
Instructor Standards

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1.0 PREPARATION

The instructor is responsible for:

- a) reviewing the current curriculum standard for a particular course before delivery.
- b) planning all aspects of the course delivery with a conscious effort to incorporate teaching methodologies to accommodate various learning styles.
- c) planning and documenting the day-to-day delivery of content that supports the current curriculum standard.
- d) planning and developing learning activities and evaluation tools appropriate for a variety of learning styles encountered in an adult learning environment.
- e) ensuring that no single course evaluation with a weight more than 40% is in place, except where external accrediting bodies require otherwise. The student shall have more than one opportunity to demonstrate their achievement regarding progress in achieving learning outcomes.

2.0 COURSE OUTLINE

The final stage of preparation is to create the course outline.

The instructor composes the course outline, congruent with the approved Course Profile, to meet the outcomes and competencies stated in the approved Curriculum Standard using the Integrated Document Management System (IDMS) Course Outline Development and approval process.

A course outline includes but is not limited to the following components:

- a) Period of delivery
- b) Instructor's name
- c) Instructor's contact information
- d) Program title, if applicable
- e) Course title
- f) Course code
- g) Course Schedule
- h) Delivering Campus
- i) Delivery Mode
- j) Classroom
- k) Credits
- l) Grading Basis
- m) Pass Mark
- n) Course outcome
- o) Course competencies
- p) Essential skills (when available)
- q) Assessment criteria which must include weightings to the various categories. The final grade in a credit course is one that combines evaluations as indicated on the approved course outline with no single evaluation worth more than 40%
- r) Learning activities
- s) Required Resources
- t) Instructor's availability
- u) Academic Chair's dated approval

The instructor submits the course outline to the Academic Chair for approval using the IDMS course outline approval process.

In cases where an acting Academic Chair is also the instructor of a course, their supervisor approves the course outline for that course.

The instructor reviews the approved course outline with the student within the first two classes. The instructor must be able to provide documented proof of distribution.

Modifications to the method and weight of evaluation criteria can be made in special circumstances, and only with prior approval of the Academic Chair.

The instructor submits changes to the course outline to the Academic Chair for approval and notifies students of any changes.

3.0 DELIVERY

The instructor:

- a) carries out regularly scheduled instruction as per the approved delivery schedule.
- b) ensures that only students who are currently enrolled in the course or who have been approved to audit the course, and/or other NBCC personnel can access NBCC course content.
- c) uses approved NBCC Learning Management Systems when providing electronic course content, with the exception of approved course specific software, electronic collaboration software, and electronic mail.

- d) ensures that all equipment is safe and in good working order and that the student is made aware of relevant health and safety practices within the learning environment.
- e) is responsible to work to ensure the learning environment is safe for students.
- f) ensures the installation, calibration, setup, maintenance, distribution, and the safety of the educational material in the class and laboratories.
- g) supervises students to prevent damage to equipment.

4.0 EVALUATION OF LEARNING

The instructor:

- a) exercises care when storing any assignments, tests, projects, etc. submitted by the student for evaluation.
- b) develops and administers learning assessment/evaluation instruments.
- c) ensures the learning assessment/evaluation instruments match the identified level of learning specified by the competencies for the course as provided on the course outline.
- d) ensures an answer key or evaluation criterion exists for each of the learning assessment instruments.
- e) uses formative and summative evaluations of learning throughout the course, and keeps the student informed of their performance.
- f) ensures evaluations that are not returned to students are securely retained for the current term of the course offering plus one additional term and then destroyed, except in the instances where an outside accrediting body requires otherwise.
- g) ensures as a minimum requirement, that in the case of a student's summative evaluation that is not returned to the student, that it shall be retained for a period sufficient to afford the student the chance for appeal if they so desire as noted in the **Student Assessment** policy and **Student Appeal** process.
- h) inputs course marks in the Learning Management System, uploading grades to SIMS by the Marks Due Date outlined within the current Academic Calendar.

In cases where an incomplete grade is recorded, it is the instructor's responsibility to identify the specific date for completion to the student, not to exceed the four-week period after the course end date.

Approval for including regulated attendance requirements in a course is approved through the Internal Program Review (IPR) process. The IPR process will take the need for mandatory attendance into consideration, and those programs which feel they require attendance as a curriculum component and can provide evidence for this requirement will be able to implement attendance requirements without impacting other programs/courses that do not require mandatory attendance. In cases where attendance is deemed mandatory, the instructor bears responsibility for tracking learner attendance.

In all other courses, accumulation of academic grades is based upon progress.

5.0 ALTERNATIVE ARRANGEMENTS

5.1 Missed Evaluation Deadlines

If extraordinary circumstances exist, an instructor shall make every reasonable effort to make alternative arrangements. If no extraordinary circumstance exists, and the instructor has not given prior approval for an extension, then a grade of zero is given on the evaluation. Extensions

are granted with a reasonable penalty attached. The instructor may request a doctor's certificate from a student in the case of absence due to illness.

5.2 Rewrites

A rewrite of any evaluation during the course may be granted on an individual basis and is considered a privilege provided to students in extraordinary personal and/or documented medical circumstances beyond the control of the student. The student must have attempted the original evaluation and have been unsuccessful for the rewrite privilege to be granted. The student is required to provide an explanation of the extraordinary circumstance for the rewrite to be considered. In such circumstances, where a rewrite assessment is granted, the mark received on the replacement assessment replaces the original grade on the original assessment.

5.3 Supplemental Evaluation Measures

Refer to [Supplemental Evaluation Measures](#) Policy for full details.

6.0 STUDENT SUPPORT

6.1 Informal Assessment

The instructor is responsible for evaluating and assessing a student's academic progress and behavioral conduct within the academic environment. Instructors are required to discuss concerns about academic standing resulting from evaluations and inappropriate class behavior with individual students, allowing for student input. The instructor may offer referral options for counselling, academic coaching, and other assistance to the student through the [Program to Assist Student Success \(PASS\)](#) process. Faculty responsibilities related to informal assessment are outlined in the Informal Student Assessment section (2.1) of Policy 1115 [Student Assessment](#).

6.2 Addressing Breaches of Academic Integrity

If the instructor suspects that a violation of academic integrity has occurred, they should:

- Gather information about the suspected offence
- Determine which offence is suspected (see Appendix A, Policy 1111 [Academic Integrity](#))
- Consult with the Academic Chair (or designate)

If the Academic Chair and instructor agree that a violation may have occurred, the instructor discusses the concern with the student, as outlined in Policy 1115 [Student Assessment](#) (informal assessment):

- Inform the student of the concern
- Allow the student to ask questions and share their experience
- Use education and coaching to support the student's learning
- Outline expectations
- Complete the Program to Assist Student Success (PASS) form, copying the student and Academic Chair

The following chart is intended to be used as a guide for informal assessment addressing suspected violations of academic integrity.

Please note: students registered in accredited programs may be immediately referred to the formal student assessment process. Consultation with the Academic Chair should occur.

Scenario	Action	Responsible	Penalty Option
Minor violation of plagiarism (example: citation errors); first offence	<ul style="list-style-type: none"> Determine if the violation was intentional Coach the student to ensure that they understand how to resolve plagiarism errors Use the PASS form to refer the student to appropriate student services academic supports (Library Commons, Learning Strategist) 	Instructor	Offer the student an opportunity to resubmit the work on the first offence for full grade value
Minor violations of plagiarism; second offence	<ul style="list-style-type: none"> Review the concern with the Academic Chair If coaching has already occurred for the same concern, get approval from Academic Chair on penalty (grade of 0) If coaching has not occurred, consult with Academic Chair on next steps Document on PASS form 	Instructor	Possible grade of 0 or alternative action as determined by Academic Chair
Minor violations of plagiarism; third offence	<ul style="list-style-type: none"> Document using the PASS form; request formal assessment 	Instructor	TBD by Student Assessment Committee
Major violation of plagiarism (a significant portion of the work is from sources such as the internet, book, or another medium); first offence	<ul style="list-style-type: none"> Determine if the violation was intentional Coach the student to ensure that they understand how to resolve plagiarism errors Review the concern with the Academic Chair (approval for grade of 0 may be granted) Use the PASS form to refer the student to appropriate student services academic supports (Library Commons, Learning Strategist) 	Instructor	Possible grade of 0 or alternative action as determined by Academic Chair
Repeated major violation of plagiarism; second offence	<ul style="list-style-type: none"> Document using the PASS form; request formal assessment 	Instructor	TBD by Student Assessment Committee

Scenario	Action	Responsible	Penalty Option
Minor academic misconduct (such as cheating – see Appendix A; Policy 1111); first offence	<ul style="list-style-type: none"> • Determine if the misconduct was intentional • Review the concern with the Academic Chair (approval for grade of 0 may be granted) • Coach the student to ensure that they understand why it is misconduct and how to resolve • Use the PASS form to refer the student to appropriate student services academic supports (Library Commons, Learning Strategist) 	Instructor	<p>Possible grade of 0 or alternative action as determined by Academic Chair</p> <p>Academic Chair may deem that the violation constitutes a major violation and refer to the Formal Student Assessment process</p>
Minor academic misconduct (such as cheating – see Appendix A; Policy 1111); repeated offence(s)	<ul style="list-style-type: none"> • Document using the PASS form; request formal assessment 	Instructor	TBD by Student Assessment Committee

7.0 REVIEW OF MARKS

Coordinating Instructor will work with Instructors to review marks. The instructor has the following available for review of marks (or provides on request):

- a) cumulative course grades for each student
- b) mark breakdown for each student and correlation to course outline weights
- c) attendance/participation records (where applicable)
- d) support for any grade of incomplete (IC)
- e) supporting documentation for students having academic difficulty
- f) update on counseling, referrals, and remediation efforts
- g) breaches of college policies (e.g. Academic Integrity policy)

If changes in marks are required, a Grade Change Request form is required.

8.0 COURSE CREDIT RECOGNITION

NBCC Records required for this process may include:

- a) appeal process minutes
- b) Course Outline
- c) Final Course Marks
- d) maintenance and calibration documentation
- e) active students record
- f) historical student record
- g) Training Sales Agreement

- h) Transcript of Marks (credited courses)
- i) Transcript of Marks (non-credited courses)
- j) Laboratory Safety Rules
- k) proof of course outline modification
- l) class schedules
- m) the student's final assessments and, where required for accreditation purposes, homework, assignments, tests, etc.

9.0 OTHER RELATED DOCUMENTS

Academic Integrity (1111)
Program to Assist Student Success (PASS) (1000.4922)
Student Appeal (1000.4809)
Student Assessment (1115)
Supplemental Evaluation Measures (1114)