



Summer Session

THE UNIVERSITY OF LETHBRIDGE

NOTES FOR 1979 SUMMER SESSION INSTRUCTORS

1. REGISTRATION

Most students will have been registered before the opening of Summer Session and the Registrar will provide each instructor with a machine-printed class list of registered students. Check this list against students actually in attendance and advise those not on the list to report to the Registrar as soon as possible. Those students who register late will be required to present the receipted copy of the registration form to the instructor as proof of registration.

2. CONDUCT OF CLASSES

Summer Session Instructors conduct their classes, determine the method of evaluation, and report the standing of students, in consultation with the Head of the appropriate Faculty or Department. Visiting instructors should consult him early in the Session. Classes begin the week of May 1 for Session I, on July 3 for Session II and July 25 for Session III.

3. HOURS AND ROOMS

Please do not change the hours or place of meeting of a class without consultation with the Director of Summer Session.

4. ASSESSMENT OF STUDENT PERFORMANCE

An instructor is obliged to indicate at the beginning of each course the detailed manner by which work will be evaluated and final grades derived, and, upon request, to communicate to students an estimation of their level of performance prior to the Withdrawal Deadline --

Session I	May 22
Session II	July 13
Session III	August 7

5. MID-TERM TESTS AND FINAL EXAMINATIONS

Instructors may give such tests, quizzes, and written assignments as they think desirable. Booklets for the writing of classroom tests may be obtained from the appropriate Department Office.

The results of such classroom tests or written assignments are not reported to the Registrar's Office, and instructors are free to decide what weight, if any, they wish to give to term work or tests in the computing of the student's final mark in class.

If there is to be a final examination, it should be limited to two hours and given during the final class period.

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6. GRADE STRUCTURE

On the basis of the final mark in a given class, students are awarded standing in a class as follows:

<u>Letter Grade</u>	<u>Grade Points</u>
A Excellent	4
B Superior	3
C Average	2
D Poor	1
F Failing	0

7. EXAMINATIONS

Instructors are governed by the same policies and procedures that prevail during winter and spring semesters. Each instructor is responsible for invigilating his own examinations. Final grades are to be handed in no later than three days following the date of the final examination. Faculty of Education instructors should submit grades to the Dean of Education. Faculty of Arts and Science instructors should submit grades to the appropriate Department Chairman. N.B. FACULTY OF EDUCATION POLICY PROHIBITS POSTING OF GRADES BY PROFESSORS.

8. SUPPLIES AND SERVICES

Requests for supplies and equipment, and for duplicating and mimeographing services, etc., should be directed to the Head of the appropriate Faculty or Department.

9. LIBRARY SERVICES

The Librarians invite visiting instructors to call and identify themselves, and ask any questions about library services; especially about placing books on the Reserve Shelf for essays, reading assignments, and the like.

10. BOOKSTORE

Student textbooks are sold in the University Bookstore. If instructors wish students to purchase additional texts (books, pamphlets, brochures), they should first consult the Bookstore Manager as to the feasibility of obtaining such material in the short period available.

11. PARKING

Special North Lot parking permits are available at the Continuing Education Office for visiting instructors. These can be obtained after purchase of a Part-Time Parking Permit (\$7.00 at the Cashier's Wicket, A-728).

NOTE: THIS SERVICE IS FREE TO THOSE LIVING IN RESIDENCE.

12. EXPENSE CHEQUES

Visiting instructors may call, at their earliest convenience, at the Payroll Office, Room A-780, and pick up their travel and accommodation expense claims. In so doing, you will be asked to complete a TDI Form for income tax purposes.

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13. SALARY CHEQUESVisiting Instructors

Salary cheques will be available at the Office of Continuing Education, Room B-884 on June 12 for Session I, July 24 for Session II, and August 16 for Session III. Cheques will not be released until grade sheets have been processed by the Dean's Office.

University of Lethbridge Faculty

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| Session I | A \$800.00 advance will be available June 12. The balance, less income tax, will appear on the end-of-June payroll cheque. |
| Session II | Stipends will be included in the end-of-July payroll cheque. |
| Session III | A \$800.00 advance will be available August 16. The balance, less income tax, will appear on the end-of-August payroll cheque. |

ADVANCE CHEQUES WILL NOT BE PROVIDED FOR THOSE RECEIVING PARTIAL STIPENDS. CHEQUES WILL NOT BE RELEASED UNTIL GRADE SHEETS HAVE BEEN PROCESSED BY THE DEAN'S OFFICE.

14. INCOME TAX DEDUCTIONSCanadian Residents

Income tax will be deducted according to your completed TDI Form.

Non-Canadian Residents

The University is required to make Income Tax and Canada Pension deductions regardless of any tax treaty between Canada and the country of the recipient. There are, however, certain reciprocal tax conventions which may allow a non-resident to apply for a refund of income tax deducted in Canada after leaving Canada. To take advantage of any such convention, a non-resident must contact:

Department of National Revenue
District Taxation Office
205 - 8 Avenue S.E.
CALGARY, Alberta

NOTE: A WITHHOLDING TAX OF 15% WILL BE DEDUCTED.

15. If any Summer Session faculty member wishes to discuss any relevant matters pertaining to Summer Session, please feel free to contact me (Room B-880, Telephone 329-2427) or the appropriate Faculty Coordinator, Mark Sandilands, Arts & Science (Room B-888, Telephone 329-2417) and Ritchie Whitehead, Education (Room B-886, Telephone 329-2256).

Charles H. McCleary
Director of Summer Session

April 24, 1979

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