I plan one?

A lesson is an organized set of activities designed to present one manageable sized piece of your course. Don't confuse *lesson* with *lecture* as it is commonly used in the expression *lecture/lab* when describing course hours. You may have more than one lesson in a 50-minute session or it may involve a theory session and some practical activities. A *lecture* is just one teaching technique that you may use in a lesson.

Each lesson should be a complete segment in itself, providing new learning. Try to keep your students in mind as you plan your lesson—ask yourself:

- Who are they?
- What do they already know?
- Why should they learn about this?
- What must they learn?
- What must they do to learn?

What the instructor and students do varies at the different stages of a lesson. Each stage should flow smoothly into the next.

There are a number of different templates you can use to help you plan your lessons. The Preparing Lesson Plans "How To" included in the *New Vocational Instructor Survival Kit* shows a few examples.

I've never taught before, and I'm a bit nervous about student behaviour. Do you have any tips?

An instructor has several chances to influence behaviour in the classroom and lab. It is dangerous (and less effective) to rely on reacting to poor behaviour as it occurs—far better to **prevent** or reduce its occurrence. So how do you do that? The most effective way to reduce undesirable behaviour in your classes is to make sure that your courses and lessons are thoroughly and appropriately prepared for your students. Make sure students understand your expectations right from the beginning.

It's important to keep in mind that your students are adults. In *The Modern Practice of Adult Education,* Malcolm Knowles identified some basic principles of adult education:

- Adults expect respect.

- Adults are autonomous and self-directed.

- Adults have a foundation of life experience and knowledge.

- Adults are goal-oriented and need to see the reason for learning something.

- Adults are practical.

These principles remind us that our students are autonomous individuals accustomed to making their own decisions in life. For further information, have a look at the *Managing Student Behaviour* "How To" included in the *New Vocational Instructor Survival Kit.*

How do I respond to inappropriate language or conduct?

An atmosphere of mutual respect should be expected in the classroom. As an instructor, you model respectful behaviour by making sure everyone has a chance to participate and by treating students as capable adults.

BCIT has a policy concerning student conduct, academic integrity, etc. Policy 5002 (Student Regulations) can be viewed online at http://www.bcit.ca/files/pdf/policies/5002.pdf.

How should I grade my students?

Grading for trades programs depends on the method of training, learning outcomes, and in some cases, standards established by the government. In general, the following policies apply to programs:

- Marking must be fair and objective.

- Marking is to a standard and not to a curve.

- Marking is on a percentage basis. Where a percentage grade cannot be granted, as is the case of practical work, refer to the listing of all BCIT official policies related to student evaluation contained in the Student Regulations Policy http://www.bcit.ca/files/pdf/policies/5002.pdf.

What happens if a student is sick and misses an exam?

Students who miss a mid-term or final exam or other important form of evaluation due to serious medical reasons must produce a medical certificate at their own expense. For more information on student policies, see http://www.bcit.ca/files/pdf/policies/5002.pdf.

What should I do if I think one of my students has a learning disability?

Support is available through the Disability Resource Centre. They provide in-service training on disability related areas, consultation, disability related information, and suggestions for effective teaching strategies for students with different disabilities. Further information on their services can be found in the Faculty and Staff section of their web site at http://www.drc.bcit.ca/faculty/.

Many students are self-conscious about their disability, and will be more likely to seek help if they perceive you as being receptive to their situation. One way of doing this is by making an announcement in class at the beginning of each term stating a willingness to meet with students who have disabilities. You can also add the following to each course outline:

If there is any student in this course who, because of a disability, may have a need for accommodations, please come and discuss this with me, as well as contacting the Disability Resource Centre.

What are my responsibilities as far as teaching safe work practices?

Your role in ensuring a safe work space in the classroom and shop is complex. As in any other work situation, your first responsibility is for your own safety. But as an instructor, you are also responsible for the safety of your students, and your responsibilities go beyond what happens in your classroom or shop. You also have a role in assisting in the development of professional behaviours and attitudes in your students. This is done through the teaching of appropriate work habits and the enforcement of practices that ensure safe work sites.

There are Institute and WCB policies that regulate what needs to happen, but the best resource for managing safety in your teaching areas is your own professional experience. Modeling safe work practices builds life-long habits for our students, so having them see other students and instructors

working in a safe manner is likely the most important factor in their own development of a practice.

BCIT's occupational health and safety policy (Policy 7512) can be found online at http://www.bcit.ca/files/pdf/policies/7512.pdf. Further information on the Workers' Compensation Board of BC—including the current Occupational Health and Safety Regulation—can be found at http://www.worksafebc.com/.

What are my students' responsibilities where safety is concerned?

Students must also do their part to ensure the health and safety of themselves and their peers. As an instructor, it is your job to ensure that students comply with the Institute's health and safety program. Students should report to you immediately any accident, near miss incident, and hazardous practice or condition they encounter at BCIT. Vocational students at BCIT are also covered by WCB, and are therefore expected to comply with all WCB health and safety regulations.

Are there any good books I can read to help me improve my teaching?

Yes, if you want a quick and practical guide to teaching adults, read *A Handbook for Adjunct/Part-Time Faculty and Teachers of Adults* (4th edition) by Donald Greive. (This book is included with the *New Trade Instructor Survival Kit.*) Another excellent resource is Peter Renner's *The Art of Teaching Adults: How to become an exceptional instructor & facilitator.*

Checklists

Institutional Resources Checklist

Pick up my *my*BCIT ID card ....☐

Arrange parking ....☐

Apply for direct deposit (Finance) ....☐

Set up computer and network access ....☐

Apply for a Lotus Notes (e-mail) account ....☐

Obtain room keys ....☐

Check room location ....☐

Speak to chief instructor about the IDP and other career development
opportunities ....☐

Course Administration Checklist

Confirm course outline and schedule ....☐

Obtain copy of student and instructor guides ....☐

Obtain copy of required or recommended texts ....☐

Pick up class list ....☐

Personal Notes

Contact Numbers

Chief Instructor

Name: _____

E-mail: _____

Telephone: _____

Office: _____

Associate Dean

Name: _____

E-mail: _____

Telephone: _____

Office: _____

Other Numbers

Tool Room: _____

BCIT Directory Assistance   604-434-5734

Client Services Help Desk: 604-412-7444

Finance Reception: 604-432-8823 / 604-432-8963

Human Resources Reception: 604-432-8384

Safety & Security: 604-451-6856