



Information for Instructors in EPLT Programs

PLEASE NOTE: This information is additional to the information provided to you by the faculty and your department.

PAYROLL:

In order to ensure that your payroll is handled efficiently it is best to confirm with EPLT:

- The Instructor's recent CV is on file containing your most up-to-date contact information (telephone, address, email address), your SIN, birth date, citizenship, etc. Please note: All personal information handled by EPLT is considered confidential, and is handled accordingly.
- Faculty members should ensure that EPLT is aware of whether the course you are teaching is on-load or off-load.

We begin processing payroll eight weeks before the course start date, therefore, it is best for you to submit this information to EPLT as soon as possible. Note: Distance Education payroll processing is started on the course withdrawal date.

EXPENSES:

Please see <http://eplt.educ.ubc.ca/instructors/> for information on expenses that Instructors are entitled to, and for an expense and mileage claim form. Please contact EPLT with any questions.

INFORMATION REQUIRED BY EPLT EIGHT WEEKS PRIOR TO COURSE START DATE:

1. Textbooks:

EPLT must receive text citations (preferably with ISBNs) for a textbook order to be placed, and received, by the course start date.

2. Custom Course Packages:

Custom Course Packages may contain readings, notes or other required course materials. Instructors can choose to have EPLT work with the bookstore to handle the custom course package, or may prefer to handle the package themselves.

All Instructors are expected to respect and work within the copyright laws as outlined by Access Copyright.

Through the Bookstore:

Custom course packages must be received by EPLT in a format that is usable by the Bookstore for photocopying (ie: there must be a table of contents and all articles must be single sided). Textbooks/articles/materials will not be sourced and copied. Instructors must conform to the Bookstore requirements and must fill out the form required by the Bookstore (available online at the UBC bookstore website, www.bookstore.ubc.ca, under UBC Textbooks, Custom Course Package).

Handled by the Instructor:

The Instructor may choose to bring the custom course package to a Printshop of their choice (including the Printshop in the Faculty of Education). It is then the Instructor's responsibility to recover these costs from the students. (Please see Faculty policy on use of the Printshop by Instructors, and recovery of costs from students)

3. Equipment Requirements:

Please notify EPLT of all equipment that must be booked on loan for use during the course (LCD projector, white-board, etc.). It is the instructor's responsibility to pick-up and drop-off any equipment that is loaned.

ADDITIONAL INFORMATION:

1. Photocopying:

EPLT will make/provide copies of course outlines and exams as necessary. It is preferred that exams are submitted to EPLT via email as a Word document.

Please note: EPLT will not provide copies of course notes, readings, or ethics applications.

2. Grades:

Grading is dependant on the individual department's policy; therefore, please contact the Program Assistant at EPLT to confirm the grading practice for your course.

COMMUNICATION TOOLS

Cohorts:

EPLT supports the use of WebCT as the tool for online communication amongst the cohort. It is the instructor's responsibility to know and understand WebCT in order to be involved with online discussion forums, use online assignment marking tools, and to respond to student queries.

Distance Education:

EPLT supports the use of WebCT as the tool for online Distance Education courses. It is the instructor's responsibility to know and understand WebCT in order to be involved with online course delivery, the use of online assignment marking tools, and tools available for communication with students.

For further information or training on WebCT, please contact Natasha Boskic at natasha.boskic@ubc.ca.

Direct Instruction:

EPLT communicates relevant course information to registered students via the UBC email database. If you wish to send information such as a course outline, required materials, etc. to students, please email details to joanne.chilton@ubc.ca at least one week prior to course start date.