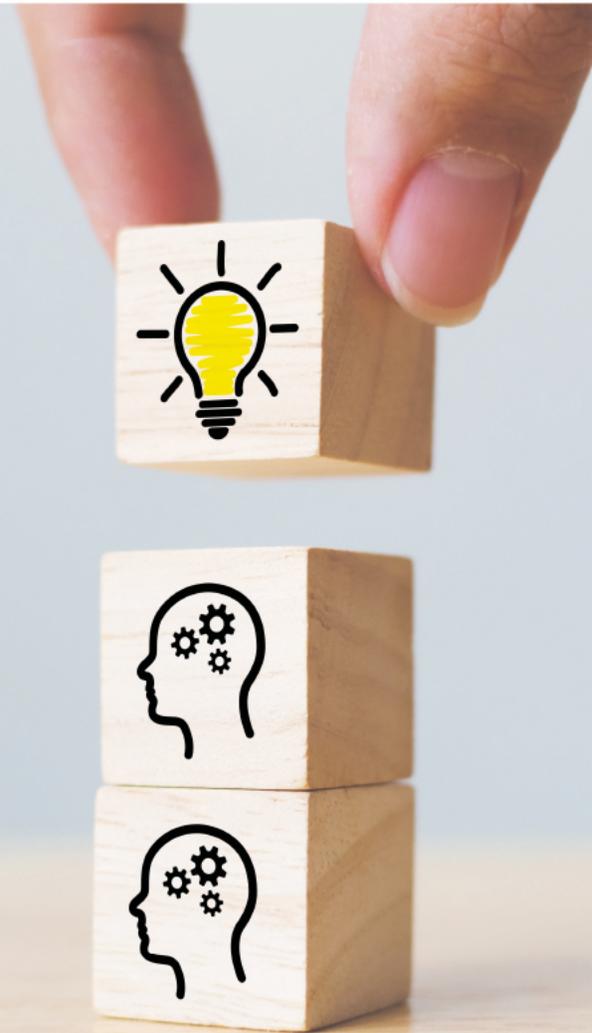


# NEW FACULTY RESOURCE GUIDE



DURHAM COLLEGE

# Table of Contents

Academic Faculties      iii

## **Section One: Before the First Day of Class**      1

Student Advisors	1
Academic Calendars	1
Audio Visual (A/V) Services	1
IT Service Desk	2
Campus Identification	2
Class Lists/Rosters	4
Classroom Supplies	4
Course Outlines	4
Facilities and Ancillary Services	5
Mail Room	6
Faculty Absences	6
Information Centre for Employees (ICE)	6
Information Technology Services – IT Services (ITS)	7
Network Credentials – New User Setup	8
Parking	9

## **Section Two: The First Three Weeks**      10

Books	10
Information for Part-Time and Contract Faculty	10
Print Shop/Photocopying	11

## **Section Three: Support Services for Academic Success**      13

Access & Support Centre (ASC)	13
Test Centre – Supports for Access and Support Centre (ASC) Students	13
Campus Stores	14
Campus Health and Wellness Centre (CHWC)	15
Career Development	16
Centre for Teaching & Learning (CTL)	17
Financial Aid and Awards	18
First Peoples Indigenous Centre (Suswaaning Endaajig) (FPIC)	19
Campus Libraries	21
Office of Research Services, Innovation and Entrepreneurship (ORSIE)	23
Office of Equity, Diversity & Inclusion (OEDI)	26
Student Development Office	27
Student Academic Learning Services (SALS)	28

# TOGETHER, WE'RE LEADING THE WAY.

**W**elcome to Durham College (DC)! 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 DC will be shaped, primarily, by their experiences with you, their professors.

But you are not alone in these efforts! In addition to DC's rich support system for students, we have also developed supports and resources for you as you grow in your role. 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 members. 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 members 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 DC. This document will direct you to find information on our employee website, ICE (Information Centre for Employees)<sup>1</sup>, and other locations on the DC website<sup>2</sup>. To get started accessing the many sources of information and resources available to you as a faculty member, go to the Centre for Teaching and Learning (CTL) website<sup>3</sup>. 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 DC.

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<sup>1</sup> <https://ice.durhamcollege.ca/>

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

<sup>3</sup> <https://durhamcollege.ca/ctl>

# Academic Faculties

## Faculty of Business and Information Technology (BIT)

[Faculty of Business and Information Technology \(BIT\) - Durham College](#)

## Faculty of Health Sciences (HS)

[Faculty of Health Sciences \(HS\) - Durham College](#)

## Faculty of Hospitality and Horticultural Science (HHS)

[Faculty of Hospitality & Horticultural Science \(HHS\) - Durham College](#)

## Faculty of Liberal Studies (LS)

[Faculty of Liberal Studies \(LS\) - Durham College](#)

## Faculty of Media, Art, and Design (MAD)

[Faculty of Media, Art and Design \(MAD\) - Durham College](#)

## Faculty of Science and Engineering Technology (SET)

[Faculty of Science and Engineering Technology \(SET\) - Durham College](#)

## Faculty of Skilled Trades and Apprenticeship (STA)

[Faculty of Skilled Trades and Apprenticeship \(STA\) - Durham College](#)

## Faculty of Social & Community Services (SCS)

[Faculty of Social & Community Services \(SCS\) - Durham College](#)

## Professional and Part-Time Learning (PPL)

[Professional and Part-time Learning - Durham College](#)

# Section One: Before the First Day of Class

## Student Advisors

For a list of student advisors for each academic faculty, please visit the student advisors webpage<sup>4</sup>.

## Academic Calendars

The upcoming and current academic calendars are available on the *Info Centre for Employees (ICE)* website<sup>5</sup>.

## Audio Visual (A/V) Services

As a part of the Information Technology Services (ITS) department, Audio Visual (A/V) Services<sup>6</sup> is a shared service department for both Durham College (DC) and Ontario Tech University (OnTech). A/V provides a broad range of services with a focus on classroom support including: general A/V classroom support; instructional A/V equipment repairs or installations; hybrid A/V service and support; one-on-one faculty A/V training; and A/V event support.

### A/V Event Support

A/V event support is available to staff and faculty for DC or OnTech owned equipment only. If you require A/V event support, please complete an *event support request form* and submit to *IT Service Desk*<sup>7</sup> a **minimum** of 5 working days prior to the event for consideration and approval. To ensure requests can be met, advanced notice is highly recommended.

### A/V Equipment Rentals

A/V equipment is available for faculty and staff to rent through *IT Service Desk* (subject to availability), including:

- projectors
- digital voice recorders
- hard drive video cameras
- tripods
- digital cameras
- portable audio amps
- tripod screens
- webcams
- wireless clickers
- cable adapters
- document cameras

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

<sup>5</sup> <https://ice.durhamcollege.ca/Acad/OfficeoftheRegistrar/Pages/RelatedDocuments.aspx>

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

<sup>7</sup> <https://servicedesk.dc-uoit.ca/Pages/default.aspx>

- Jabra conference mic/speakers

Faculty, staff, and students are responsible for picking up and returning any rented equipment. Please check the ITS website for hours of operation and equipment availability.

**NOTE**

DVDs are located in the *Library*<sup>8</sup>, while any A/V equipment needs or inquiries are handled by A/V Services. You are encouraged to consider the use of the library's various streaming video collections<sup>9</sup>.

## IT Service Desk

*IT Service Desk* is available to support faculty, staff, and students through multiple channels, including:

- Live chat<sup>10</sup>
- Phone
- In-person support
- Email

**IT SERVICE DESK – OSHAWA CAMPUS | Gordon Willey Building, SW100**

**IT SERVICE DESK – WHITBY CAMPUS | Room 1-1**

**Phone** 905.721.3333 or x3333

- **Option 1:** general troubleshooting, log-in difficulties, or facilities services
- **Option 2:** password resets
- **Classroom Hotline x6998 or option 4 when calling the number above:** printer issues, paper refills or jams in academic printers, Internet access issues during lectures.

**NOTE**

Please visit the *IT Service Desk Portal* for hours and in-person service delivery information.

**Email** servicedesk@dc-ot.ca

The current operating hours at the *IT Service Desk* can be found online<sup>11</sup>.

## Campus Identification

All DC staff and students are required to have a form of campus ID to identify themselves. This includes a digital campus ID card, called *OneCard*, or a physical proximity/biometric access campus ID card.

### Campus ID | *OneCard*

DC's digital campus identification (ID) card is available through an app called *OneCard*<sup>12</sup>. While faculty and staff can utilize a digital campus ID, this form of campus ID is recommended for students.

To set up your digital campus ID card using *OneCard*, please follow these instructions:

<sup>8</sup> <https://durhamcollege.ca/student-life/campus-services/library>

<sup>9</sup> <https://guides.library.durhamcollege.ca/media>

<sup>10</sup> <https://durhamcollege.ca/student-life/campus-services/it-service-desk>

<sup>11</sup> <https://durhamcollege.ca/student-life/campus-services/it-service-desk/contacting-the-it-service-desk>

<sup>12</sup> <https://durhamcollege.ca/student-life/campus-services/campus-id-u-pass>

- Download the **TouchNet 360u** app from the App Store<sup>13</sup> or Google Play<sup>14</sup>.
- After reading the end user license agreement, click **I agree** to continue.
- Search for and select *Durham College* then click **OK**.
- Next, you'll be redirected to the DC network login page. Enter your DC network credentials to log in.
- You will need to add a photo to your account. You can upload your photo through the app itself or log into *OneWeb*<sup>15</sup> to submit your photo for approval. Photo guidelines are available on the *Campus ID* website<sup>16</sup> if required.

## Printed Digital Campus ID Requests

Any staff requiring a printed version of their digital Campus ID may request one by emailing DC-CampusID@durhamcollege.ca. You will be notified via email when the printed version of your digital Campus ID is ready for pick up. Please bring one piece of valid government-produced photo identification when you visit.

## Photo Identification | Accepted Types

Examples of accepted government-issued and valid identification types include:

- Driver's License
- Passport
- Citizenship Card
- Ontario Identification Card

Alternatively, an *Identification Form* is available from the Campus ID Office, and on the Campus ID website, for those who do not possess any government-issued forms of photo identification.

## Campus ID | Proximity/Biometric Access

All staff who require a controlled-access campus ID card, or a proximity/biometric access campus ID card, are required to have their supervisor submit a completed electronic request form<sup>17</sup> and forward it electronically to the Campus ID Office at photoid@dc-uoit.ca. Lost or stolen proximity/biometric access campus ID cards must be reported to Security immediately to suspend card access until it is located or replaced.

## Proximity/biometric access campus ID cards | Fees for lost/stolen cards

Any faculty, staff, or student that requires a proximity/biometric campus ID card replacement will be required to pay a replacement fee. The following fees are paid to the frontline staff in the Campus ID office depending on the replacement required:

- printed campus ID cards: \$10
- badges: \$2
- proximity/biometric access campus ID cards: \$25

<sup>13</sup> <https://apps.apple.com/ca/app/touchnet-onecard/id1261995833>

<sup>14</sup> [https://play.google.com/store/apps/details?id=com.touchnet.onecard.touchnetonecard&hl=en\\_CA](https://play.google.com/store/apps/details?id=com.touchnet.onecard.touchnetonecard&hl=en_CA)

<sup>15</sup> [https://secure.touchnet.com/C22111\\_oneweb/](https://secure.touchnet.com/C22111_oneweb/)

<sup>16</sup> <https://durhamcollege.ca/student-life/campus-services/campus-id-u-pass>

<sup>17</sup> <https://ice.durhamcollege.ca/Admin/FAS/Pages/RelatedForms.aspx>

## CAMPUS ID OFFICE – OSHAWA CAMPUS | Student Services Building, 2<sup>nd</sup> floor Info Desk

**Hours** Monday to Friday, 9 a.m. to 4 p.m.\*

**Email** DC-CampusID@durhamcollege.ca

\*Hours vary during peak periods including exam time and prior to the beginning of all three academic semesters including: August to September; December to January; and April to May.

## Class Lists/Rosters

Your class list/roster is available through *Banner Self-Service*, including detailed schedules sorted by day and time and detailed or summary class lists and wait lists.

To access *Banner Self-Service*:

- Visit the *Self-Service* page on ICE<sup>18</sup>
- Click the green *Self-Service Options* button<sup>19</sup>
- On the following screen, log in using your current network credentials (if you are already logged in, you may need to reauthenticate)

To access your class lists/rosters:

- Select **Faculty** from the menu and navigate to **Faculty Schedules and Class List** menu
- Next, select the appropriate term and course (CRN)

The **Summary Class List** will provide you with names of the students registered in the course and their ID number. The **Detailed Class List** will provide you with more detailed information about each student, including the program they are registered in.

### NOTE

While class lists can be printed at any time, it is recommended that you print your class lists daily, or when feasible, to use 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<sup>20</sup>.

## Classroom Supplies

Each academic faculty 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 if you require.

## Course Outlines

Students are expected to print their course outlines through *MyDC*<sup>21</sup> and have them available for their first scheduled class. If you require assistance, please speak with your administrative coordinator. The course

<sup>18</sup> <https://ice.durhamcollege.ca/Pages/Self-Service-Options.aspx>

<sup>19</sup> [https://ssp.mycampus.ca/ssomanager/c/SSB?pkg=https://ssbp.mycampus.ca/prod\\_dc/twbkwbis.P\\_GenMenu?name=bmenu.P\\_MainMnu\\_DC](https://ssp.mycampus.ca/ssomanager/c/SSB?pkg=https://ssbp.mycampus.ca/prod_dc/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu_DC)

<sup>20</sup> <https://durhamcollege.ca/student-life/student-services/student-advisors>

<sup>21</sup> <https://durhamcollege.ca/mydc/>

outlines must be followed as written.

For faculty, copies of course outlines may be accessed through *DC Connect* as noted below:

1. Login to *DC Connect*<sup>22</sup>.
2. Click the **Links & Resources** navigation item.
3. Then select the **Course Outlines** option.
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 may appear asking faculty to either **Open** or **Save** their course outline(s), select **Open, otherwise**, check your downloads folder.

### Course Outline Template | *WebCOT*

Every course at DC has a detailed course outline. Course outlines are developed and revised by faculty in collaboration with their program team using the **Course Outline template** in DC's *Web-based Course Outline Tool (WebCOT)*<sup>23</sup>. 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 Centre for Teaching and Learning (CTL)<sup>24</sup> website. CTL is also available to provide direct support when developing course outlines. If you require support, please reach out to [ctl@durhamcollege.ca](mailto:ctl@durhamcollege.ca).

### Procedure for Changing Course Outlines

When changes of an approved course outline are required, faculty should follow the *DC Course Outlines Policy and Procedure (ACAD-108)*<sup>25</sup> for detailed information. These documents are available on *ICE* under the Academic policy type on the *Policies/Procedures* page<sup>26</sup>.

### WebCOT Resources

A set of resources and tip sheets for completing the Course Outline template in *WebCOT* can be found on the CTL<sup>27</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
- food service
- security
- housekeeping

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<sup>22</sup> <https://durhamcollege.desire2learn.com/>

<sup>23</sup> <https://durhamcollege.ca/ctl/academic-quality/course-outlines/>

<sup>24</sup> <https://durhamcollege.ca/ctl/academic-quality/curriculum-development/how-to-complete-a-course-outline/>

<sup>25</sup> <https://ice.durhamcollege.ca/Policies-Procedures/Course-Outlines.pdf#search=ACAD%2D108>

<sup>26</sup> <https://ice.durhamcollege.ca/Pages/PoliciesProcedures.aspx>

<sup>27</sup> <https://durhamcollege.ca/ctl/academic-quality/course-outlines/>

- retail operations
- logistical services

## Keys

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

## Mail Room

The Mail Room handles all DC and OnTech mail, including courier packages sent out and received by *Shipping and Receiving*, Inter-University Transit System (IUTS), and personal stamped mail.

When items arrive on campus, most pass through our Shipping and Receiving department. We handle everything from all courier deliveries, to larger freight skids. Some of these shipments then make their way to the mailroom for final delivery to places like school offices.

**MAIL ROOM – OSHAWA CAMPUS | Gordon Willey Building, A173** (Beside the Print Shop)

**Hours** Monday to Friday, 8 a.m. to 4 p.m.

**SHIPPING AND RECEIVING – OSHAWA CAMPUS | UA Science Building, UAB 100**

**Hours** Monday to Friday, 8 a.m. to 4 p.m.

## Faculty Mailboxes

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

## Faculty Absences

Faculty are encouraged to refer to the *Learning Management System Usage Policy and Procedure (ACAD-118)*<sup>28</sup> regarding posting absences or lateness to students. These documents are available on *ICE* under the Academic policy type of the *Policies/Procedures* page<sup>29</sup>. 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)*<sup>30</sup> has been developed to address situations such as inclement weather. These documents are available on *ICE* under the Administrative policy type of the *Policies/Procedures* page.

<sup>28</sup> <https://ice.durhamcollege.ca/Policies-Procedures/Learning-Management-System-Usage.pdf#search=ACAD%2D118>

<sup>29</sup> <https://ice.durhamcollege.ca/Pages/PoliciesProcedures.aspx>

<sup>30</sup> [https://ice.durhamcollege.ca/\\_layouts/15/WopiFrame2.aspx?sourcedoc=/Policies-Procedures/Emergency-Management-Plan.pdf&action=default](https://ice.durhamcollege.ca/_layouts/15/WopiFrame2.aspx?sourcedoc=/Policies-Procedures/Emergency-Management-Plan.pdf&action=default)

## Information Centre for Employees (ICE)

DC's employee portal, *Info Centre for Employees (ICE)*<sup>31</sup> provides important information to employees and is a one-stop shop for college news, special announcements, and resources. All DC faculty and staff have access to *ICE* and can log in using their current network credentials.

## Information Technology Services – IT Services (ITS)

If you require information technology, audio visual, or facilities and ancillary services, DC faculty and staff can contact *IT Service Desk* at x 3333 and follow the prompts. Alternatively, you can send an e-mail to the *IT Service Desk* at [servicedesk@dc-ot.ca](mailto:servicedesk@dc-ot.ca) outlining your request. You may also visit the *IT Service Desk Portal*<sup>32</sup>. For digital requests, an automated email message will be sent acknowledging your request and includes important reminders about *IT Service Desk* hours and other important information. Once your request has been reviewed, a ticket will be opened, and you will receive an automated email with the assigned request case number for follow up purposes.

### Institutional and Assigned Hardware Assets

ITS is responsible for refreshing institutional and assigned hardware assets for all full-time faculty and staff, including labs and classrooms as required. Some refreshes may require Dean/Executive Dean approval. Part-time faculty can use their personal device(s) for delivering courses. If a faculty member is teaching a course that requires non-standard software, they can request an assigned hardware asset through their dean. If your current assigned hardware asset malfunctions, temporary loaner hardware assets are available by making a request through *IT Service Desk*. All assigned and loaner hardware assets must be returned to the *IT Service Desk* before the end date of the loan period.

### Classroom Hotline | x6998 or option 4 when calling IT Service Desk

ITS provides classroom hotline service available through IT Service Desk. This service can be used by faculty for **urgent IT related issues that may arise while a class is in progress**. It should help reduce the wait time for faculty when contacting the *IT Service Desk* and increase the technician response time for urgent issues. Invoking this service will prioritize your call in the support desk phone queue.

### Walk-Up Priority ITS In-Person Support for Faculty

There is a walk-up priority system in place for faculty seeking ITS assistance at the Oshawa campus. This service is available in the *Computer Commons (SW100)* through the following steps:

1. Obtain a KIOSK ticket using your *Banner ID* before getting served.
2. Walk up to the *IT Service Desk* towards the end of the service area and toward the IT Service Desk staff member with indicated with signage at their station that will prioritize faculty support.
3. Identify yourself as faculty.
4. If by chance that person is helping someone else, you can line up behind that person and the IT Service

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<sup>31</sup> <https://ice.durhamcollege.ca/>

<sup>32</sup> <https://servicedesk.dc-uoit.ca/Pages/default.aspx>

Desk staff member will assist you as soon as possible.

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

ITS related information and self-help resources are available for all DC faculty, staff, and students through the *IT Service Desk Web Portal*<sup>33</sup>, including the operational status of all systems, the network, internet, DC Connect, and email. Additionally, there are many self-help fact sheets available for students including information on how to use DC Connect, security information on viruses, identity theft, and how-to advice on printing, plus much more.

## Quick Start for DC Students Webpage

*IT Service Desk* has also developed a *Quick Start Page*<sup>34</sup> for all DC students. This is a single page that can provide information on first time login, returning student login, wi-fi information, how to contact *IT Service Desk*, printing information, and with many other frequent links that a student may need. This is also a great resource for faculty to help better direct students if they have questions about any of these areas. For additional information on the various ITS resources available to support the academic success and the overall student experience, please visit *IT Services Frequently Asked Questions* page<sup>35</sup>.

## System Status Dashboard

ITS has implemented a *System Status Dashboard*<sup>36</sup> for faculty to use if they are experiencing any 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.

## Network Credentials – New User Setup

Your network credentials (your network username and network password) are used to gain access to various DC services, areas, assets, and sites available to DC faculty and staff.

### Network Usernames

As DC faculty, your network username will be either:

- your *DC email address* (firstname.lastname@durhamcollege.ca) required for:
  - Email (Outlook and *webmail*<sup>37</sup>)
  - Microsoft Teams
  - Microsoft Office 365 applications
  - Microsoft OneDrive

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<sup>33</sup> <https://servicedesk.dc-uoit.ca/Pages/default.aspx>

<sup>34</sup> <https://durhamcollege.ca/quickstart>

<sup>35</sup> <https://servicedesk.dc-uoit.ca/Pages/Frequently-Asked-Questions.aspx>

<sup>36</sup> <https://servicedesk.dc-uoit.ca/Pages/Dashboard.aspx>

<sup>37</sup> <https://email.durhamcollege.ca/>

- DC Single Sign-On (SSO) pages such as *DC Connect*<sup>38</sup>, *Banner Self-Service*<sup>39</sup>, etc.
- Or your *Banner ID number*, a unique nine-digit number that starts with “100”, required for:
  - Accessing DC’s on-campus wi-fi, *Campus Air*
  - Accessing network drives, including the S drive
  - Accessing the VPN off campus
  - Signing into on-campus desktop computers, such as classroom computers or those in the Computer Commons

## Network Password

Faculty and staff are required to contact *IT Service Desk* to set their initial network password or request a password reset if they are locked out. Passwords expire every 120 days. To update your network password, visit the *Update Password*<sup>40</sup> site.

For students, the default network password is typically a user’s birthday in the format of month/day/year (e.g., 09/18/67 -> 091867) and they will be prompted to change it when they first log on. Student passwords also expire every 120 days. Students can visit the *Self-Service Password Reset Tool*<sup>41</sup> to update their password.

## Parking

All DC faculty, staff, and students who need access to parking are required to purchase a semester or annual parking pass through *IPASS*<sup>42</sup>. Parking spaces are not guaranteed and are available on a first come, first serve basis. There are different parking and price options based on the type of pass you choose and choice of parking lot. We recommend all faculty look after purchasing a parking pass as soon as possible since some lots have a waitlist and/or fill up quickly. To learn more, please visit the *DC Parking Information*<sup>43</sup> page.

As an alternative option, Durham Region Transit (DRT) and GO buses both stop in front of the *Gordon Willey building* at the DC Oshawa Campus.

<sup>38</sup> <https://durhamcollege.desire2learn.com/d2l/login>

<sup>39</sup> [https://ssp.mycampus.ca/ssomanager/c/SSB?pkg=https://ssbp.mycampus.ca/prod\\_dc/twbkwbis.P\\_GenMenu?name=bmenu.P\\_MainMnu\\_DC](https://ssp.mycampus.ca/ssomanager/c/SSB?pkg=https://ssbp.mycampus.ca/prod_dc/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu_DC)

<sup>40</sup> <https://sts.dc-uoit.ca/adfs/portal/updatepassword>

<sup>41</sup> <https://passwordreset.microsoftonline.com/>

<sup>42</sup> <https://ipass.preciserd.com/v2/Register?siteid=289&profileid=14>

<sup>43</sup> <https://durhamcollege.ca/student-life/campus-services/parking-information>

# Section Two: The First Three Weeks

## Books

If faculty members require a textbook, they are asked to contact their faculty office.

## 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 *Office of Campus Safety* website<sup>44</sup>.

### Campus Safety Contacts

- Tom Lynch, Director, Office of Campus Safety  
tom.lynch@durhamcollege.ca
- Peter Trimble, Manager, Public Safety & Security  
peter.trimble@durhamcollege.ca
- Jade Harper, Manager, Student Conduct & Campus Investigations  
jade.harper@durhamcollege.ca
- Michelle Osborne, Administrative Assistant, Office of Campus Safety  
michelle.osborne@durhamcollege.ca
- Diana D'Ornellas, CERT Coordinator, Office of Campus Safety  
diana.d'ornellas@durhamcollege.ca

### CAMPUS SAFETY – OSHAWA CAMPUS | Gordon Willey Building

Phone 905.721.2000 x2400  
905.721.3211 (external phone)

### CAMPUS SAFETY – WHITBY CAMPUS | Whitby Skills Training Centre

Phone 905.721.2000 x4098

## Information for Part-Time and Contract Faculty

### Pay Periods

For part-time and contract faculty members, pay periods are two weeks in arrears following the working period end date, paid by direct deposit every other Friday, or biweekly. If the pay day lands on a bank holiday, the pay

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<sup>44</sup> <https://durhamcollege.ca/student-life/campus-services/campus-safety/public-safety/safety-security-on-campus>

day becomes the business day *prior* to the bank holiday for that period.

## Reading Week

With respect to reading week, part-time and contract faculty are ***not*** compensated unless **your faculty office flags payroll that payment should be processed**. 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.

## Payroll and Account Setup | *New Part-time and Contract Faculty*

For new part-time or contract faculty, please make sure to sign and return your contract to *Human Resources (HR)*. Forward a completed *TD1 form*<sup>45</sup> 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 DC employee at or if you are an existing employee and would like to make a change to their set up. If you have any questions, please contact [humanresources@durhamcollege.ca](mailto:humanresources@durhamcollege.ca) for enquiries about your contract, or [payrolldepartment@durhamcollege.ca](mailto:payrolldepartment@durhamcollege.ca) about your new employee forms.

### NOTE

ICE will become available to you once ITS has setup your account and you have been provided with login information. If you require access to any forms on ICE before then, please reach out to *HR* and respective departments (i.e. payroll).

## Contract Details

For information regarding receipt of, or details pertaining to your contract, please contact your faculty office.

## Paper Copies

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.

## Payroll Schedules and Related Forms

For reference purposes, please refer to the Payroll Schedules<sup>46</sup> and Related Forms<sup>47</sup> on ICE.

## Print Shop/Photocopying

Each faculty office and academic department has a photocopier, limited to making 15 copies per job. If you require a password, ask your administrative coordinator. Sometimes you are in a hurry to copy just before class and often find there is a line-up at the copier. Also, sometimes copiers may be broken. To prevent the stress of getting paper copies for your students last minute, we recommend getting the printouts you require through the *Print Shop* ahead of time.

<sup>45</sup> <https://ice.durhamcollege.ca/Admin/FO/Pay/Pages/Payroll-Related-Forms.aspx>

<sup>46</sup> <https://ice.durhamcollege.ca/Admin/FO/Pay/Pages/Related-documents.aspx>

<sup>47</sup> <https://ice.durhamcollege.ca/Admin/FO/Pay/Pages/Payroll-Related-Forms.aspx>

**NOTE**

- Large jobs (anything above 15 copies) must be sent to the *Print Shop*.
- The *Print Shop* appreciates a two-week lead time during peak periods, such as start-up, so please plan accordingly. Support staff in your faculty office can also provide assistance with coordinating jobs.
- It is advisable to always maintain a copy of your original material as the *Print Shop* is not responsible for lost or misplaced originals.
- 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.).

**Electronic or Hard Copy Submissions**

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. Please 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.

**PRINT SHOP – OSHAWA CAMPUS | Gordon Willey Building, A172**

**Hours** Monday to Friday, 8 a.m. to 4:30 p.m.

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

# Section Three: Support Services for Academic Success

## Access & Support Centre (ASC)

The *Access & Support Centre (ASC)*<sup>48</sup> 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.

### Student Access Plans

An Accessibility Coach meets with the student to coordinate appropriate supports and create an *Access Plan* to ensure inclusive and accessible learning environments on-campus. On occasion, the ASC may need to connect with faculty members for information about specific course and program requirements. Once an *Access Plan* is developed, faculty members receive an electronic copy of this letter from ASC. The ASC encourages students to follow up with their faculty offices to discuss their supports and individual needs in the classroom.

### Student Accommodations Support

The ASC is also here to consult and support faculty through the process of accommodations in the classroom. Resources relating to accessible instructions<sup>49</sup> are available online through the CTL website<sup>50</sup>.

#### ASC – OSHAWA CAMPUS | Gordon Willey Building, SW116

**Hours** Monday to Friday, 8 a.m. to 4 p.m.

**Phone** 905.721.3123

**Email** asc@durhamcollege.ca

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

**Hours** Monday to Friday, 8 a.m. to 4 p.m.

**Phone** 905.721.2000 x4141

**Email** whitbyasc@durhamcollege.ca

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

To access testing accommodations through the *Test Centre*<sup>51</sup>, students must first register with the *Access and Support Centre (ASC)*. Students with accommodations may choose to write their test/assessment in the classroom or in the *Test Centre*. The latter provides a distraction reduced environment and students can access various accommodations depending on their *Access Plan*.

Students are responsible for booking their appointment a **minimum** of 7 days in advance of the test. Late

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<sup>48</sup> <https://durhamcollege.ca/asc/>

<sup>49</sup> [https://ssbp.mycampus.ca/www\\_ains\\_dc/index.html](https://ssbp.mycampus.ca/www_ains_dc/index.html)

<sup>50</sup> <https://durhamcollege.ca/ctl/teaching/planning-to-teach/ud/>

<sup>51</sup> <https://durhamcollege.ca/student-life/campus-services/test-centre>

bookings will be considered based on space and resources.

Once a student has booked online to use the *Test Centre*, faculty will receive an automatic confirmation email of a test registration. At this point no action is required unless the date/time of the test is incorrect. If the details are incorrect, please notify the *Test Centre*.

Test details should be entered a **minimum** 6 days in advance of the test. The earlier the better. Please proceed as follows:

1. Upload the test and invigilation instructions to the portal (link will be provided in the reminder email). Faculty will receive a second email if materials are not provided at least 3 days in advance of the test date.
2. If the test is going to be on *DC Connect*, a copy of the test is not required, however, the *Test Centre* still requires invigilation instructions to be uploaded into the portal (including password if applicable).
3. Although *DC Connect* tests do not require an upload, it is advised to upload a document (could be a simple Word document containing the test password) which will stop the emails asking for an upload.

If you are experiencing difficulties uploading any documents, email [testcentre@durhamcollege.ca](mailto:testcentre@durhamcollege.ca) or [whitbytestcentre@durhamcollege.ca](mailto:whitbytestcentre@durhamcollege.ca) for assistance.

### Missed Tests

At the discretion of the faculty member, students may be given the opportunity to write a missed test in the *Test Centre*. For more information on the missed test process for all students *please see this link*<sup>52</sup>.

### TESTING CENTRE – OSHAWA CAMPUS | Gordon Willey Building, B291

**Hours** *In-Person Reception* Monday to Friday, 8 a.m. to 4 p.m.  
*Testing Hours, by appointment only* Monday to Friday, 8 a.m. to 10 p.m. & Saturday/Sunday

**Phone** 905.721.2000 x2557

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

### TESTING CENTRE – WHITBY CAMPUS | Room 181

**Hours** *In-Person Reception* Monday to Friday, 8 a.m. to 4 p.m.  
*Testing Hours, by appointment only* Monday to Friday, 8 a.m. to 9 p.m.

**Phone** 905.721.2000 x4233

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

## Campus Stores

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

Faculty members who are interested in using course packs/repro-texts should consult with the *Campus Store*

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<sup>52</sup> <https://durhamcollege.ca/student-life/campus-services/test-centre/missed-class-test-guidelines>

(textbookbuyer@durhamcollege.ca) staff for important copyright information.

### **CAMPUS STORE – OSHAWA CAMPUS | Gordon Willey Building, A125**

**Hours** *Fall/Winter Semesters* Monday to Thursday, 8 a.m. to 6 p.m.  
Friday, 8 a.m. to 4 p.m.

*Spring/Summer Semesters* Monday to Friday, 8 a.m. to 4 p.m.

**Phone** 905.721.2000 x3026

**Email** campusstore@durhamcollege.ca

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

**Hours** Monday to Friday, 8 a.m. to 4 p.m.\*

\*Closed daily from 11 to 11:30 a.m. and 1 to 2 p.m.

**Phone** 905.721.2000 x3306

**Email** campusstorewhitby@durhamcollege.ca

## **Campus Health and Wellness Centre (CHWC)**

All students have access to confidential and comprehensive services at the *Campus Health and Wellness Centre (CHWC)*<sup>53</sup> Our team consists of physicians, nurses, a pharmacist, lab technician, mental health professionals, wellness coaches, residence outreach team, health and wellness promotion team, and administrative staff working together to assist you in managing your healthy lifestyle.

**Medical services** provided on the north campus include routine check-ups, vaccinations, health screenings, treatment for minor illnesses/injuries, referrals, entry immunization forms, international wellness checks, pharmacy and lab technician services.

**Mental Health Supports** are offered at both campuses and within residence to address concerns such as stress, anxiety, depression, eating disorders, substance use, ADHD support and more. We offer various mental health groups and resources to encourage healthy living and personal development.

**Health and Wellness Promotion:** Preventative supports that are focused on the various domains of wellbeing and include groups, events, and outreach to support you staying well here at school. Peer-lead wellness initiatives, and opportunities for involvement with work-study and placement positions.

### **CAMPUS HEALTH AND WELLNESS CENTRE (CHWC) – OSHAWA CAMPUS | G1030**

**Hours** Monday to Friday, except Wednesday, 8 a.m. to 4 p.m.  
Wednesday, 8:30 a.m. to 4 p.m.

**Phone** 905.721.2000 x3037

**Email** chwc@durhamcollege.ca

**Social Media** @DCOTCHWC and @WellnessAtDC

**BOOK ONLINE TODAY!**



<sup>53</sup> <https://durhamcollege.ca/student-life/health-and-wellness/campus-health-and-wellness-centre>

## WELLNESS COACHING – WHITBY CAMPUS | Room 180

**Hours** Monday to Friday, 8 a.m. to 4 p.m.

**Phone** 905.721.2000 x4141

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

## Career Development

Career Development 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 help facilitate networking with employers, in-class/virtual/recorded career development workshops, online resources, and a team of career experts to support your teaching goals.

### The Hired Portal

- Students, graduates, faculty, and staff have access to the *Hired Portal*<sup>54</sup> using their network credentials.
- Search job postings - full-time, part-time, summer, on-campus/work-study, contract, 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<sup>55</sup>.
- Faculty can book career development workshops<sup>56</sup>.
- Students and graduates can book coaching appointments.

### Career Development Workshops

Career Development coaches can deliver workshops in class or virtually to align with the course curricula in the following areas:

- Get Hired – Introduction to Career Development
- Resumés – The employers' perspective
- Cover letters – From applicant to potential candidate
- Strategies to Ace Your Interview
- [Pre-recorded session] Success on the Job
- LinkedIn and Networking: Pathways to Meaningful Connections

For detailed descriptions of these workshops, please visit the *Hired Portal*<sup>57</sup>. You do not need to log in to book a workshop, but we do ask that you make your request at least two weeks in advance.

### Career Support

We have a team of coaches ready to assist, guide and encourage students and alumni with one-on-one support including:

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<sup>54</sup> <https://hired.durhamcollege.ca/>

<sup>55</sup> <https://hired.durhamcollege.ca/publicEvents.htm>

<sup>56</sup> <https://hired.durhamcollege.ca/faculty/descrip.htm>

<sup>57</sup> <https://hired.durhamcollege.ca/faculty/overview.htm>

- Learn more about potential career paths from their program of choice.
- Assess personal traits, skill sets and values.
- Discover what employers are hiring and how to apply.
- Create a career plan with specific and measurable goals.
- Practice the art of networking and building industry relationships both online and in person.
- Translate academic experiences into resumes, cover letters and portfolios.
- Prepare for job interviews and achieve success in the workplace.
- Explore further education options.

For more information visit the *Hired Portal*<sup>58</sup> or contact us.

## 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 [careerdevelopment@durhamcollege.ca](mailto:careerdevelopment@durhamcollege.ca).

### **CAREER DEVELOPMENT – OSHAWA CAMPUS | Student Services Building, SSB 212**

**Hours** Monday to Friday, 8:30 a.m. to 4:30 p.m.

### **CAREER DEVELOPMENT – WHITBY CAMPUS | Room 103 B (Beside Enrolment Services)**

**Hours** Monday to Friday 8 a.m. to 4 p.m.

**Phone** 905.721.2000 x3034

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

## Centre for Teaching & Learning (CTL)

The *Centre for Teaching and Learning (CTL)*<sup>59</sup> inspires creativity, ensures quality, and fosters a scholarly approach to academic programming and innovative delivery to promote faculty and student success. We provide leadership and support to the college from the initial phases of program ideation and development to its delivery in the classroom or online.

Within the CTL:

- the Academic Quality<sup>60</sup> 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 Teaching & Learning<sup>61</sup> team supports faculty directly as they plan and deliver their courses, focusing on

<sup>58</sup> <https://hired.durhamcollege.ca/home.htm>

<sup>59</sup> <https://durhamcollege.ca/ctl/>

<sup>60</sup> <https://durhamcollege.ca/ctl/academic-quality/>

<sup>61</sup> <https://durhamcollege.ca/ctl/teaching/>

student engagement and durable learning through educational design, active learning strategies, authentic assessments, and academic integrity.

- the Digital Learning<sup>62</sup> team supports faculty in the creation and integration of interactive digital learning objects, graphics, videos, and animation, along with supporting faculty with the use of DC Connect and DC-approved educational technology.

## CTL Professional Development

The CTL offers professional development (PD)<sup>63</sup> opportunities in several ways, including:

- new faculty orientation
- scheduled group sessions
- one-on-one support
- Academic PD Day<sup>64</sup> during the fall and winter semesters

## CTL Academic Resources and Support

The CTL website<sup>65</sup> and team page on ICE<sup>66</sup> is regularly updated with relevant resources for faculty. If you require any academic support, please feel free to call, drop-in, email or browse our resources online<sup>67</sup>.

### CTL – OSHAWA CAMPUS | Gordon Willey Building, SW101

<b>Hours</b>	Monday to Friday, 8:30 a.m. to 4:30 p.m.	
<b>Phone</b>	905.721.2000 x2593	
<b>Email</b>	General Inquiries:	ctl@durhamcollege.ca
	DC Connect/edTech:	dcconnect@durhamcollege.ca
	WebCOT:	webcot@durhamcollege.ca
	Teaching & Learning:	tanya.wakelin@durhamcollege.ca
	Academic Quality:	lori.buscher@durhamcollege.ca
<b>Social Media</b>	linktr.ee/theDCCTL	

## Financial Aid and Awards

Financial planning is vital to being a successful student at DC. The *Financial Aid & Awards*<sup>68</sup> 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, government financial aid, bank student lines of credit, bursaries, scholarships, or on/off-campus employment.

## Ontario Student Assistance Program (OSAP)

*OSAP* is government financial aid. Students can apply for *OSAP* visiting the *OSAP* website<sup>69</sup>. For assistance

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<sup>62</sup> <https://durhamcollege.ca/ctl/educational-tech/digital-learning/>

<sup>63</sup> <https://durhamcollege.ca/ctl/pd/>

<sup>64</sup> <https://durhamcollege.ca/ctl/pd/academic-pd/>

<sup>65</sup> <https://durhamcollege.ca/ctl/>

<sup>66</sup> <https://ice.durhamcollege.ca/Acad/CTL/Pages/default.aspx>

<sup>67</sup> <https://linktr.ee/theDCCTL>

<sup>68</sup> <https://durhamcollege.ca/financial-info/financial-aid>

<sup>69</sup> <https://www.ontario.ca/page/osap-ontario-student-assistance-program>

with the navigating the OSAP process, students can connect with the Financial Aid Office directly.

## Bursaries

DC offers a robust needs-based bursary program. Students can apply for general bursary and donor awards using the self-service link under the DC Financial Aid tab on *MyDC*. In-course scholarships are issued to top achieving students in multi-year programs.

## 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 challenges.

## DCWorks and IWorks Student Employment Programs

The *DCWorks* and *IWorks* student employment programs<sup>70</sup> are designed to provide eligible students the opportunity to gain valuable employment experience and increase financial resources during their study period.

## Financial Literacy and Planning

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 Coaches are available to assist students with fine-tuning their financial plan and explore available funding options.

### FINANCIAL AID AND AWARDS – OSHAWA CAMPUS | Student Services Building, 2<sup>nd</sup> floor

In-Person, First Come First Served

**Hours** Monday and Friday, 8:30 a.m. to 4:30 p.m.  
Wednesday, 10 a.m. to 4:30 p.m.

### FINANCIAL AID AND AWARDS – WHITBY CAMPUS | Office 103A

In-Person, First Come First Served

**Hours** Monday, Tuesday, Thursday, 8:30 a.m. to 4:30 p.m.

**Phone** 905.721.3036

<b>Email</b> Financial Aid:	financialaid@durhamcollege.ca
Scholarships, Bursaries and Awards:	studentawards@durhamcollege.ca
On-Campus Employment:	dcstudentemployment@durhamcollege.ca

## First Peoples Indigenous Centre (Suswaaning Endaajig) (FPIC)

The *First Peoples Indigenous Centre (FPIC)*<sup>71</sup> is dedicated to increasing awareness and understanding of our shared history and creating opportunities for building respectful, reciprocal relationships within the DC community. FPIC provides a safe and welcoming environment for all DC students. Our space and is equipped

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<sup>70</sup> <https://durhamcollege.ca/financial-info/financial-aid/on-campus-employment>

<sup>71</sup> <https://durhamcollege.ca/info-for/indigenous-students>

with a fully functioning kitchen, a student lounge with computers, a quiet study space, and access to the four sacred medicines along with a dedicated Smudging area.

FPIC can offer support for faculty in the following areas:

- The selection of culturally appropriate learning materials.
- Understanding respectful relations while working with Elders and Traditional Knowledge Keepers – with regard to making requests, tobacco offerings, liaison to conversations.
- Sharing circles to help with understanding content being explored.
- Connection to community speakers for classroom presentations around:
  - Residential schools
  - Reconciliation
  - Treaties
  - Restorative justice
  - Contribution of Indigenous People to today's society.
  - Understanding Indigenous ways of knowing.

FPIC can support student success by providing:

- Individual coaching sessions.
- Academic and program support.
- Sharing financial opportunities and resources – bursaries, grants, food and housing insecurity initiatives.
- Referring students to the appropriate college resources and departments.
- Advocacy support.

Available to staff, students, faculty and the greater community:

- Indigenous Histories and Reconciliation Modules (IHRM) – through the self-registration on *DC Connect*<sup>72</sup> and on our FPIC webpage for the public<sup>73</sup>.
- Resource lending library with a focus on Indigenous authors and Indigenizing/decolonizing curriculum.
- Land Acknowledgement resource page<sup>74</sup>.
- Virtual meetings with Elders and Traditional Knowledge Keepers.
- Culturally relevant programming.

### **FPIC – OSHAWA CAMPUS | Centre for Collaborative Education, CFCE 141**

**Hours** Monday to Friday, 8:30 a.m. to 4:30 p.m.

**Phone** 905.721.2000 x2529 or x2573

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

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<sup>72</sup> <https://durhamcollege.desire2learn.com/d2l/lms/legacy/selfregistration.d2l?ou=6606>

<sup>73</sup> <https://durhamcollege.ca/info-for/indigenous-students/information-and-resources/indigenous-histories-and-reconciliation>

<sup>74</sup> <https://durhamcollege.ca/info-for/indigenous-students/acknowledging-the-land>

## Campus Libraries

Our friendly *Campus Libraries*<sup>75</sup> team welcomes all members of the DC community. We offer a wide variety of services, programs, and resources and 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

Visit our *Services for Faculty*<sup>76</sup> page to learn more about how our team can support you with:

- Course Reserves
- Copyright
- New Faculty Checklist
- Teaching Support
- Research and Publishing Support
- Open Education and Collections



### Reference/Research Services

Remember to connect with your dedicated subject specialist/liaison librarian<sup>77</sup>, your guide to the *Library's* collections, services and program offerings. Check out the curated Research Guide(s)<sup>78</sup> for your program or subject area; these 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>79</sup>.
- Having a customized *Research Guide* created for your course.
- Library instruction classes<sup>80</sup> and workshops.
- Respecting copyright<sup>81</sup> when sharing textual, image, and video works with students or incorporating them into your own work.

### The Learning Portal



<sup>75</sup> <https://durhamcollege.ca/student-life/campus-services/library>

<sup>76</sup> <https://durhamcollege.ca/student-life/campus-services/library/for-faculty>

<sup>77</sup> <https://durhamcollege.ca/student-life/campus-services/library/about/subject-librarians>

<sup>78</sup> <https://guides.library.durhamcollege.ca/?b=s>

<sup>79</sup> <https://guides.library.durhamcollege.ca/citation>

<sup>80</sup> <http://guides.library.durhamcollege.ca/c.php?q=316873&p=2115895>

<sup>81</sup> <https://guides.library.durhamcollege.ca/copyright>

The *Learning Portal*<sup>82</sup>, is a rich resource that has invaluable content for both students and faculty. The result of *College Libraries Ontario (CLO)* collaboration, consider visiting the site regularly to discover trusted resources and timely new modules.

### The Maamwi Hub

The *Maamwi Hub*<sup>83</sup> is the newest module on the *Learning Portal* – an open, credible, educational resource on Indigenous history, culture, knowledge, and current worldviews.

### The Faculty Toolkit

And be sure to also check out the *Faculty Toolkit*<sup>84</sup> with learning modules on topics such as AODA, copyright, and an OER toolkit. Everything is open access, and it is easy to import LMS cartridges on quizzes, etc. directly into *DC Connect*.

### Course Reserves

Make readings (books, articles or other documents) more accessible to students by placing them on course reserve<sup>85</sup>. Professors 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. Your students can search OMNI<sup>86</sup> for reserves by course code, course name, or professor name. To place a reserve, use the online<sup>87</sup> form or email us at [libreserve@durhamcollege.ca](mailto:libreserve@durhamcollege.ca).

### Borrowing

Your *digital campus ID card* serves as your library card. You can borrow up to 500 books at one time for a 120-day period with unlimited renewal. More borrowing<sup>88</sup> information is available on the library website. In addition to our print book collection, you have access to over 1 million ebooks as well.

### Interlibrary Loan

If the *Library* does not have a book, journal article, or other resource that you may need, you may request it using the Interlibrary loan<sup>89</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

*Information literacy 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.

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<sup>82</sup> <https://www.tlp-lpa.ca/home>

<sup>83</sup> <https://tlp-lpa.ca/maamwi>

<sup>84</sup> <https://tlp-lpa.ca/faculty-toolkit>

<sup>85</sup> <https://durhamcollege.ca/student-life/campus-services/library/services/course-reserves>

<sup>86</sup> [https://ocul-it.primo.exlibrisgroup.com/discovery/search?vid=01OCUL\\_IT:DURHAM&lang=en&mode=simple](https://ocul-it.primo.exlibrisgroup.com/discovery/search?vid=01OCUL_IT:DURHAM&lang=en&mode=simple)

<sup>87</sup> <https://durhamcollege.ca/student-life/campus-services/library/forms/place-items-on-reserve>

<sup>88</sup> <https://guides.library.durhamcollege.ca/borrowing>

<sup>89</sup> <https://guides.library.durhamcollege.ca/ill>

Library instruction can take place in your classroom or in the classroom at the Oshawa Campus Library. To book a session, contact your subject specialist/liaison librarian, use the request<sup>90</sup> form, or email [library@durhamcollege.ca](mailto:library@durhamcollege.ca).

If you think your students could benefit from one-on-one research help, please encourage them to contact their subject specialist librarian. Virtual Chat help is also available using the *AskON* button on the *Library* homepage or by texting 289.460.2275.

### 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 suggest purchase form<sup>91</sup>.

#### **CAMPUS LIBRARY – OSHAWA CAMPUS | 50 Founders Drive**

Library hours vary depending on the time of year. Learn more on the *Hours* page<sup>92</sup> on the DC Libraries website.

**Phone** 905.721.2000 x3082

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

#### **CAMPUS LIBRARY – WHITBY CAMPUS | Room 1-3 (Beside the Computer Commons)**

Library hours vary depending on the time of year. Learn more on the *Hours* page<sup>93</sup> on the DC Libraries website.

**Phone** 905.721.2000 x4218

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

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

Applied research at DC, facilitated by *Office of Research Services, Innovation and Entrepreneurship (ORSIE)*<sup>94</sup>, solves industry and social challenges through innovation and collaboration, by engaging industry, faculty, students, and the community-at-large in research projects to address the needs of a technology-driven knowledge economy. ORSIE is the single point of contact for industry, government, and community groups interested in collaborative applied research that has an impact. The talent, facilities, and capabilities of those within the campus and community become synergetic when encouraged and supported, transforming and advancing economic prosperity in the Durham Region.

ORSIE is comprised of four interrelated, yet distinct, teams:

- Applied Research<sup>95</sup>
- FastStart<sup>96</sup> (Entrepreneurship)

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<sup>90</sup> <https://durhamcollege.ca/student-life/campus-services/library/forms/book-a-library-workshop>

<sup>91</sup> <https://durhamcollege.ca/library/forms/suggest-purchase-form>

<sup>92</sup> <https://durhamcollege.ca/student-life/campus-services/library/about/hours>

<sup>93</sup> <https://durhamcollege.ca/student-life/campus-services/library/about/hours>

<sup>94</sup> <https://durhamcollege.ca/about/office-of-research-services-innovation-and-entrepreneurship-orsie>

<sup>95</sup> <https://durhamcollege.ca/about/office-of-research-services-innovation-and-entrepreneurship-orsie/applied-research>

<sup>96</sup> <https://durhamcollege.ca/about/office-of-research-services-innovation-and-entrepreneurship-orsie/fast-start>

- Institutional Research and Planning<sup>97</sup>
- Experiential Learning

## Responsible Conduct of Research

DC 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. DC has developed a Responsible Conduct of Research policy and procedure (ACAD-116)<sup>98</sup> that is consistent with the Tri-Agency Framework: Responsible Conduct of Research<sup>99</sup> (known as the RCR Framework<sup>100</sup>).

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.
- 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 DC 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 DC's policies for Intellectual Property (EMPL-306)<sup>101</sup> and Conflict of Interest (EMPL-303)<sup>102</sup>.
- 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

<sup>97</sup> <https://durhamcollege.ca/about/office-of-research-services-innovation-and-entrepreneurship-orsie/institutional-research-and-planning>

<sup>98</sup> <https://durhamcollege.ca/wp-content/uploads/responsible-conduct-of-research-policy.pdf>

<sup>99</sup> <https://rcr.ethics.gc.ca/eng/framework-cadre-2021.html>

<sup>100</sup> [https://rcr.ethics.gc.ca/eng/rcr\\_framework-cadre\\_reference.html](https://rcr.ethics.gc.ca/eng/rcr_framework-cadre_reference.html)

<sup>101</sup> <https://ice.durhamcollege.ca/Policies-Procedures/Intellectual-Property.pdf>

<sup>102</sup> <https://ice.durhamcollege.ca/Policies-Procedures/Conflict-of-Interest.pdf>

conceptual or material.

## Research Ethics

The policies and practices governing the ethical conduct of research in Canada are established by the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, 2nd edition (TCPS-2)<sup>103</sup>.

Researchers are expected to be familiar with the TCPS-2 requirements on research ethics. To learn more about TCPS-2 please access the on-line tutorial<sup>104</sup> Introductory tutorial for the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS).

All research involving human subjects conducted at, or under the auspices of, DC follows Tri-Council guidelines and requires ethics review and approval by a Research Ethics Board (REB) prior to commencing the research. This includes work by DC faculty, staff and students and researchers external to the College who intend to conduct research at DC.

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

## Co-operative Education

Co-operative education (co-op) is a model of education that formally integrates a student's academic learning with workplace learning in fields relevant to the student's academic and personal goals. Co-op provides students with structured work experiences with approved employers that promote career exploration, expand employer contacts and apply in-class teachings to real-work situations.

Co-op alternates periods of work experience (work terms) in career-related fields with times of academic study (semesters) according to the following criteria:

- Each work experience is approved by the college as a suitable learning environment.
- The co-op student is engaged in productive work rather than merely observing.
- The co-op student receives remuneration for the work performed.
- The co-op student's progress on the job is monitored by the college. The work term is acknowledged on the student's academic transcript.
- The co-op student's performance on the job is supervised and assessed by the student's employer.
- The time spent in periods of work experience must be at least 30 per cent of the time spent in academic study and no more than 75 per cent.
- Each co-op work term is 12-14 weeks and is paid by the employer.

To learn which DC programs have a co-op option, please visit <https://durhamcollege.ca/programs-and-courses/co-operative-education-programs>. For more information, please contact [co-op@durhamcollege.ca](mailto:co-op@durhamcollege.ca).

## ORSIE – OSHAWA CAMPUS | Gordon Willey Building, H132

**Hours** Monday to Friday, 8:00 a.m. to 4:00 p.m.

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<sup>103</sup> [https://ethics.gc.ca/eng/policy-politique\\_tcps2-eptc2\\_2018.html](https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html)

<sup>104</sup> <https://tcps2core.ca/welcome>

**Email** DC\_ORsIE@durhamcollege.ca

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

The *Office of Equity Diversity and Inclusion (OEDI)*<sup>105</sup> works within the department of Human Resources and Equity, to advance a culture of inclusion where individual distinctiveness is respected and all members of the campus community (employees, faculty, and students) regardless of identity belong at DC. We achieve this through four pillars:

- Education & Awareness
- Community Outreach & Engagement
- Complaints Resolution Supports
- Relationship Building & Strategic Initiatives

### OEDI Services & Supports

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

- Provides consultative services ensuring compliance with DC's policies and relevant legislation that govern those policies such as 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 DC website<sup>106</sup>; to increase your awareness of religious observances to support accommodations based on creed/religion throughout curriculum delivery.
- Provides educational programming to students, faculty, and employees on EDI and human-rights-related topics to increase competencies and promote capacity-building.
- Host campus-wide events on the building of inclusive learning and work environments through critical conversations, and community building
- Provides support services to sexual violence complaints; supports gender identity name change requests and other EDI-related concerns.

### OEDI – OSHAWA CAMPUS | Gordon Willey Building, C109-C110

**Hours** Monday to Friday, 8:30 a.m. to 4:30 p.m.

**Phone** 905.721.2000 x2856

**Email** diversity@durhamcollege.ca  
svsupport@durhamcollege.ca

OEDI is also available on Microsoft Teams

### Reach, Include, Support and Elevate (RISE)

RISE aims to provide services and supports to ensure all learners achieve their full potential for post-secondary success. The program focuses on three (3) pillars:

- Outreach
- Access/Transition

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<sup>105</sup> <https://durhamcollege.ca/student-life/student-services/diversity>

<sup>106</sup> <https://durhamcollege.ca/student-life/student-services/diversity/diversity-and-inclusion-2/religious-accommodations>

- Retention

Through programming, services, and community partnerships, we support current and prospective students at each step of their post-secondary journey to ensure all learners reach their potential for post-secondary success. For more information regarding services and support, please contact: [diversity@durhamcollege.ca](mailto:diversity@durhamcollege.ca) or visit our website<sup>107</sup>.

### Sexual Violence Education and Awareness

OEDI is committed to supporting and assisting anyone; survivors, bystanders and or witnesses affected by Sexual Violence, by providing information and support, referrals to counselling and medical care, and appropriate accommodations. Dedicated staff within the OEDI engage the DC Campus Community in public education and prevention activities that include campaigns, training sessions, workshops, programs and events on a variety of topics related to Sexual Violence prevention.

Email the Sexual Violence Education and Prevention Coordinator at: [SVsupport@durhamcollege.ca](mailto:SVsupport@durhamcollege.ca) directly to disclose your concerns or an experience of sexual violence and to discuss your support, and or education/training needs.

\*Staff and Faculty are required as described within the Sexual Violence Policy ADMIN-244<sup>108</sup> to report a disclosure of Sexual Violence to the Sexual Violence Education and Prevention Coordinator (SVEPC) by completing the Sexual Violence Incident report<sup>109</sup> available on ICE or by emailing the SVEPC directly.

### RISE AND SEXUAL VIOLENCE EDUCATION AND PREVENTION – OSHAWA CAMPUS | Centre for Collaborative Education, CFCE 131

**Hours** Mondays to Fridays, 8:30 a.m. to 4:30 p.m.

### RISE AND SEXUAL VIOLENCE EDUCATION AND PREVENTION – WHITBY CAMPUS | Room 1-8D

**Hours** Members of the OEDI office will be at the Whitby location for appointments.

**Phone** 905.721.2000 x2166

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

[SVsupport@durhamcollege.ca](mailto:SVsupport@durhamcollege.ca)

## Student Development Office

The *Student Development office* comprehensive transition and orientation programming to ensure all students feel welcomed and supported at DC. Our student leadership programming is designed to foster both academic and social growth.

### Orientation Programming

The office collaborates with campus partners to offer the following programs and resources to help students

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<sup>107</sup> <https://durhamcollege.ca/student-life/student-services/diversity>

<sup>108</sup> <https://ice.durhamcollege.ca/Policies-Procedures/Sexual-Violence.pdf>

<sup>109</sup> <https://ice.durhamcollege.ca/Forms/Sexual-Violence-Incident-Report.pdf>

feel prepared for their first day of classes:

- Start Strong programming – A series of engaging and informative sessions covering topics such as Getting to Know DC’s Online Platforms, Setting up your DC Digital Wallet, including Campus ID and U-PASS, Achieving Balance and Well-being, and campus tours.
- PREP 1000 – A free, non-graded online course designed to provide students with valuable information and help them become familiar with *DC Connect*.
- Program orientation – Sessions facilitated by faculty to help students get acquainted with their program and connect with fellow students and faculty.
- Social programming – Events to welcome students to the college and provide opportunities for connection.
- The orientation<sup>110</sup> microsite - Provides information on orientation activities and events, along with tips to get prepared.
- ASK ME Campaign – Faculty and staff volunteers assist with wayfinding and welcoming students during the first week of classes. Training is provided to ensure all volunteers feel prepared to help.
- Start-up FAQs – Ensures that faculty and staff can answer students' top start-up questions.

## Student Engagement & Leadership

Students looking to enhance their college experience and leadership skills are encouraged to get involved with the DC Crew and participate in the Institute of Student Leadership (ISL) program!

- DC Crew – Members of the DC Crew assist with orientation programming, student engagement activities, open house events, convocation, campus tours, social media, and various other initiatives that enrich the campus experience.
- ISL – The ISL program offers students the opportunity to grow and develop through goal setting, coaching, knowledge acquisition, volunteering, and reflection. Students participate in workshops under the ISL pillars, including leadership, personal development, career development, mental health and wellbeing and equity, diversity, and inclusion. Students can self-register for the ISL program in *DC Connect*.

## Student Academic Learning Services (SALS)

*Student Academic Learning Services (SALS)*<sup>111</sup> provides academic support for all DC students to promote active and independent learning. SALS services are free of charge for registered DC students and are designed to help our students reach their academic goals during their time at DC, supporting a successful academic journey from their first day in class all the way through to graduation. Not all students learn the same way - sometimes they need a different way to understand what they are learning. Faculty are encouraged to refer their students to SALS to develop learning strategies that will benefit them throughout their education.

By working with our team in SALS, students can benefit from:

- Personalized appointments for subject-specific academic support that reinforces content taught in class, helping students connect with concepts in various ways through an integrated, multi-disciplinary approach, including:

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<sup>110</sup> <https://durhamcollege.ca/orientation>

<sup>111</sup> <https://durhamcollege.ca/sals/>

- Academic writing & reading
- Math including foundational, applied, and statistics
- Sciences including anatomy/physiology, biology, physics, and chemistry
- Business such as accounting
- Discovering learning and study strategies through workshops & resources
- Academic Integrity workshops
- Support with navigating learning with English as a Second Language (ESL)
- Peer tutoring
- Online self-directed academic supports through SALS ONLINE via *DC Connect*
- Drop-in academic support
- Basic computer skills support

## Writing and Language Support

Our Writing/Language Specialists are experts in academic writing and the English language, providing support for:

- Any type of college writing and at any point in the process including assignment clarification, editing skills, and referencing.
- English language support including writing, speaking, communication, and acculturation.

## Online Academic Supports

*SALS ONLINE*<sup>112</sup> provides students 24/7 access to academic resources via ten available *SALS ONLINE* units in *DC Connect*. Students can also access the *Academic Success Toolkit*, *The CLO Learning Portal*, and other resources detailing strategies and tools needed to succeed. Online resources are used to complement SALS services and can be accessed by visiting the SALS website<sup>113</sup>.

## Peer Tutoring

Our *Peer Tutoring program* is designed to help students review previously taught course content and leverage study tips to aid in their ongoing learning. Students can book up to **two hours of tutoring per week**. For more information and to book an appointment, please visit the *Peer Tutoring* section<sup>114</sup> of the SALS website.

### NOTE

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

## About our Peer Tutors

Peer Tutors are upper-year students trained to provide support in specific courses or subject matter. They have a GPA of 3.8 or greater in their area of specialization (i.e., the courses they are able to tutor) and a minimum overall GPA of 3.5.

<sup>112</sup> <https://durhamcollege.ca/mydc/learning-resources/student-academic-learning-services-sals/sals-online>

<sup>113</sup> <https://durhamcollege.ca/student-life/student-services/student-academic-learning-services-sals/services>

<sup>114</sup> <https://durhamcollege.ca/mydc/learning-resources/student-academic-learning-services-sals/peer-tutoring>

Additional faculty resources available through the *Resources for Staff and Faculty* section<sup>115</sup> on the SALS team page<sup>116</sup> on ICE.

**SALS – OSHAWA CAMPUS | Student Services Building, SSB 204**

**Hours** Monday to Friday, 8:30 a.m. to 4:30 p.m.

**SALS – WHITBY CAMPUS | Student Success Centre, Room 1 - 10**

**Hours** Monday to Friday, 8:30 a.m. to 4:30 p.m.

**Phone** 905.721.2000 x2491

**Email** sals@durhamcollege.ca

**Social Media** linktr.ee/DC\_SALS

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<sup>115</sup> <https://ice.durhamcollege.ca/Acad/StudentAcademicLearningServices/Pages/Resources.aspx>

<sup>116</sup> <https://ice.durhamcollege.ca/Acad/StudentAcademicLearningServices/Pages/default.aspx>

If you require an alternative format of this guide,  
contact [ctl@durhamcollege.ca](mailto:ctl@durhamcollege.ca).

