

# NEW FACULTY RESOURCE GUIDE



**DURHAM COLLEGE**

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# TOGETHER, WE'RE LEADING THE WAY.

**W**elcome to Durham College! As a new member of our faculty you bring your expertise and currency in your subject field to create a rich, authentic learning experience for students who share your interest and passion. Your role as a faculty member is of primary importance to the achievement of our unwavering commitment to student success, high-quality programs led by exceptional professors with real-world experience, graduates who've gone on to outstanding career success, and a treasured relationship with the community. We believe in integrity and transparency, respect, equality and diversity, innovation, and personal and team accountability. We hope that you will find ample evidence of commitment to these values in our administrative and student policies, our processes, our spaces, and our people as we go about supporting our motto, "Success Matters," as a reality for our students.

What does this all mean to you, our outstanding front-line faculty? It means that every decision you make about your teaching, every encounter you have with a student, every assignment you grade, should be done with these values and goals in mind. Our students' memories of their time at Durham College will be shaped, primarily, by their experiences with you, their faculty.

But you are not alone in these efforts! In addition to Durham College's rich support system for students, we have also developed supports and resources for you as you grow in your role as faculty. We understand that the quality of our teaching, and effective and innovative use of educational technology, will shape the future growth of our programs and the success of our students. A key element of our program quality is the skill level of our faculty. We are committed to supporting you as you learn how to plan and deliver well-organized and integrated curriculum that provides students with opportunities to engage actively with relevant and current subject matter. We encourage you to take advantage of these many resources and experiences as you develop your identity and skill as a professional educator. As in any other demanding profession, there is much to learn, but the goal is worthy of the effort required.

This resource guide for new faculty serves as an introduction to these many supports. It is organized in the order that we anticipate you will need to know things from your first day on the job through your first year at Durham College. This document will direct you to find information on our employee website, ICE (Information Centre for Employees), and other locations on the [Durham College](http://www.durhamcollege.ca/)<sup>1</sup> Website. To get started accessing the many sources of information and resources available to you as a faculty member, go to the [CTL](https://durhamcollege.ca/ctl/)<sup>2</sup> Web site.

We welcome you as you engage in our academic culture and look forward to integrating your unique contributions into our collaborative approach to teaching and learning at Durham College.

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<sup>1</sup> <http://www.durhamcollege.ca/>

<sup>2</sup> <https://durhamcollege.ca/ctl/>

# Academic Schools and Administrative Staff

## School of Business, IT & Management (BITM)

Executive Dean	Kevin Baker	905.721.2000 x2150
Associate Dean	Nancy Martin	905.721.2000, x2430
	Thom MacDonald	905.721.2000, x2646
Administrative Coordinator	Miranda Bekiaris	905.721.2000 x2621
	Lisa Burt	905.721.2000 x3065
Student Advisor	Melissa Brown	905.721.2000 x2268
	Elizabeth Campbell	905.721.2000 x2481
	Heather Dunlop	905.721.2000 x2151
	Kristin Pablo	905.721.2000 x4166
	Erin Smith	905.721.2000 x6318

## School of Health & Community Services (HCS)

Executive Dean	Ralph Hoffman	905.721.2000 x3285
Associate Dean	Gillian Dunn	905.721.2000 x2727
	Bev Neblett	905.721.2000 x2471
	Margret Campkin	905.721.2000 x2125
Administrative Coordinator	Shari Kinney	905.721.2000 x2375
Student Advisor	Karen Anderson	905.721.2000 x4166
	Hayahesham Esaad	905.721.2000 x6589
	Lisa Schultz	905.721.2000 x2288
	Lisa Kowal	905.721.2000 x
	Melissa Bosomworth	905.721.2000 x3066
	Lisa West	905.721.2000 x2408
	Lynn Tulloch	905.721.2000 x

## School of Hospitality and Horticultural Science (HHS)

Dean	Tony Doyle	905.721.2000 x4284
Associate Dean	Kara Woods	905.721.2000 x2787
Student Advisor/Field Placement Advisor	Gayle Anderson	905.721.2000 x4144

## School of Interdisciplinary Studies (IS)

Executive Dean	Stephanie Ball	905.721.2000 x6596
Associate Dean	Kevin Dougherty	905.721.2000 x2270
Administrative Coordinator	Amy Derald	905.721.2000 x2152
Student Advisor	Kim Sharpe	905.721.2000 x2501

## School of Justice & Emergency Services (JES)

Executive Dean	Stephanie Ball	905.721.2000 x2458
Associate Dean	Joanne Spicer	905.721.2000 x3696
Administrative Coordinator	Victoria Kee	905.721.2000 x6326
Student Advisor	Treina Kennington	905.721.2000 x2432
	Stephanie Tufts	905.721.2000 x3695

## School of Media, Art & Design (MAD)

Executive Dean	Greg Murphy	905.721.2000 x3128
Associate Dean	Moreen Fearon-Tapper	905.721.2000 x2064
Administrative Coordinator	Alanna Desaillier	905.721.2000 x3148
Student Advisor	Kerry Doyle-Brownell	905.721.2000 x2474
	Sherri Taylor	905.721.2000 x2181

## School of Science & Engineering Technology (SET)

Executive Dean	Rebecca Milburn	905.721.2000 x2319
Dean (applied science programs)	Tony Doyle	905.721.2000 x4284
Associate Dean (engineering programs)	Lorie Blundon	905.721.2000 x6552
Associate Dean (applied science programs)	Kara Woods	905.721.2000 x2787
Manager	Maryam Irshad	905.721.2000 x2221
Administrative Coordinator	Craig Thompson	905.721.2000 x6800
	Magdalena Ramzia	905.721.2000 x3845
Student Advisor	Mary Sich-Kristof	905.721.2000 x4248
	Stephanie Thomson	905.721.2000 x2383

## School of Skilled Trades, Apprenticeship & Renewable Technology (START)

Executive Dean	Rebecca Milburn	905.721.2000 x3302
Associate Dean	Martin Jones	905.721.2000 x4232
Manager	Sarah Brathwaite	905.721.2000 x2289
Administrative Coordinator	Alexandria Oosterhof	905.721.2000 x4262
Student Advisor	Jennifer Means	905.721.2000 x4087

# Section One: Before the First Day of Class

## Academic Calendars, Post-secondary – Oshawa/Whitby Campuses

The fall 2021, winter 2022 and spring 2022 Academic Calendars are available on [ICE](#)<sup>3</sup>.

## Audio Visual Services

Audio Visual Services is a shared service department which provides a broad range of services and support with a focus on classroom services and support. Equipment is available for sign-out and includes projectors for PowerPoint presentations, DVD playback units, CD players, digital voice recorders, hard drive video cameras, tripods, digital cameras, portable amps, tripod screens, flipcharts, sound systems, computer microphones, Respondus clickers and wireless remotes. Support services include instructional classroom repairs, integrated equipment system design, one-on-one faculty training, event support, video conferencing and lecture capture (Mediasite).

### NOTE

DVDs are located in the [Library](#)<sup>4</sup>, while any required equipment needs or questions are handled by Audio Visual Services. People are encouraged to consider the use of the Library's various [streaming video collections](#)<sup>5</sup>.

Advanced booking requests are recommended to ensure that booking requests can be met. Students are responsible for picking up and returning equipment for classroom use and must present their photo identification. Due to the current environment and ongoing changes, please check the [service desk website](#)<sup>6</sup> for updated hours.

## Service Desk Locations, Hours & Contact Information

### OSHAWA CAMPUS | *Gordon Willey Building – Room SW100*

Monday to Thursday	7:30 a.m. to 6:30 p.m.
Friday	7:30 a.m. to 5:30 p.m.
Saturday	9:00 a.m. to 1:00 p.m.
Sunday	Closed

Please visit the [Service Desk Portal](#) for hours and in-person service delivery information.

### WHITBY CAMPUS | *Room 1-1*

**Phone** 905.721.2000 x3333, option #2  
**Email** [servicedesk@dc-uoit.ca](mailto:servicedesk@dc-uoit.ca)

<sup>3</sup> <https://ice.durhamcollege.ca/StudentAffairs/StrategicEnrolmentServices/Pages/RelatedDocuments.aspx>

<sup>4</sup> <https://durhamcollege.ca/student-life/campus-services/library>

<sup>5</sup> <http://guides.library.durhamcollege.ca/media>

<sup>6</sup> <https://servicedesk.dc-uoit.ca/Pages/default.aspx>

## Campus Identification

### Multi-year Cards and Clinical Badges

Multi-year Campus Identification Cards are required for all staff. All staff must have their cards available while on-campus property. Part-time, sessional and contract staff members also must obtain a Campus Identification Card with the written confirmation of their employment from their immediate supervisor. All Campus ID Cards serve as 'multi-year' identification cards, however, any cards required to replace lost/stolen/damaged cards will be reprinted for a fee in the Campus ID office. Staff are encouraged to have their card 'validated' for each current year in order to access several campus services. Staff are responsible for the care of and fees required to replace lost/stolen/damaged cards and badges (treat identification cards/badges like a credit card). Clinical badges are also available for faculty who support off-campus clinical teaching.

### All New Staff

Staff requiring their initial Campus Identification Card, may do so on any weekday by visiting Campus ID on the first floor of the Student Services Building (SSB) between the hours of 9:00a.m. and 4:00p.m. Please note that our schedules change in August during peak periods, during exam times, and prior to the beginning of all three semesters: September, January and May.

You will be required to bring a completed [Staff Identification Card Request](#)<sup>7</sup> form signed by your immediate supervisor along with one piece of valid government-produced photo identification\*. The replacement card fee for lost/stolen cards may be paid in the Identification Office. Staff ID Cards: \$10, Badges: \$2 and Proximity Access ID Cards: \$25.

### New Whitby Campus Staff Members

Staff will have on-campus identification services in the Administration Boardroom, in the first week of the fall semester and during orientation days. A calendar of photo schedules and locations for students and staff will be posted on various sites as listed below.

### Photo Identification - Proof of Identification

Examples of accepted positive identification include: current Driver's License, valid Passport, Citizenship Card or Ontario Identification Card. An "Identification Form" is available from the Identification Office and web page for those who do not possess any government produced forms of photo identification.

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<sup>7</sup> <https://ice.durhamcollege.ca/layouts/15/WopiFrame2.aspx?sourcedoc=/Forms/Staff-ID-Card-Request.docx&action=default>

## Proximity/Biometric Access ID Cards

Staff who require controlled access cards (Proximity/Biometric Cards) are required to have their supervisor submit a completed [electronic request form](#)<sup>8</sup>. Your managing supervisor must complete the details of this form and forward it electronically to the Campus Identification Office at [photoid@dc-uoit.ca](mailto:photoid@dc-uoit.ca). Lost or stolen proximity cards must be reported to Security immediately to suspend card access until it is located or replaced.

## Campus Identification Locations

### Oshawa Campus – Main Office

*Main Floor, Student Services Building*

The main office is open all year and expands to several satellite locations and campuses during peak periods. Weekday hours of operation are Monday to Friday 9:00 am. – 4:00 p.m. Hours of operation from mid-August through to May are revised during peak periods like fall start up and exams periods, for example, and at the beginning of all three semesters: September, January and May.

These peak periods also include evening hours and some weekends as advertised (please visit the [Durham College](#)<sup>9</sup> Website for updated hours of operation).

### Whitby Campus

Identification services will be available in the Administrative Boardroom, for at least a week at the beginning of the fall semester and during orientation days. Staff are encouraged to obtain their first card prior to this from the Oshawa location due to the high volume in September.

## Campus Identification Services Details

The Campus Identification Services office is located on the first floor of the Student Services Building (SSB) all year round. Inquiries or questions may be directed to either the Identification Office at [photoid@dc-uoit.ca](mailto:photoid@dc-uoit.ca), or Donna Bruni (Office of Campus Safety) at [donna.bruni@dc-uoit.ca](mailto:donna.bruni@dc-uoit.ca).

## Class Lists/Rosters

Detailed instructions on how to view and/or download an electronic copy of your class list is available under the References and Guides section of the Resources page on ICE (refer to the YouTube video entitled, Introducing the New MyCampus – Durham College). The spreadsheet can also be used for tracking attendance or for recording your students' marks.

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<sup>8</sup> <https://ice.durhamcollege.ca/Admin/FAS/Pages/RelatedForms.aspx>

<sup>9</sup> <https://durhamcollege.ca/student-life/campus-services/campus-safety/campus-id>

Faculty are able to print their class lists at any time, however, it is recommended that you print your class lists daily, or when feasible, and use it as an attendance check for the first couple of weeks to ensure that the students in your class(es) are actually registered. If a student's name does not appear on the roster, then you will need to speak with your student advisor.

## Classroom Supplies

Each school and department have a limited budget for classroom supplies such as pens, pencils, paper, post-it-notes, and/or white board markers. Please speak with your administrative coordinator for the process of obtaining these supplies.

## Course Outlines

Students are expected to print their course outlines through MyCampus and have them available for their first scheduled class. You can also access MyCampus and print your own course outline(s). If you require assistance, please speak with your administrative coordinator. The course outlines must be followed as written.

Copies of course outlines may be accessed through MyCampus as noted below:

1. Visit [MyCampus](#)<sup>10</sup>.
2. Log into MyCampus using your Banner I.D. # and password.
3. On the right-hand side of the page, you will notice a section entitled, **Course Outlines**. Click on the icon provided.
4. Select the appropriate term.
5. Select the school name, then the **Submit** button.
6. Browse through the list of course offerings, then click on the course name.

In order to view the course outline, click on the **View Course Outline** link. A dialog box will appear asking faculty to either **Open** or **Save** their course outline(s), select **Open**.

## Course Outline Template

Every course at Durham College has a detailed course outline. Course outlines are developed and revised by faculty in collaboration with their program team using the Course Outline template (referred to as WebCOT). The template is designed to provide the required course information to ensure consistency. Information about completing the Course Outline template in WebCOT is available by visiting the [CTL](#)<sup>11</sup> Website. CTL is also available to provide direct support when developing course outlines. Please email [CTL@durhamcollege.ca](mailto:CTL@durhamcollege.ca).

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<sup>10</sup> <https://durhamcollege.ca/mycampus/>

<sup>11</sup> <https://durhamcollege.ca/ctl/academic-quality/curriculum-development/how-to-complete-a-course-outline/>

## Procedure for Changing Course Outlines

When changes of an approved course outline are required, faculty should follow the Durham College Course Outlines Policy and Procedure (ACAD-108) for detailed information. These documents are available under the Academic section of the Policies/Procedures page on ICE.

## RESOURCES: Course Outline Template (WebCOT)

A set of resources and tip sheets for the WebCOT Course Outline template can be found on the [CAFE](#)<sup>12</sup> Website.

## Facilities and Ancillary Services

The Facilities and Ancillary Services (Facilities Management) department is responsible for a wide range of functions in supporting the entire campus community. These services range from development, construction, renovation and maintenance of new and existing buildings, to food service, security, housekeeping, retail operations and logistical services.

## Keys

Some faculty will be issued an office key and a classroom key for general classroom access, if needed, as well as access to the photocopier room within their school office, after office hours. Please speak with your administrative coordinator for relevant details, if required.

## Faculty Absences

Faculty are encouraged to refer to the Learning Management System Usage Policy and Procedure (ACAD-118) regarding posting absences or lateness to students. These documents are available under the Academic section of the Policies/Procedures page on ICE. For attendance purposes, faculty must report their absence to their school office, including administrative coordinator and associate deans (preferably via e-mail).

## Inclement Weather – Emergency Closure Procedure

In preparation for winter weather, please note that an Emergency Preparedness and Emergency Closure Policy and Procedure (ADMIN-211.1) has been developed to address situations such as inclement weather. These documents are available under the Administration section of the Policies/Procedures page on ICE.

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<sup>12</sup> <https://durhamcollege.ca/ctl/academic-quality/curriculum-development/how-to-complete-a-course-outline/>

## Information Centre for Employees (ICE)

Durham College's employee portal, Info Centre for Employees (ICE) provides important information to employees and a one-stop shop for college news, special announcements and resources. All employees who have a college-issued computer while working on-campus can easily access ICE by clicking on the icon located on the desktop. Alternatively, employees can access ICE while working on- and off-campus by visiting <https://ice.durhamcollege.ca>.

If you require additional information, please e-mail [internalcommunications@durhamcollege.ca](mailto:internalcommunications@durhamcollege.ca).

## Information Technology Services - IT Service Desk (ITS)

If you require IT, Audio Visual or Facilities Services, please contact the IT Service Desk at ext. 3333 and follow the prompts. Alternatively, you can send an e-mail to the IT Service Desk at [servicedesk@dc-uoit.ca](mailto:servicedesk@dc-uoit.ca) outlining your request, or visit the [IT Service Desk Portal](#). This e-mail address will be used for all request going forward. You will receive a message acknowledging the request and the assigned request case number for follow up purposes.

To ensure that IT network news and status information are available at all times to all users, you can also access the [ITS<sup>13</sup> Website](#).

As part of our continuing efforts to improve the quality and delivery of service to our customers, we have amalgamated the customer facing portion of our service desk for IT support. This amalgamation has brought together the customer interface to various Service Desks: IT and computers, AV services, and facilities for staff, faculty and students. This amalgamation affects all campus locations for Durham College.

ITS refreshes computer assets approximately every 4 years for full-time faculty, labs and classrooms. Any asset needs outside of this program require dean's approval. Part-time faculty are able to use their personal laptop for delivering courses. If teaching courses that require non-standard software, they can request an institutional device through their dean.

If your assigned computer malfunctions, the Service Desk can provide a temporary loaner laptop. All assigned and loaner equipment must be returned to the Service Desk before the end date of the loan period.

For additional information on the different Information Technology Services (ITS) resources available to support the academic success and the overall student experience, click on [IT Services Frequently Asked Questions<sup>14</sup>](#).

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<sup>13</sup> <http://www.durhamcollege.ca/info-for/current-students/information-technology-services-its/>

<sup>14</sup> <https://servicedesk.dc-uoit.ca/Pages/Frequently-Asked-Questions.aspx>

## Classroom Hotline for IT Support - x3333, option #4

IT Services provides classroom hotline service available through IT Service Desk. Call extension 3333 and select Option #4. This service can be used by faculty for urgent IT related issues that may arise during a class in progress. It should help reduce the wait time for faculty when contacting the IT Service Desk, and increase the technician response time for these urgent issues. Invoking this service will by-pass the support desk phone queue and the call will ring on a separate telephone hotline at the support desk.

## Walk-Up Priority Support for Faculty

There is a walk-up priority system in place for faculty assistance at the Oshawa campus. This service is in addition to our classroom hot line service that is currently available through classroom telephones.

Whitby faculty will continue to obtain priority support through the IT department, Rm. 124. Refer to the information below for the Oshawa campus.

## How to Identify Where to Get this Service

A separate queue at the IT Service Desk located in the Learning Commons - SW100 is available for faculty. You will need to retain a Q-Nomy ticket prior to getting served so that we can efficiently your request.

How to Obtain this Priority Support:

1. Obtain a Q-Nomy ticket before getting served.
2. Walk up to the IT Service Desk at the appropriate location and towards the end of the service area and identify yourself as faculty.
3. There will be a dedicated IT Service Desk staff member for faculty support each day to assist you.

Should your issue need to be escalated, the IT Service Desk will assign and prioritize your issue to our second and/or third level technicians for resolution.

## IT Service Desk Web Portal

Students, faculty, and staff will benefit from the information and self-help available on the [IT Service Desk Web Portal](#). Faculty will benefit from knowing the operational status of all systems, the Network, the Internet, DC Connect and Mail. Information is available about accessing the Wi-Fi on-campus through CampusAir. Assistance on all classroom audio visual equipment and a full inventory of software available in labs is also available. For students, there are over 30+ self-help fact sheets available, information on how to use DC Connect, security information on viruses, identity theft and how-to advice on printing, plus much more.

Self-help tools and information specific to the Service Desk can be found at [IT Service Desk Portal](#)<sup>15</sup>.

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<sup>15</sup> <https://servicedesk.dc-uoit.ca/Pages/default.aspx>

## System Status Dashboard

IT Services has implemented a System Status Dashboard for faculty to use if they are experiencing technical difficulties. The dashboard is updated on a continual basis and reflects any issue related to a computer system or service, or when a computer system or service is not working. Faculty are encouraged to use the [System Status Dashboard](#)<sup>16</sup> as it will enable them to see if there is a system-wide issue or problem.

## IT Service Desk Locations, Hours & Contact Information

**OSHAWA CAMPUS** | *Gordon Willey Building – Room SW100*

\*\*Remote service hours:

Monday to Thursday	7:30 a.m. to 6:30 p.m.
Friday	7:30 a.m. to 5:30 p.m.
Saturday	9:00 a.m. to 1:00 p.m.
Sunday	Closed

Please visit the [IT Service Desk Portal](#) for updated hours and in-person service delivery information

**WHITBY CAMPUS** | *Room 1-1*

**Phone** 905.721.2000, ext. 3333

Option 1 - *IT Service Desk - general troubleshooting, log-in difficulties or password changes*  
Option 2 - *Audio Visual Services - overheads, flipchart usage or presenter issues*  
Option 3 - *Facilities Services - changes to room temperature and waste collection*  
Option 4 - *Classroom Hotline - printer issues, paper refills or jams, Internet access issues during lectures*

**E-mail** [servicedesk@dc-uoit.ca](mailto:servicedesk@dc-uoit.ca)

## Mail Services

Durham College and UOIT mail services handles all college/university mail, including courier packages to be sent out by shipping and receiving, Inter-University Transit System (IUTS) and personal stamped mail.

If provided, faculty mailboxes are located in each of the academic schools and the mail is distributed by the school(s) administrative assistant. For additional information, please speak with your administrative coordinator.

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<sup>16</sup> <https://servicedesk.dc-uoit.ca/Pages/Dashboard.aspx>

## Mail Room Location & Hours

**OSHAWA CAMPUS** | *Gordon Willey Building – Room A174 (beside the Print Shop)*

Monday to Friday      9:00 a.m. to 5:00 p.m.

## New User Setup and Passwords

Your Login I.D. for any services at Durham College will always be your Banner I.D. #, a nine-digit number that starts with “100”. There are two passwords used for different services.

The first password is a network password used to sign onto computers, gain access to wireless Internet on-campus, DC Connect (online course learning management system) and Webmail. For faculty, they are asked to call the IT Service Desk at 905.721.2000, ext. 3333 to set their network password before they can login to services that require it. For students, the default network password is typically “durham” and they will be prompted to change it when they first log on. This password also expires approximately once each semester, so be prepared to change it.

The second password is commonly called a MyCampus password and is used exclusively to access MyCampus. Typically, the password is set by default to a user’s birthday in the format of month/day/year (e.g., 09/18/67 -> 091867) or postal code (e.g., L1H7K4). It can be reset by using the reset link on the MyCampus login page. Unlike the network password, there is no requirement to change this password regularly, however, the account will be disabled if not used for 120 days.

## DC Connect

**Login I.D.:**      Banner I.D. # (i.e., 100123456)  
**Password:**      Network (default birthdate or postal code)  
**Accessed At:**    [DC Connect](#)<sup>17</sup>

DC Connect is the name of Durham College’s online course learning management system. DC Connect is the online tool used by faculty to develop and deliver course news, content, grades, and feedback to students. Students use DC Connect to download course content, check grades and feedback, and communicate with their instructors and peers. For supporting documentation, visit the [CTL](#)<sup>18</sup> Website.

## DCMail – Student Email

**Login I.D.:**      Banner I.D. # (i.e., 100123456)  
**Password:**      Network password (default birthdate or postal code)  
**Accessed At:**    [DCMail](#)<sup>19</sup>

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<sup>17</sup> <https://durhamcollege.desire2learn.com/d2l/login>

<sup>18</sup> <https://durhamcollege.ca/ctl/educational-tech/dc-connect-course-template/>

<sup>19</sup> <https://durhamcollege.ca/mycampus/>

As Outlook is the official e-mail account for faculty, DCMail is the official e-mail account for students. Like Outlook, DCMail can be accessed in a web browser but it can only be accessed by students. Students can login to DCMail through the links available on both MyCampus and DC Connect. A student's DCMail address will typically be *firstname.lastname@dcmail.ca* although sometimes it may have numbers at the end if there are multiple students with the same names. DCMail is considered to be the official institutional e-mail address for Durham College students. Any messages that are sent to students from DC Connect, including communications from faculty, will be routed to the student's DCMail account, as will announcements from the College.

## MyCampus

**Login I.D.:** Banner I.D. # (i.e., 100123456)  
**Password:** MyCampus (default birthdate or postal code)  
**MyCampus Portal:** [MyCampus](#)<sup>20</sup>

MyCampus is the online administrative portal for students and faculty at Durham College. MyCampus is typically used to review class schedules and class lists, download course outlines, and check (students) or submit (faculty) grades. Within MyCampus, the Tutorials tab has several resources to help users with common tasks. Also, on the DC Faculty tab, note the MyCampus Tutorial for Faculty window in the centre column.

## Microsoft Outlook – Faculty Email

**Login I.D.:** Banner I.D. # (i.e., 100123456)  
**Password:** Network  
**Accessed At:** [Microsoft Outlook](#)<sup>21</sup>

Microsoft Outlook is the software that Durham College staff and faculty use for e-mail. On an institutional computer, you can simply run Microsoft Outlook to access this account. Users can also login to Outlook. Your Outlook e-mail address will typically be your [firstname.lastname@durhamcollege.ca](#) and it is considered to be your official institutional e-mail address as Durham College faculty. Any messages that are sent to you from DC Connect, including communications from students, will be routed to your Outlook account, as will announcements from the College. The most commonly used features of this software are the E-mail and Calendar tools.

## Parking

At Durham College, we pride ourselves on providing adequate, safe and well-maintained parking facilities for students, faculty, staff and visitors. Over the past few years, significant effort has gone into enhancing our parking facilities and systems. New lots have been created and we have refurbished many of our

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<sup>20</sup> <http://www.durhamcollege.ca/mycampus/>

<sup>21</sup> <http://email.durhamcollege.ca>

existing lots.

All employees and students are required to pay for parking. There are a number of different parking fees based on individual's needs. We recommend all employees look after purchasing a parking pass as soon as possible since the parking lots do fill up and you want to ensure that you have a spot if you elect to purchase a parking pass. Sometimes there is a waiting list for parking spots. Durham Region Transit and the GO bus both stop at the front door of the college.

For additional information, please visit the [Durham College](#)<sup>22</sup> Website.

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<sup>22</sup> <http://www.durhamcollege.ca/services/campus-services/transportation-parking-and-maps/>

## Section Two: The First Three Weeks

### Books

If faculty require a textbook, they are asked to contact their school offices.

### Campus Safety

The Office of Campus Safety is committed to protecting the rights of everyone on-campus while promoting a professional, respectful and safe campus environment. Working with our community partners, we provide services that endeavor to prevent crime and solve problems that affect faculty, staff, students and the community.

For additional information about campus safety guidelines, fire and emergency procedures as well as personal safety concerns, please visit the [Durham College](#)<sup>23</sup> Website.

### Campus Safety Contacts

**Tom Lynch**, Director, Office of Campus Safety – [tom.lynch@dc-uoit.ca](mailto:tom.lynch@dc-uoit.ca)

**Scott Bronson**, Manager, Public Safety & Security – [scott.bronson@dc-uoit.ca](mailto:scott.bronson@dc-uoit.ca)

**Natalie O'Rourke**, Manager, Student Conduct & Campus Investigations – [natalie.orourke@dc-uoit.ca](mailto:natalie.orourke@dc-uoit.ca)

**Thomas Bezruki**, Manager, Emergency Management – [thomas.bezruki@dc-uoit.ca](mailto:thomas.bezruki@dc-uoit.ca)

**Yvette Greenall**, Administrative Assistant, Office of Campus Safety – [yvette.greenall@dc-uoit.ca](mailto:yvette.greenall@dc-uoit.ca)

**Diana D'Ornellas**, CERT Coordinator, Office of Campus Safety – [diana.d'ornellas@dc-uoit.ca](mailto:diana.d'ornellas@dc-uoit.ca)

#### OSHAWA CAMPUS | *Gordon Willey Building*

**Phone** 905.721.2000 x2400, or 905.721.3211 (external phone)

#### WHITBY CAMPUS | *Whitby Skills Training Centre*

**Phone** 905.721.2000 x4098

### Pay Periods

**Part-time** and **contract faculty** employees, the pay date is biweekly every other Friday. The pay period hours are paid two weeks in arrears following the period end date. For example, a faculty member who works January 7<sup>th</sup> to January 18<sup>th</sup> will be paid for time worked on Friday, February 1<sup>st</sup>. If the pay date lands

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<sup>23</sup> <https://durhamcollege.ca/student-life/campus-services/campus-safety/public-safety/safety-security-on-campus>

on a bank holiday, the pay date becomes the business day prior to the bank holiday. Direct deposit is recommended for contract and part-time employees as well. Part-time and contract faculty will need to refer to their contract as it stipulates the standard rate for your teaching services for the semester. Bi-weekly payments are based on teaching hours, calculated as follows:

**Weekly Teaching Hours (outlined on contract) \* Step Rating Hourly Rate = Gross Earnings \* Vacation Entitlement (4 or 6%) = Total Gross Earnings, less statutory and voluntary deductions = Net Pay (Actual Deposit Amount.)**

Questions pertaining to payroll can be directed to [payrolldepartment@durhamcollege.ca](mailto:payrolldepartment@durhamcollege.ca).

For new contract faculty, please make sure to sign and return your contract to Human Resources. Forward a completed TD1 form and a void cheque as soon as possible to the Payroll department so that your pay can be directly deposited into your bank account. These forms are only required if you are a first-time employee at Durham College or if you are an existing employee who would like to make a change to their set up. If you have any questions, please contact Human Resources for enquiries about your contract, or Payroll about your new employee forms.

For information regarding receipt of, or details pertaining to your contract, please contact your school office. Paper copies of pay statements as well as T4 statements are currently not available. Employees can view and/or download copies of these statements electronically. Please contact Payroll for assistance.

For reference purposes, please refer to the [Payroll Schedules](#)<sup>24</sup> and [Related Forms](#)<sup>25</sup> that part-time and contract faculty may require. This information can be found on ICE and is updated regularly.

## Print Shop/Photocopying

Each school and divisional office has a photocopier. If you require a password, ask your administrative coordinator if one is necessary. Faculty members should try to plan ahead for handouts required for classes. If you are in a hurry to copy just before class, often faculty find there is a line-up at the copier. Also, sometimes copiers may be broken.

### NOTE

- Large jobs must be sent to the Print Shop; the photocopier in schools and divisional offices are for jobs less than 15 copies.
- The Print Shop appreciates a two-week lead time during peak periods, such as start-up; Please plan ahead. Office staff in your school can assist you.
- It is advisable to always maintain a copy of your original material – the Print Shop is not responsible for lost or misplaced printing.
- There is no charge to send or take documents to the Print Shop unless it is a special request (e.g., colour print/special paper, binding, impressions greater than 1,000, etc.)

<sup>24</sup> <https://ice.durhamcollege.ca/Admin/FO/Pay/Pages/Related-documents.aspx>

<sup>25</sup> <https://ice.durhamcollege.ca/Admin/FO/Pay/Pages/Related-forms.aspx>

## Print Shop Location, Hours & Contact Information

**OSHAWA CAMPUS** | *Gordon Willey Building – Room A172*

Monday to Friday      8:00 a.m. to 4:30 p.m.

**Email**                      [printshop@dc-uoit.ca](mailto:printshop@dc-uoit.ca)

## Electronic Submission

All electronic printing requests must be sent to [printshoprequests@dc-uoit.ca](mailto:printshoprequests@dc-uoit.ca). Hard copy documents can still be sent by interoffice mail to the Print Shop.

Make sure to include your name, department, and number of copies needed. Also indicate whether you need the documents stapled, collated, and hole-punched, printed on special paper, etc.

## Section Three: Support Services for Academic Success

### Access & Support Centre (ASC)

The ASC provides confidential services to students who are temporarily at-risk or identified with an exceptionality to ensure equal access to all aspects of the academic environment. Students meet with an Accessibility Coach to discuss their individual learning needs as it relates to their program and to determine appropriate accommodations in accordance with the Ontario Human Rights Code guidelines. The ASC team works in partnership with the student and faculty to co-ordinate appropriate supports to ensure inclusive and accessible learning environments on-campus. On occasion, the ASC may need to connect with faculty for information about specific course and program requirements. Once the Access Plan is developed, you will receive an electronic copy of this letter via your Durham College e-mail from the ASC. The ASC encourages students to follow up with their faculty to discuss their supports and individual needs in the classroom.

The ASC is also here to consult and support faculty through the process of accommodations in the classroom. Resources relating to [accessible instructions](#)<sup>26</sup> are available to faculty online through Human Resources as well as the [CTL](#)<sup>27</sup> Website.

### ASC Locations, Hours & Contact Information

#### **OSHAWA CAMPUS** | *Gordon Willey Building – Room SW116*

Monday to Friday      8:00 a.m. to 4:30 p.m.

**Phone**                      905.721.3123

**Email**                        [asc@durhamcollege.ca](mailto:asc@durhamcollege.ca)

#### **WHITBY CAMPUS** | *Coaching and Support Centre (CSC) – Room 180D*

Monday to Friday      8:30 a.m. to 4:30 p.m.

**Phone**                      905.721.2000 x4141

**Email**                        [whitbyasc@durhamcollege.ca](mailto:whitbyasc@durhamcollege.ca)

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<sup>26</sup> [https://ssbp.mycampus.ca/www\\_ains\\_dc/index.html](https://ssbp.mycampus.ca/www_ains_dc/index.html)

<sup>27</sup> <http://cafe.durhamcollege.ca/index.php/curriculum-development/universal-design-for-learning/home-page>

## Test Centre – Supports for Access and Support Centre (ASC) Students

Depending on the circumstances, students registered with the ASC may choose to write a test/exam either in class or in the Test Centre. The Test Centre provides a test and exam environment complete with accommodations for students with exceptionalities when those needs cannot be met in the classroom. In order to access accommodated testing at the Test Centre, students must be [registered](#)<sup>[1]</sup> with the Access and Support Centre (ASC). In order to write a test or exam in the Test Centre, students must book an appointment.

Students who have been approved for testing accommodations have the option of approaching faculty to determine if their needs can be met in class. Returning ASC students who plan to use the Test Centre are required to renew their accommodations with the ASC office.

### New for the 2021-2022 Academic Year

For the past four semesters, the Test Centre has been primarily offering virtual invigilation for three accommodations (reader, scribe and clarification of questions). As we transition back to campus, the Test Centre will be offering both in-person and virtual testing options.

Students will be asked to select one of three options when booking their tests: in-person; virtual; or either. Providing these choices is a pilot program aimed at delivering the best service available, in a flexible manner. Faculty can indicate their requested method of invigilation when uploading the invigilation instructions to the portal. Where student preference aligns with faculty direction, the test will be invigilated in that manner.

Once faculty receive an automatic confirmation email of a test registration, (six days prior to the test date), they should proceed as follows:

1. Upload the test and invigilation instructions to the portal immediately (link will be provided in the email). Faculty will receive a second email if materials are not provided at least three (3) days in advance of the test date.
2. If the test is going to be on the DC Connect learning management system, a copy of the test is not required, but the lockdown browser will need to be disabled for accommodated students and any extra time should be added to their test.
3. If experiencing difficulties uploading any documents, email [testcentre@durhamcollege.ca](mailto:testcentre@durhamcollege.ca) or [whitbytestcentre@durhamcollege.ca](mailto:whitbytestcentre@durhamcollege.ca) for assistance.
4. Faculty who are not the primary instructor attached to the course will need to complete the invigilation form in full, as this information is used by the invigilators to administer the test. The form is available on ICE.
5. If faculty are only able to provide a paper copy of a test, they must deliver the form and test to the appropriate test centre site no less than three (3) business days prior to the test.

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<sup>[1]</sup><https://durhamcollege.ca/student-life/student-services/access-and-support-centre>

6. Faculty are expected to return to the Test Centre to pick up the test one day after the test date.

## Missed Tests

At the discretion of the faculty member, students may be given the opportunity to write a missed test in the Test Centre. Information about missed tests is available on this [link](#).

The Test Centre will be offering additional day time Missed Test Sessions once per month as a pilot program. See the open session calendar for [dates](#).

## Testing Centre Hours, Locations and Contact Information

*Hours may differ due to COVID-19 precautions. Please contact the appropriate office directly for updated information. Service outside these hours and modes is available.*

### **OSHAWA CAMPUS** | Gordon Willey building – Room SWB291

Monday to Wednesday	In-Person	8 a.m. to 6 pm
Monday to Wednesday	Virtual	6 pm to 8 pm
Thursday and Friday	Virtual	8 am to 4 pm

**Phone** 905-721-2000 x2557

**Email** [testcentre@durhamcollege.ca](mailto:testcentre@durhamcollege.ca)

### **WHITBY CAMPUS** | Room 181

Monday, Wednesday, Thursday	In-Person	8 am to 4:30 pm
Monday, Wednesday, Thursday	Virtual	6 pm to 8 pm
Tuesday and Fridays	Virtual	8 am to 4:30 pm

**Phone** 905.721.2000 x4233

**Email** [whitbytestcentre@durhamcollege.ca](mailto:whitbytestcentre@durhamcollege.ca)

## Bookstores

While the largest part of our business is to provide textbooks for students, the Campus Bookstores have clothing, supplies, giftware items - something for everyone. The Campus Bookstores arrange ordering and selling of the texts, and all professors are asked to enter their booklists into our Bookware ordering system. The Campus Bookstore staff will contact all schools/faculties prior to each term with deadline information. This process will ensure that textbooks are available for students when classes start.

Those professors interested in using course packs/repro-texts should consult the Campus Bookstores staff for important copyright information.

## Bookstore Locations, Hours & Contact Information

### **OSHAWA CAMPUS** | *Gordon Willey Building – Room A125*

Monday to Thursday 8:00 a.m. to 8:00 p.m.

Friday 8:00 a.m. to 4:00 p.m.

**Phone** 905.721.3026

**Email** [campusstore@durhamcollege.ca](mailto:campusstore@durhamcollege.ca)

### **WHITBY CAMPUS** | *Main Entrance – Room 133*

Monday to Friday 8:00 a.m. to 4:00 p.m.

**Phone** 905.721.3306

**Email** [campusstorewhitby@durhamcollege.ca](mailto:campusstorewhitby@durhamcollege.ca)

## Campus Health and Wellness Centre (CHWC)

The [Campus Health and Wellness Centre](#)<sup>28</sup> is committed to providing the highest level of health care to our students. In the Campus Health Centre the Student health experience comes first. Whether you are experiencing a health-care emergency or a case of the flu, students will receive care from friendly, compassionate, and accessible health professionals.

Located in the Campus Recreation and Wellness Centre, services include a medical clinic where students can receive care by physicians and nurses for the assessment and treatment of illness or injury; laboratory testing and screening; and immunizations and allergy injections. In addition, the Campus Health and Wellness Centre offers physiotherapy, chiropractic and massage therapy services.

You can call us for a scheduled appointment or walk-in to see if there is an appointment available.

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<sup>28</sup> <https://durhamcollege.ca/student-life/health-and-wellness>

We have dedicated staff to address any mental health concerns or issues. We can help link you with the appropriate internal and external providers. We believe your mental health is as important as your physical health. Our staff are knowledgeable and are here for you.

The Campus Health and Wellness Centre also houses a pharmacy, offering convenience to fill your prescription and purchase various other items.

## Campus Health Centre Location, Hours & Contact Information

**OSHAWA CAMPUS** | *Campus Recreation and Wellness Centre – Room G1030*

Monday to Friday            8:00 a.m. to 4:00 p.m.

**Phone**                        905.721.3037

**Email**                        [chwc@durhamcollege.ca](mailto:chwc@durhamcollege.ca)

## Wellness Coaching

Durham College's [Wellness Coaching program](#) provides students with access to ICF certified coaches. Wellness coaches support students' mental health and well-being by encouraging self-awareness, growth, change, and success. Focusing on student development and helping students achieve their full potential, wellness coaching involves identifying goals, strengths, barriers, motivations, expectations, and underlying beliefs. Coaches actively listen, ask thought-provoking questions that encourage self-reflection and work with students to develop action steps to move forward. Students can connect with a wellness coach through the Campus Health and Wellness Centre.

Additionally, the wellness coaches also oversee the [Peer Wellness Coaching program](#) which provides additional support to students to better navigate the demands of post-secondary education, assist with organization and time management, provide a connection to campus and aid in the transition to post-secondary school. Peer coaching is a service offered virtually that pairs students with upper year students who will assist them with managing the numerous demands of the college environment.

## Locations, Hours & Contact Information

**OSHAWA CAMPUS** | *Campus Recreation and Wellness Centre – Room G1030*

**Phone**                        905.721.2000 x3747

**WHITBY CAMPUS** | *Room 180*

**Phone**                        905.721.2000 x4141

**Email**                        [wellnesscoaching@durhamcollege.ca](mailto:wellnesscoaching@durhamcollege.ca)

## Career Development

Career Services is proud of our ongoing collaboration with faculty and staff. Together, we work to help students prepare for the labour market, meet employer expectations, and achieve career success. Our office can provide you with access to our employer connections, in-class career education seminars, online resources, and a team of career experts to support your teaching goals.

### Career Development Locations, Hours & Contact Information

**OSHAWA CAMPUS** | *Student Services building – Room SSB212*

Monday to Friday      8:30 a.m. to 4:30 p.m.

**WHITBY CAMPUS** | *Room 180*

Monday to Friday      8:30 a.m. to 4:30 p.m.

**Email**                      [healthcare@durhamcollege.ca](mailto:healthcare@durhamcollege.ca)

### The Hired Portal

Hired is available at <http://hired.durhamcollege.ca> and is Durham College's online career and employment portal. Students, graduates, faculty, and staff access the portal using their MyCampus or Banner logins and passwords.

- Search job postings - full-time, part-time, summer, internship, on-campus, contract, work study, and volunteer opportunities.
- Learn about upcoming career events and workshops via the events calendar.
- Access valuable career resources organized by schools and programs.
- On and off-campus career events are advertised on the Hired events calendar.
- Faculty can book career education seminars.
- Students and graduates can book coaching appointments.

### Career Education Seminars

Career coaches will deliver seminars to post-secondary classes, focusing on career development topics suitable from first to final year of study.

- Introduction to Career Development Office and Services (30 minutes)
- Resumés: Everything Counts (50 minutes)
- Cover Letters (50 minutes)
- Job Search Success (50 minutes)
- LinkedIn (50 minutes)
- Interview Preparation (50 minutes)
- Networking (50 minutes)
- Portfolio Development (30 minutes)

- Workplace Success: Your First Days in a New Role (50 minutes)

Full descriptions and booking information available at:

[http://hired.durhamcollege.ca/faculty/overview/seminar\\_request.htm](http://hired.durhamcollege.ca/faculty/overview/seminar_request.htm). No login is required to schedule a seminar, but we do ask that you schedule at least two weeks in advance to ensure availability.

## Career Coaching for Students

Do you have students who:

- Want to know about potential career options?
- Are unsure about their program choice?
- Want to transfer to a different program?
- Want to pursue further education?

Coaches will assist students with these and other career-related questions. Students and graduates can book job search appointments to:

- Update their resumes, cover letters, and portfolios.
- Prepare for interviews with tips and tricks or a full mock interview.
- Learn more about networking online using LinkedIn and other social media.
- Implement strategies and tactics for effective job search.

## Job Fairs and Employer Events

Job fairs and employer events are essential for students looking to clarify their career goals and employment options. We appreciate the support of faculty and staff who encourage students to attend these recruitment events and information sessions. Boost your program's graduate employment success by sharing career related information at the beginning or end of class or by posting event information on DC Connect.

Questions, comments or wanting to connect? Contact our Outreach Co-ordinator, Jennifer Powell, at ext. 2322 or [jennifer.powell@durhamcollege.ca](mailto:jennifer.powell@durhamcollege.ca).

## Co-operative Education

Co-operative education (co-op) is a new work-integrated learning option for Durham College students. Co-op offers students full-time paid work experiences, with each work term lasting four months in duration. Co-op allows students to combine classroom learning and real-world experience through paid work terms that alternate with academic terms. It is an excellent way for students to build their professional network, explore career paths and apply in-class teachings to real work situations. Interested students apply during their first year of study. Entrance into the co-op option is competitive.

Co-op provides services to students and employers before, during and after each work term, including, but not limited to the following:

- Developing promotional materials and individual program brochures.

- Participating in trade shows and professional organizations.
- Recruiting potential employers, developing jobs and expanding industry networks.
- Verifying job opportunities.
- Providing industry feedback to academic divisions for curriculum and program planning through participating in activities such as Program Advisory Committee meetings.
- Maintaining co-op student and employer database records.
- Facilitating student application and selection processes including posting job vacancies.
- Continuously improving policies and procedures related to the functioning of co-op.
- Delivering class presentations, student selections and interviews.
- Coaching students in individual job search appointments.
- Co-ordinating and assisting with employer interviews.
- Co-ordinating employer information sessions, employer interviews on-and off-campus and facilitating job offers.
- Monitoring co-op student work terms, including work site visits.
- Interacting with faculty, executive deans and associate deans about student or employer concerns and providing mediation as appropriate.
- Enhancing various job search resources and tools on the Hired portal.
- Leading student and employer debriefing sessions.
- Collecting work term reports.

To learn which Durham College programs have a co-op option, please visit <https://durhamcollege.ca/programs-and-courses/co-operative-education-programs>.

For more information, please contact Anna De Grauwe, Co-operative Education Co-ordinator at ext. 2619 or [anna.degrauwe@durhamcollege.ca](mailto:anna.degrauwe@durhamcollege.ca).

## Centre for Teaching & Learning (CTL)

The CTL provides support for all faculty at Durham College from the initial phases of new program development and renewal to its innovative delivery in the classroom or online. The Quality Assurance (QA) team supports faculty and administrators with new program development as well as program reviews and modifications to ensure that our programs are current and relevant. The Educational Development team supports faculty directly through pedagogical supports as they plan and deliver their courses, focusing on active learning approaches, authentic assessments and academic integrity. The eLearning team supports faculty in the creation and integration of interactive digital learning objects, videos as well as supporting faculty with the use of DC Connect.

The CTL offers professional development (PD) opportunities in a number of ways, including faculty orientation, scheduled group sessions, one-on-one support and Academic PD Days. The [CTL<sup>\[1\]</sup>](https://durhamcollege.ca/ctl/) website is regularly updated with relevant resources for faculty. For further information, please feel free to call, drop-

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<sup>[1]</sup> <https://durhamcollege.ca/ctl/>

in, email or browse online.

## CTL Location, Hours & Contact Information

**OSHAWA CAMPUS** | *Gordon Willey building – Room SW101*

Monday to Friday      8:30 a.m. to 4:30 p.m.

**Phone**                      905.721.2000, ext. 2593

**Email**                      [ctl@durhamcollege.ca](mailto:ctl@durhamcollege.ca) (general inquiries)  
[dconnect@durhamcollege.ca](mailto:dconnect@durhamcollege.ca) (DC Connect / eLearning supports)  
[Amanda.Maknyik@durhamcollege.ca](mailto:Amanda.Maknyik@durhamcollege.ca) (teaching & learning/pedagogical supports)

Social Media              [@DCCTL](#), [LinkedIn](#) & [YouTube](#)

## Financial Aid and Awards

Financial planning is vital to being a successful student. The Financial Aid office is dedicated to helping students understand the variety of financial options available to them to fund their education. Financial assistance could be in the form of parental support, student loans from the Ontario Student Assistance Program (OSAP), bank student lines of credit, bursaries, scholarships or on/off-campus employment.

[OSAP](#)<sup>29</sup> applications are available at, and students can view the details of their applications, via the Ministry online system. Students will be notified by the Ministry either electronically or via paper format of the status of their OSAP applications. Detailed information on all of our financial aid programs is available through the Durham College Financial Aid and Awards office located in SSB205 of the Student Services Building.

Emergency Loans – The Financial Aid office may be able to help provide temporary emergency loan assistance to qualified students who are experiencing short-term financial problems while awaiting delivery of their OSAP.

Budget Counselling – Preparing a budget can be a challenging task for anyone. By designing and using a budget as a spending guide, a student's chance of having enough money until the end of the school year is greatly increased.

Financial Aid and Awards provides students with additional options to help fund their educational costs:

- Scholarships, bursaries and awards are made available to students both automatically and through the self-serve application found in MyCampus.
- The DCWorks program and the (International student) IWorks Program are employment programs designed to assist full-time students in need of finances by providing them with part-time employment on-campus.

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<sup>29</sup> <http://osap.gov.on.ca>

DC Money Matters workshops specifically designed for Durham College are available for students who are taking their first steps toward managing their finances effectively. Workshops can be booked online at DC Money Matters Workshop information and registration.

Financial Aid and Awards offers a variety of self-serve options through MyCampus.

You can now book, cancel, reschedule, and view your Financial Aid and Awards appointments and workshops online through DC Financial Aid and Awards Online Booking. Appointments may also be booked through Online Booking for the Whitby campus, for Monday, Wednesday and Friday.

## Financial Aid Locations, Hours & Contact Information

### **OSHAWA CAMPUS** | *Student Services Building – Room SSB205*

Monday, Tuesday, Thursday and Friday 8:30 a.m. to 4:30 p.m.  
Wednesday 10:00 a.m. to 4:30 p.m.

**Phone** 905.721.3036

### **WHITBY CAMPUS** | *Room 103A*

Monday, Tuesday, and Thursday 8:30 a.m. to 4:00 p.m.

**Phone** 905.721.2000 x4010

**Email** [financialaid@durhamcollege.ca](mailto:financialaid@durhamcollege.ca)  
[studentawards@durhamcollege.ca](mailto:studentawards@durhamcollege.ca)

## First Peoples Indigenous Centre (Suswaaning Endaa jig) (FPIC)

The [First Peoples Indigenous Centre](#)<sup>30</sup> is dedicated to increasing awareness and understanding of our shared history and creating opportunities for building respectful, reciprocal relationships. We provide a safe and welcoming environment for all students. There are two Indigenous coaches available to support student success by providing individual coaching sessions, academic and program supports, referring students to the appropriate college resources, and offers a student lounge equipped with computers, quiet study space and a dedicated Smudge area.

Indigenous coaches offer support to faculty in the following areas:

- Indigenous Histories and Reconciliation Modules (IHRM) – available for self-registration on DC Connect,
- Indigenous Learning Circles, offered bi-weekly to support the learning from the IHRM and to discuss best practices when Indigenizing curriculum – available for registration through TREG,
- Work with faculty in the selection of culturally appropriate learning materials,
- Act as an academic resource in identifying culturally appropriate curriculum

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<sup>30</sup> <https://durhamcollege.ca/info-for/aboriginal-students>

- Resource lending library with a focus on Indigenous authors and Indigenizing/decolonizing curriculum,
- Meetings with Elders, Traditional Knowledge Keepers while on campus, and
- Customize classroom presentations:
  - Residential schools;
  - Reconciliation;
  - Treaties;
  - Restorative justice;
  - Contribution of Indigenous People to today's society;
  - Understanding Indigenous ways of knowing;

## FPIC Locations, Hours & Contact Information

**OSHAWA CAMPUS** | *Centre for Collaborative Education (CFCE) – Room 141*

Monday to Friday            8:30 a.m. to 4:30 p.m.

**Phone**                        905.721.2000 x2573 or x2573

**Email**                        [indigenous@durhamcollege.ca](mailto:indigenous@durhamcollege.ca)

## Library

The campus Library welcomes all members of the Durham College community. Our friendly and welcoming team looks forward to welcoming you to our inviting spaces, both in person and virtually. Effective August 16, 2021, the North Oshawa Campus Library will be open to students, staff and faculty, with limitations on building capacity. Masks and physical distancing will be required for everyone who visits the Library.

While the Library at the Whitby Campus remains closed, our services and supports continue to be available remotely or you can visit us at our North Oshawa Campus location. We recommend you bookmark [our Library services update page](#) so you can keep informed on the current status.

## Oshawa Campus Library



We provide a wide variety of services, programs and resources described in more detail below. We are eager to support you in your teaching and research as well as to support your students in locating and using the resources they need to be successful. Don't hesitate to reach out!

## Services for Faculty

Be sure to visit our Services for Faculty website [<https://durhamcollege.ca/student-life/campus-services/library/for-faculty>] to learn more about our supports on the following: Course Reserves, Copyright, New Faculty Checklist, Teaching Support, Research and Publishing Support, Open Education and Collections. Below are some highlights.

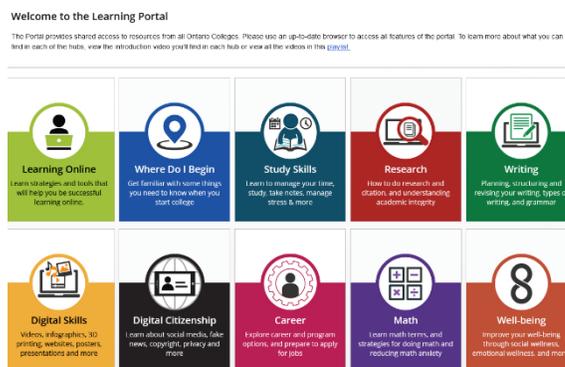
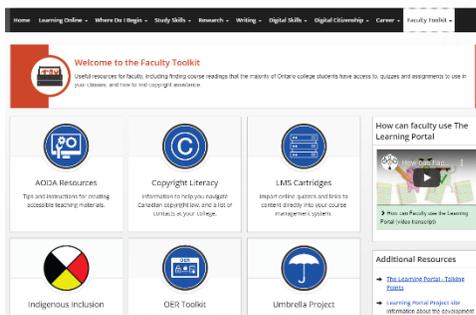
## Reference/Research Services

Be sure to connect with your [subject specialist/liaison librarian](#)<sup>[1]</sup>, your guide to the Library's collections, services and program offerings. Check out the [Research Guide\(s\)](#)<sup>[2]</sup> for your program or subject area; they provide an overview of relevant resources, such as databases, journals, books, websites and specialized discipline-specific resources like statistics, codes and standards. Ask us about:

- Linking to resources from your DC Connect course (e.g. articles, eBooks, streaming videos; [citation guides for APA, MLA and other styles](#))<sup>[3]</sup>.
- Having a customized Research Guide created for your course.
- [Library instruction classes](#)<sup>[4]</sup> and workshops.
- Respecting [copyright](#)<sup>[5]</sup> when sharing textual, image and video works with students or incorporating them into your own work.

## The Learning Portal

The [Learning Portal](#)<sup>[6]</sup>, is a rich resource that has invaluable content for both students and faculty. The result of College Libraries Ontario (CLO) collaboration, we recommend you visit it regularly to discover trusted resources and timely new modules. Recent additions include modules on learning online (<https://tlp-lpa.ca/home/learning-online>), math and well-being.



And for faculty, be sure to check out the Faculty Toolkit module learning modules on topics such as AODA, copyright, Indigenous inclusion, and an OER toolkit. It is all open, so you can import LMS cartridges on quizzes etc. directly into DC Connect.

[1] <https://durhamcollege.ca/student-life/campus-services/library/about/subject-librarians>

[2] <http://guides.library.durhamcollege.ca/?b=s>

[3] <http://guides.library.durhamcollege.ca/citation>

[4] <http://guides.library.durhamcollege.ca/c.php?g=316873&p=2115895>

[5] <http://guides.library.durhamcollege.ca/copyright>

[6] <http://www.tlp-lpa.ca/home>

## Course Reserves

Make readings (books, articles or other documents) more accessible to students by placing them on [course reserve<sup>\[7\]</sup>](#). Instructors are encouraged to put electronic or digital resources on reserve as they are fully accessible online. You can also place physical library, or personal copy, material on reserve for 1 or 3 days but access will be restricted based on College and Public Health guidelines. Your students can search in OMNI for reserves by course code, course name or instructor name. To place a reserve, use the [online<sup>\[8\]</sup>](#) form or email us at [libreserve@durhamcollege.ca](mailto:libreserve@durhamcollege.ca).

## Borrowing

Your Campus Identification Card is your Library card. For regular loan material, you can borrow up to 50 books at one time for a 120 day period with unlimited renewal. More [borrowing<sup>\[9\]</sup>](#) information is available on the library website. In-person borrowing may be restricted based on College and Public Health guidelines.

## Interlibrary Loan

If the Library does not have a book, journal article or other resource that you may need, you can request it using the [Interlibrary loan<sup>\[10\]</sup>](#) form. We will attempt to locate and borrow your requested item from libraries around the world.

## Library Information Literacy Classes-and In-depth Research Appointments

Consider requesting an Information literacy class for your students. These classes help students develop skills they need to be successful in their programs and the workforce, such as the ability to critically evaluate information sources. Librarians consult with faculty to plan sessions targeted to specific assignments and course learning outcomes.

Topics commonly requested by faculty include:

- Defining and narrowing a research question.
- Selecting search tools and search strategies.
- Evaluating scholarly and popular information sources using a variety of criteria.
- Giving appropriate credit when using the work of others (citation).

Library instruction can take place in your classroom or in the Library classroom. Contact your subject specialist/liaison librarian, use the [request<sup>\[11\]</sup>](#) form, or email [library@durhamcollege.ca](mailto:library@durhamcollege.ca) to book a session. We recommend contacting us early as schedules quickly fill up.

If you think your students could benefit from one-on-one research help, please encourage them to contact their subject specialist librarian to make an appointment. <https://durhamcollege.ca/student-life/campus-services/library/about/subject-librarians> Chat help is also available using the Ask ON button on the Library

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<sup>[7]</sup> <http://guides.library.durhamcollege.ca/c.php?g=316847&p=2117280>

<sup>[8]</sup> <https://durhamcollege.ca/student-life/campus-services/library/forms/place-items-on-reserve>

<sup>[9]</sup> <https://guides.library.durhamcollege.ca/borrowing>

<sup>[10]</sup> <https://guides.library.durhamcollege.ca/ill>

<sup>[11]</sup> <https://durhamcollege.ca/student-life/campus-services/library/forms/bibliographic-instruction-request>

homepage.

## Suggestions for Purchase

We welcome suggestions for additions to the Library collection. Suggestions are reviewed with consideration given to cost, availability and relevance to collection development policies and curricular needs. Contact your subject specialist/liaison librarian or use the online form.

## Contact Information

Administration: 905.721.2000, ext. 2214

Library Services: 905.721.2000, ext. 3082

## Office of Research Services, Innovation and Entrepreneurship (ORSIE)

Durham College contributes to the research and innovation cycle through applied research. Faculty and students apply their expertise and talents utilizing the college's unique research infrastructure, creating partnerships with business, industry, and community organizations to solve a problem or address a challenge.

Applied research provides practical solutions to everyday issues and creates new, innovative products, processes, and services. The industry partner or community organization usually identifies the challenge and requires the expertise of the college to develop a sustainable solution.

Applied research is executed by following a rigorous research methodology and work plan to investigate the challenge. All research must adhere to the standards of research integrity and research data management, and comply with ethical policies and procedures established by Durham College.

Through applied research, faculty are fundamental to solving industry, community, and social challenges. Applied research provides faculty with opportunities for:

- Professional development;
- Interactions and collaborations with colleagues, stakeholders and industry/community partners;
- Student and client satisfaction after a successful project outcome;
- Alignment with current industry practices as well as opportunities to contribute to the improvement of those practices;
- Experiential learning for students by either allowing them to apply their knowledge or skills, or by training them in research methodology;
- Creating solutions to real world problems for a positive economic or societal impact;
- Creating intellectual property; and
- Facilitating new program development.

Interested in work on an applied research project? Get started by discussing your ideas with a colleague, your executive dean, or your school's research coordinator. Alternatively, you may contact the dean or a member of the team in the Office of Research Services, Innovation and Entrepreneurship (ORSIE). ORSIE is

here to assist with:

- Finding funding opportunities;
- Connecting with industry and/or community partners;
- Developing administrative contracts;
- Advice and support for proposal writing; and
- Navigating the research ethics process.

Ensure you contact your executive dean to discuss next steps.

## Responsible Conduct of Research

Durham College actively supports a positive research environment that encourages and facilitates research and scholarly activity. Responsible conduct of research involves adherence to the highest standards of research integrity by faculty, researchers, and the institution. Durham College has developed a Responsible Conduct of Research policy and procedure that is consistent with the Tri-Agency Framework: Responsible Conduct of Research (known as the RCR Framework.)

The Tri-Agencies are federal funding institutions that include the National Sciences and Engineering Research Council (NSERC), Social Sciences and Humanities Research Council (SSHRC), and the Canadian Institute of Health Research (CIHR).

The Responsible Conduct of Research policy and procedure were developed to ensure:

- Fairness in the conduct of research;
- The quality, accuracy, and reliability of research;
- That public funds for research are used responsibly; and
- That funding decisions made by the Agencies are based on accurate and reliable information.

Researchers are responsible for the following:

- Providing complete and accurate information on funding applications and related documents.
- Overseeing the design of research methodology and the processes for acquiring, recording, examining, interpreting, and storing complete and accurate records of data.
- Demonstrating good stewardship of resources by utilizing facilities, equipment, other resources and infrastructure efficiently and in cooperation with others.
- Utilizing funds for the purpose for which they were given, in accordance with any agreements, and account for expenditures in regular financial reports.
- Providing collaborators, students, research assistants, and others with all reasonable information necessary to prevent misconduct as defined in the Durham College policy.
- Supervising and monitoring the work of students, research assistants, and others.
- Holding respectful discussions with all members of the research team to contribute to the scholarly effort.
- Abiding by Durham College's policies for Intellectual Property and Conflict of Interest.
- Disclosing any incidents of research misconduct and proactively rectifying a breach of policy.
- Including, as authors, with their consent, all those who have made a substantial contribution to, and who accept responsibility for, the contents of the publication or document. The substantial

contribution may be conceptual or material.

## Research Ethics

Researchers are expected to be familiar with the policies and practices established by Durham College and the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, 2018 (TCPS-2).

Durham College is legally and morally committed to ensuring that research activities involving humans meet all ethical standards and policies accepted by the TCPS-2. All research involving human subjects conducted at, or under the auspices of, Durham College requires ethics review and approval by the Research Ethics Board (REB) prior to commencing research. This includes research conducted by Durham College faculty, staff, and students as well as researchers external to the college who intend to conduct research at Durham College or with the use of college resources.

Human participants are defined as individuals whose data, or responses to interventions or questions by the researcher, are relevant to answering the research question.

Researchers who plan to involve human subjects in their research may start the ethical review process by reviewing the information available on ICE. The REB application form, as well as various templates, reporting forms, and REB meeting dates are available by accessing the ORSIE page on ICE, and following the links to the Research Ethics Board page. The REB meets monthly, and researchers must submit their complete application at least two weeks before a meeting in order for it be placed on the agenda. Applications that are no more than minimal risk are eligible for a delegated review, and will be normally reviewed within two weeks of submission.

For faculty wishing to include research in curriculum, a separate course-based research approval process is in place. Forms are available on ICE for this purpose.

All members of the research team are required to complete the TCPS-2 Course on Research Ethics (CORE) prior to submitting the research ethics application: <https://tcps2core.ca/>

## ORSIE Location, Hours & Contact Information

**OSHAWA CAMPUS** | *Gordon Willey Building – Room H132*

Monday to Friday      8:00 a.m. to 4:00 p.m.

For more information on research ethics, please contact [reb@durhamcollege.ca](mailto:reb@durhamcollege.ca)

## Office of Equity, Diversity & Inclusion (OEDI)

The [Office of Equity Diversity and Inclusion \(OEDI\)](#)<sup>1</sup> within the Division of Human Resources and Equity, provides services and support to the Durham College community in advancing equity, diversity, and inclusion across all levels of the institution through its four (4) pillars: education and training, complaint resolution supports, Sexual Violence/ Harassment Supports, and outreach/ community engagement.

### OEDI Services & Supports

The OEDI team offers support to faculty in the following areas:

- Advisory and consultative services ensuring compliance with DC’s policies and relevant legislation that govern those policies such as the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code (the “Code”). For example: Providing accommodations based on creed/religion by referencing the multi-faith calendar which indicates major recognized holy days on [Durham College](#) website; to increase your awareness of religious observances to support accommodations based on creed/religion throughout curriculum delivery.
- Provides customized educational programming to the DC community to increase awareness, competencies and understanding of equity, diversity and inclusion (EDI) to foster inclusive environments at Durham College.
- Host campus-wide events on EDI related activities that celebrate diversity contribute to the building of inclusive learning and work environments through critical conversations, community building and EDI education.
- OEDI responds to sexual violence complaints; supports gender identity name change requests and other EDI related concerns.

### Locations, Hours & Contact Information

**OSHAWA CAMPUS** | *Centre for Collaborative Education – Room 131*

Monday to Friday      8:30 a.m. to 4:30 p.m.

**Phone**                      905.721.2000 x2856

**Email**                        [diversity@durhamcollege.ca](mailto:diversity@durhamcollege.ca)

**WHITBY CAMPUS** | *TBD*

## Health Promotions

The Solace Centre is a student service based in health promotion with a goal to empower students to intentionally engage in their wellness by fostering their development of resilience and grit. The Centre offers a wide range of programming and supports, with an emphasis on holistic education, harm reduction, personal welfare and social justice, believing in the inherent worth and potential for growth in all individuals.

The Solace Centre provides:

- A space for students to engage with wellness related services, tools and resources, such as books, craft supplies, a massager, seasonal affective lamp, board games and yoga mats.
- Wellness related workshops and class presentations on topics such as meditation, mindfulness, nutrition and resilience.
- Free nutritional counselling and wellness coaching.
- Student ambassador health promotion and harm reduction outreach across campus on topics such as safer substance use and sexual wellbeing.

## The Solace Centre Location, Hours & Contact Information

**OSHAWA CAMPUS** | *Gordon Willey Building – Room C111*

Student drop in hours are Monday to Friday from 10:00 a.m. to 4:00 p.m.

<b>Phone</b>	905.721.2000 x6482
<b>Email</b>	<a href="mailto:Solace@durhamcollege.ca">Solace@durhamcollege.ca</a>
<b>Website</b>	<a href="http://durhamcollege.ca/solace">durhamcollege.ca/solace</a>
<b>Social Media</b>	@SOLACEATDC

## Orientation Programming

The office works in collaboration with campus partners to create a comprehensive orientation program to help students successfully transition to post-secondary education. Orientation resources for faculty include:

- A Student Services Tool Kit available on ICE which includes: a PowerPoint presentation, Student Services videos, and start-up FAQs which can be used to enhance Program Orientation. Additionally, Student Life team members are available to deliver student services presentations to program orientations should faculty require additional support.
- The [orientation<sup>2</sup>](#) microsite is continuously updated throughout the year, provides information on orientation activities and events and hosts an online orientation designed to help students

complete their college business.

## Student Leadership

Students looking to enhance their leadership skills are nominated by their faculty to participate in the Institute of Student Leadership (ISL) program. Leadership students engage in a five-part series designed to enhance knowledge acquisition, cognitive complexity, intrapersonal development, interpersonal development, humanitarianism and civic engagement. The series includes:

- Leadership Action Plan
- Diving into Leadership Workshop
- Leadership in Action Volunteer Experience
- Leadership Summit
- Leadership Reflection

Members of the ISL assist with orientation programming, open house events, convocation, Key Performance Indicator (KPI) surveys, campus tours and much more!

## Co-curricular Recognition

The Co-curricular Recognition Program recognizes students' participation, leadership and learning outside of the classroom by allowing them to build an official co-curricular record accounting for the activities they participated in while attending Durham College.

Students can visit: <https://cocurricular.mycampus.ca/home.htm>

- Search the leadership directory for co-curricular activities to participate in;
- Build a Co-curricular Record;
- Discover criteria for Student Leadership awards.

Faculty can visit the Co-curricular Recognition portal to:

- Request new activities;
- Validate student participation, and
- View learning outcomes associated with various activities.

Student Life team members are available upon request to facilitate classroom sessions on-campus involvement and leadership opportunities.

## RISE

The RISE program (Reach, Include, Support and Evaluate) supports students who face multiple barriers that could prevent them from considering, applying to, and enrolling in post-secondary education. This initiative supports students who self-identify as having one or more barriers that prevents them from being successful in a college environment. Support includes outreach events that highlight the benefits of a post-secondary education, transition programs aimed at helping students prepare for success, as well as ongoing coaching support to promote success for the duration of their post-secondary program. For additional information, please visit the [RISE<sup>3</sup> Website](#).

### RISE Locations, Hours & Contact Information

**OSHAWA CAMPUS** | *Centre for Collaborative Education – Room 131*

Mondays to Fridays      8:30 a.m. to 4:30 p.m.

**WHITBY CAMPUS** | *Room 180*

A staff person from the OSDIT office will be at the Whitby campus from 8:30 a.m. to 4:30 p.m. for appointments or drop-in visits.

**Phone**              905.721.2166

**Email**                [rise@durhamcollege.ca](mailto:rise@durhamcollege.ca)

### Student Academic Learning Services (SALS)

Student Academic Learning Services provides dedicated academic support and peer tutoring for students to improve their academic success at Durham College. Faculty are encouraged to refer students to SALS to support their learning and develop learning and study strategies that will benefit them throughout their educational journey. Not all students learn the same way, and some may struggle to connect with certain teaching styles. SALS Learning Skills Advisor/Coaches (LSACs) and writing specialists reinforce content taught in class, and help students to connect with concepts in various ways through an integrated, multi-disciplinary approach to assess students' needs and help them to achieve their academic goals.

Students are invited to visit, and faculty can refer students to SALS for:

- 1:1 appointments for subject-specific academic support:
  - Academic writing & reading
  - English as a Second Language
  - Math: foundational, applied, statistics
  - Sciences: anatomy/physiology, biology, physics, chemistry
  - Business: accounting
- Learning and study strategies workshops & resources
- Academic Integrity: foundational, remedial

- Course specific tutorials
- College peer tutoring program
- Online self-directed academic supports through SALS ONLINE (DC Connect)
- Drop-in assistance
- Basic computer skills support

SALS is located in SSB204 of the Student Services Building in Oshawa, and in Rm. 1-10 of the Student Success Centre at Whitby campus.

For additional information, please visit the [SALS](#)<sup>31</sup> website, email [SALS@durhamcollege.ca](mailto:SALS@durhamcollege.ca) or call 905.721.2000, ext. 2491 to arrange for an orientation session or any other supports. There are additional faculty resources available on ICE, listed as Resources for Faculty under the SALS tab.

## Academic Writing Services

The Academic Writing Services is an academic resource supporting students with their language, writing, and research. Through a combination of seminars, individual consultations, and class presentations, students are able to meet with a writing specialist or senior student tutor. Online resources are used to complement the service and provide resources to all students and are accessible by visiting the [SALS](#)<sup>32</sup> website.

Academic Writing Services is located in the SALS office, Rm. SSB204 of the Student Services Building, Oshawa campus.

## Peer Tutoring

The Peer Tutoring Program matches students experiencing difficulties in specific courses with upper year student tutors who have successfully completed these courses.

Upper year students, who have a minimum 3.00 grade point average, are Ontario residents and are receiving OSAP may apply to become Peer Tutors.

Any students taking full-time post-secondary courses who require assistance to master a course may apply for tutorial services.

All tutoring is subject to tutor availability and every effort is made to secure tutors for as many subjects as possible.

For additional information, please visit the [SALS](#)<sup>33</sup> website.

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<sup>31</sup> <https://durhamcollege.ca/student-life/student-services/student-academic-learning-services-sals>

<sup>32</sup> <https://durhamcollege.ca/student-life/student-services/student-academic-learning-services-sals/services>

<sup>33</sup> <https://durhamcollege.ca/student-life/student-services/student-academic-learning-services-sals/peer-tutoring>

