



Academic Wing Orientation

Orientation de l'escadre académique

August /août 2017

Part II – Teaching / Administration
Partie II – Enseignement / Administration

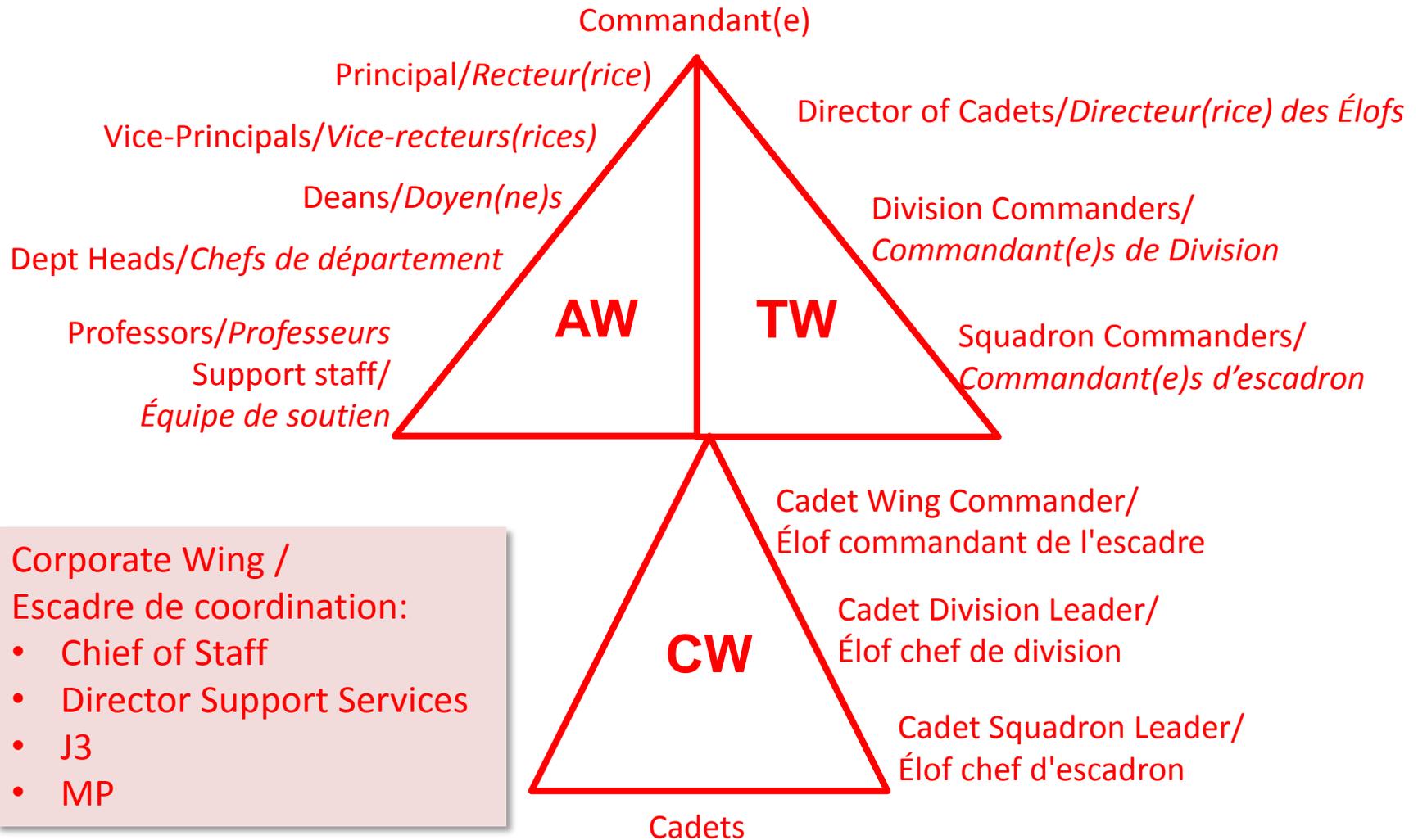
Outline

- Organization
- Computing / *Informatique*
 - Various systems / *Divers systèmes*
 - Phoenix
- Teaching / *Enseignement*
 - Academic Freedom / *Liberté académique*
 - Rules / *Règles*
 - In the classroom / *en salle de classe*
 - Best practice / *Meilleures pratiques*
- Other / *Autre*

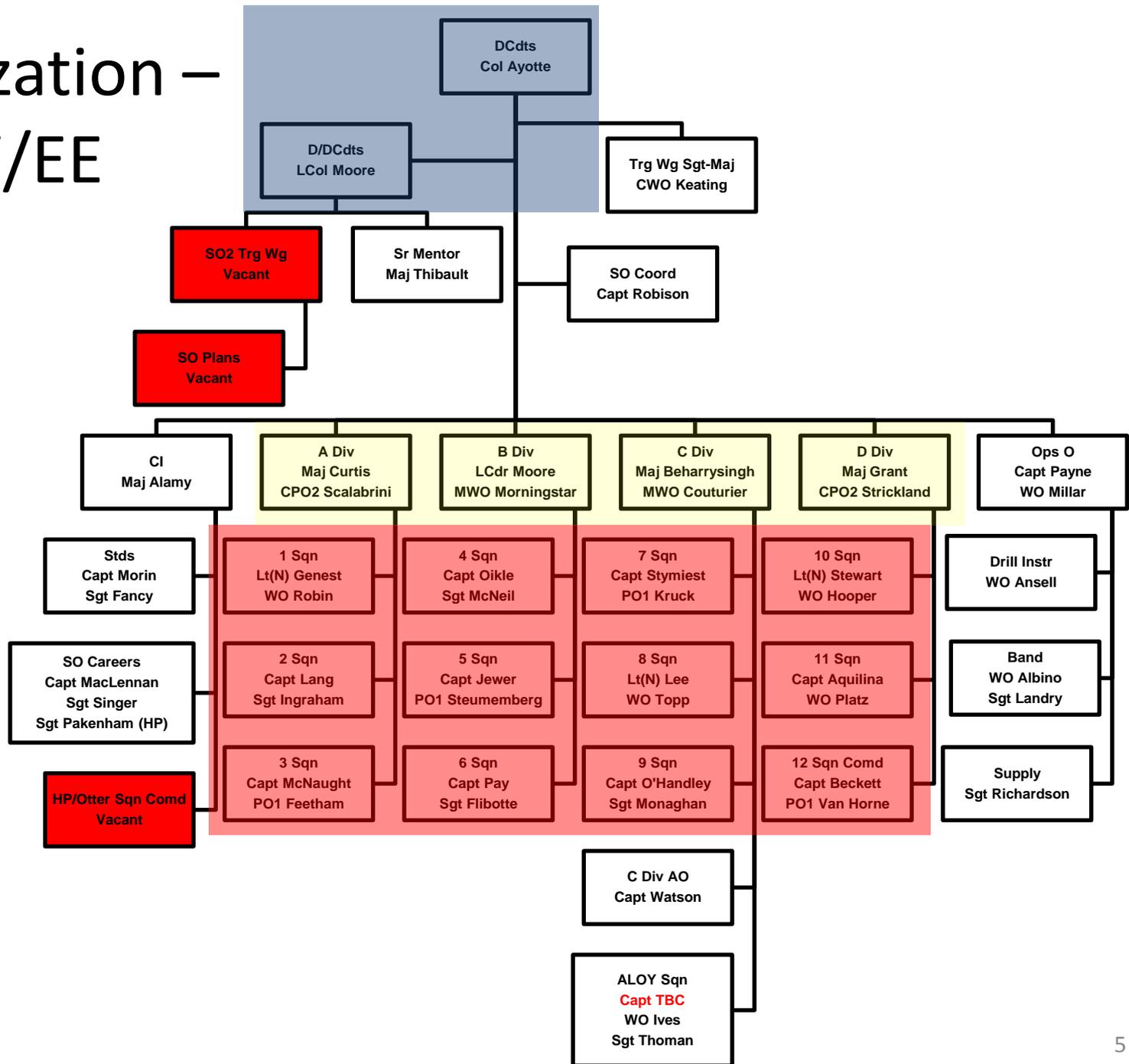
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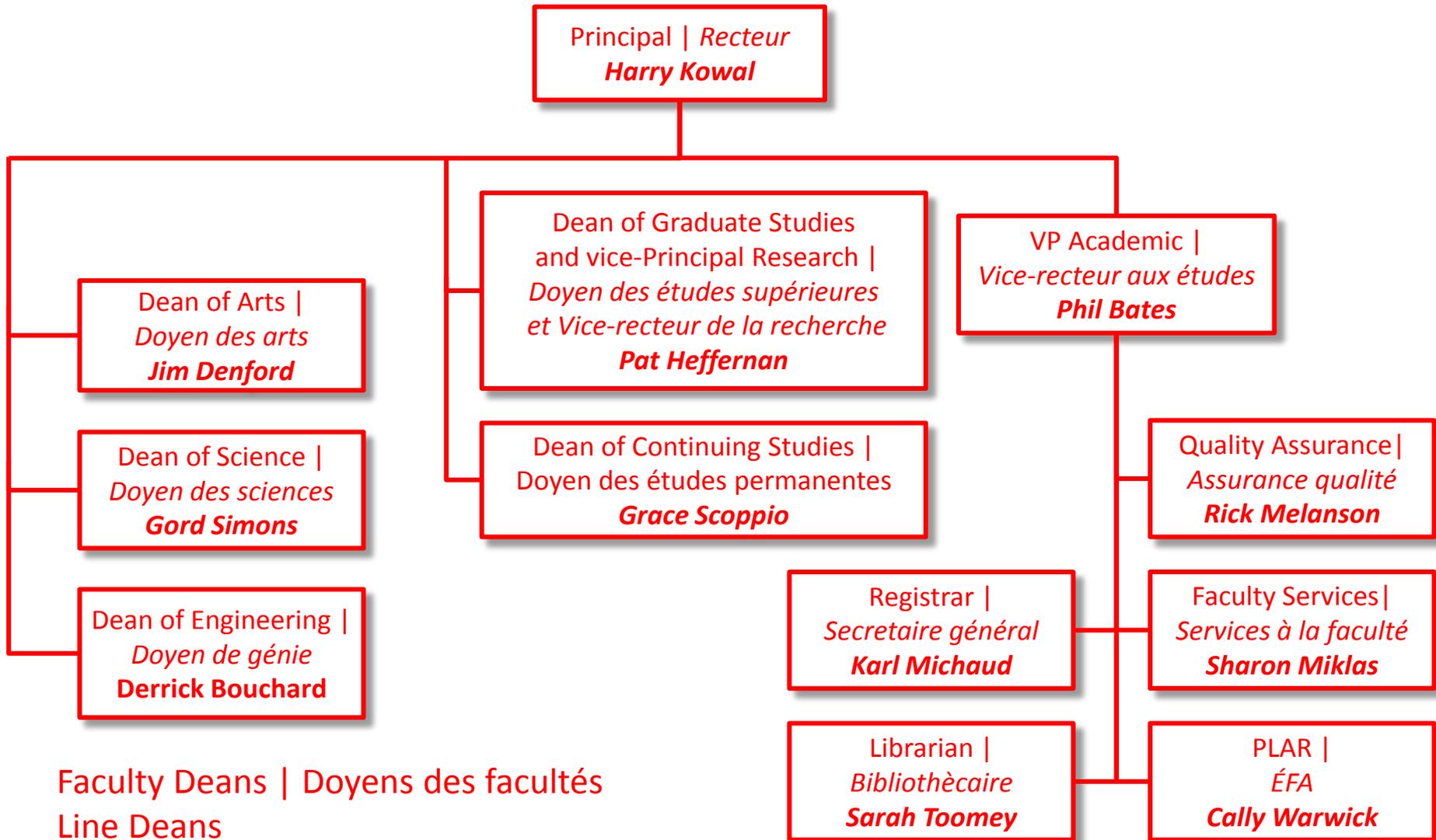
Organization



Organization – TW/EE



Organization AW / EÉ



Organization - Arts



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Organization - Science



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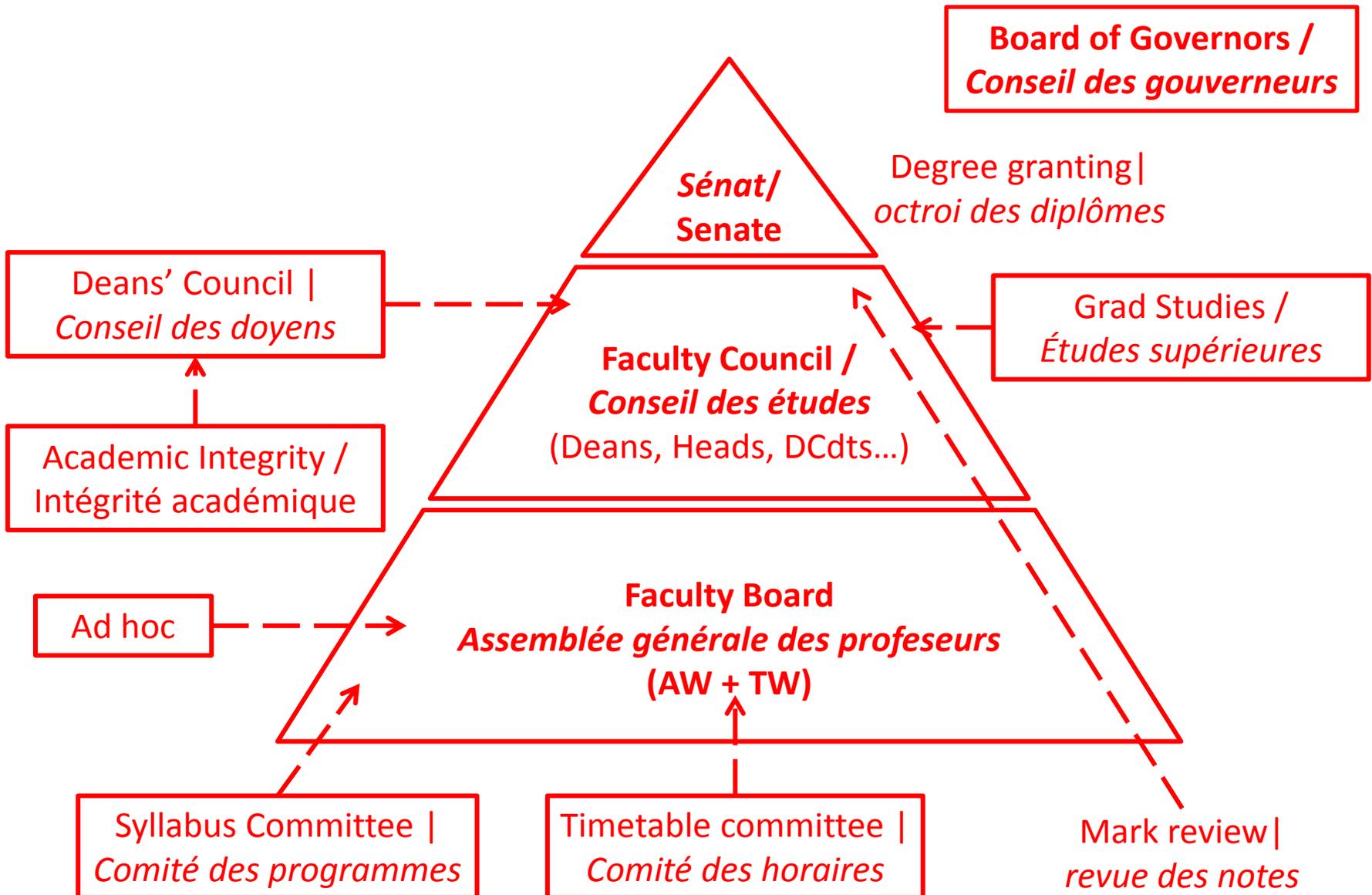


Luc Turgeon

Acting Head
Chief Instructor & Lecturer
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Organization



Organization

- Faculty Board (FB) / *Assemblée générale des profs*
 - Indeterminate and term instructors / *Instructeurs indéterminés et terme*
 - 1st Wednesday of month/ *1re mercredi du mois*
 - 8 to 10 am (when classes in session / *lors qu'il y a des cours*)
 - Massey 7
 - Sept 6 for introductions/ *Les introductions le 6 septembre*
 - FB Committees/ *Comités du FB*
 - Syllabus/ *Programmes*
 - Timetable/ *Horaires*
- CMCFA (Canadian Military Colleges Faculty Association)/ *APCMC (Association des professeurs(es) des collèges militaires du Canada)*
 - Indeterminate and term UT hires are members/ *les UT ayant un contrat de durée indéterminé et déterminé sont des membres*



Jean-Marc Noel

Professor
Physics and Space Science

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Computing/*informatique*

	RMC-CMR Internet	RMC-CME Intranet	My services (aka Portal)	DWAN
Address / <i>adresse</i>				
Username / <i>nom d'utilisateur</i>				
Email / <i>Courriel</i>				
Function / <i>Fonction</i>				
Other / <i>Autre</i>			 <p>Royal Military College of Canada Collège militaire royal du Canada</p> <p>Staff/Personnel id001234</p> <p>Name - Nom Bates, Dr. PJ</p> <p>This certifies that the bearer is a staff member at RMC. / La présente atteste que le/la titulaire est employé(e) au CMR.</p> <p>Exp. (m/d-j/y-a) 12/05/2019 Full-Time/Temps plein</p>	

Computing / Informatique

The image shows a browser window displaying the Royal Military College of Canada website. The address bar shows the URL <https://www.rmcc-cmrc.ca/en>. The main navigation menu includes 'Apply', 'Academics', and 'Research'. The 'Academics' menu is highlighted with a red box. Below the navigation, there is a news item titled 'Change of command' featuring a photo of a man in a military uniform. An inset window shows the 'Undergraduate Calendar 2017 - 2018' page, which includes a sidebar with links to 'Undergraduate Calendar', 'Academic governance and administration', 'Academic Regulations', 'Prizes and awards', 'General programme information', 'Arts programmes', 'Science programmes', 'Engineering programmes', and 'Distance education'. The main content area of the calendar page is titled 'Undergraduate Calendar 2017 - 2018' and features a section for 'Important Dates and Deadlines' with a note and a table of events.

Government of Canada / Gouvernement du Canada | Canada.ca | Services | Departments | Français

Royal Military College of Canada

Apply ▾ Academics ▾ Research ▾

Change of command
The change of command ceremony of the... Friday (right), and incoming Brigadier-General... Defence Academy, at RMC in Kingston.

Item 1 of 6

Undergraduate Calendar 2017 - 2018

Home → Academics → Undergraduate Calendar 2017 - 2018

Undergraduate Calendar

- Academic governance and administration
- Academic Regulations
- Prizes and awards
- General programme information
- Arts programmes
- Science programmes
- Engineering programmes
- Distance education

Important Dates and Deadlines

Note: The information in the calendar web pages is approved by Faculty Council and is recognized as the official information with regards to programme requirements, course descriptions and academic regulations.

Related links

- [Archived Calendars](#)
- [Important Notices](#)

2017	Event
Sep 5	Undergraduate Classes Start (Fall Term)
Sep 29	Obstacle Course
Sep 30 - Oct 01	Reunion Weekend
Oct 09	Thanksgiving (statutory holiday)

Computing / Informatique

The image shows two overlapping browser windows. The top window is the main intranet at <https://www.rmcc-cmrc.ca/en/intranet>. The bottom window is the registrar's office intranet at <https://www.rmcc-cmrc.ca/en/registrar-intranet>.

Top Window: Intranet - Royal Military College of Canada

- Language: Français
- Government of Canada / Gouvernement du Canada
- Search bar
- Navigation menu: Academic wing (highlighted), Administration & policies, Calendars, Infrastructure, Health, safety, security & environment, Resources
- Buttons: College Activities Calendar, Calendar of Events
- Section: College corner
- Office of the Commandant sidebar:
 - [The Commandant](#)
 - [Key documents](#)
 - [College Executive Committee \(CEC\)](#)
 - [College Chief Warrant Officer \(CCWO\)](#)
 - [Archives](#)
- Operation HONOUR re

Bottom Window: Registrar's office (intranet)

- Section: Academic policy directives
- List of 13 items, each with a PDF icon and a (NEW) tag:
 - [Academic integrity](#) (NEW)
 - [ROTP course delivery alternatives](#) (NEW)
 - [Standards for conduct of undergraduate end-of-term examinations](#) (NEW)
 - [Failed component on a transcript](#) (NEW)
 - [Accommodation of learning disabilities](#)
 - [Granting of emeritus status](#) (NEW)
 - [Commonality](#)
 - [Use of "IN" and "IP" annotations](#) (NEW)
 - [Policy on ownership and handling of marked or assessed student work](#) (NEW)
 - [Policy on the last two weeks of classes](#) (NEW)
 - [Undergraduate timetable policy](#) (NEW)
 - [Adjunct Appointments and Cross-listings](#) (NEW)
 - [Accommodation for Students With Mental Health Disabilities](#) (NEW)

Computing / Informatique

Services

Secure <https://services.rmc.ca/apex/f?p=100:1:10019724019750::NO::>

Information Management Services

Feedback Help Français ID003689

My Corner

My Favourite Services [Edit](#)

My 5 Most Visited Services

- Academic Search
- Research Assistant Personnel System (RAPS)
- E-Library
- College SharePoint

News & Announcement

My Services [All Services](#)

Academic

- Academic Search
- Degree Navigator
- Full Undergraduate Schedule
- Instructor information
- Moodle
- Textbook Search
- Timetable

Computing / Informatique

- What to do when things go south /
Ce qu'il faut faire lorsque ça ne marche pas:
 - Getting accounts / obtenir des comptes
 - Non-DWAN accounts set up as part of in-clearance /
Les comptes non-DWAN sont créés lors du processus d'arrivée
 - Dept Heads should request DWAN for new employees /
Chefs de département doivent demander le DWAN
 - Computer issues / problèmes informatiques:
 - Support@rmc.ca
 - Forgotten password / mot de passe oublié
 - RMC domain, Services.rmc.ca or/ou DWAN:
phone/composez: x6343 or/ou Support@rmc.ca
 - Answering machine / répondeur: phone/composez: x7777
 - Phoenix
 - Works perfectly with no problems / marche sans problème

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Teaching/Enseignement

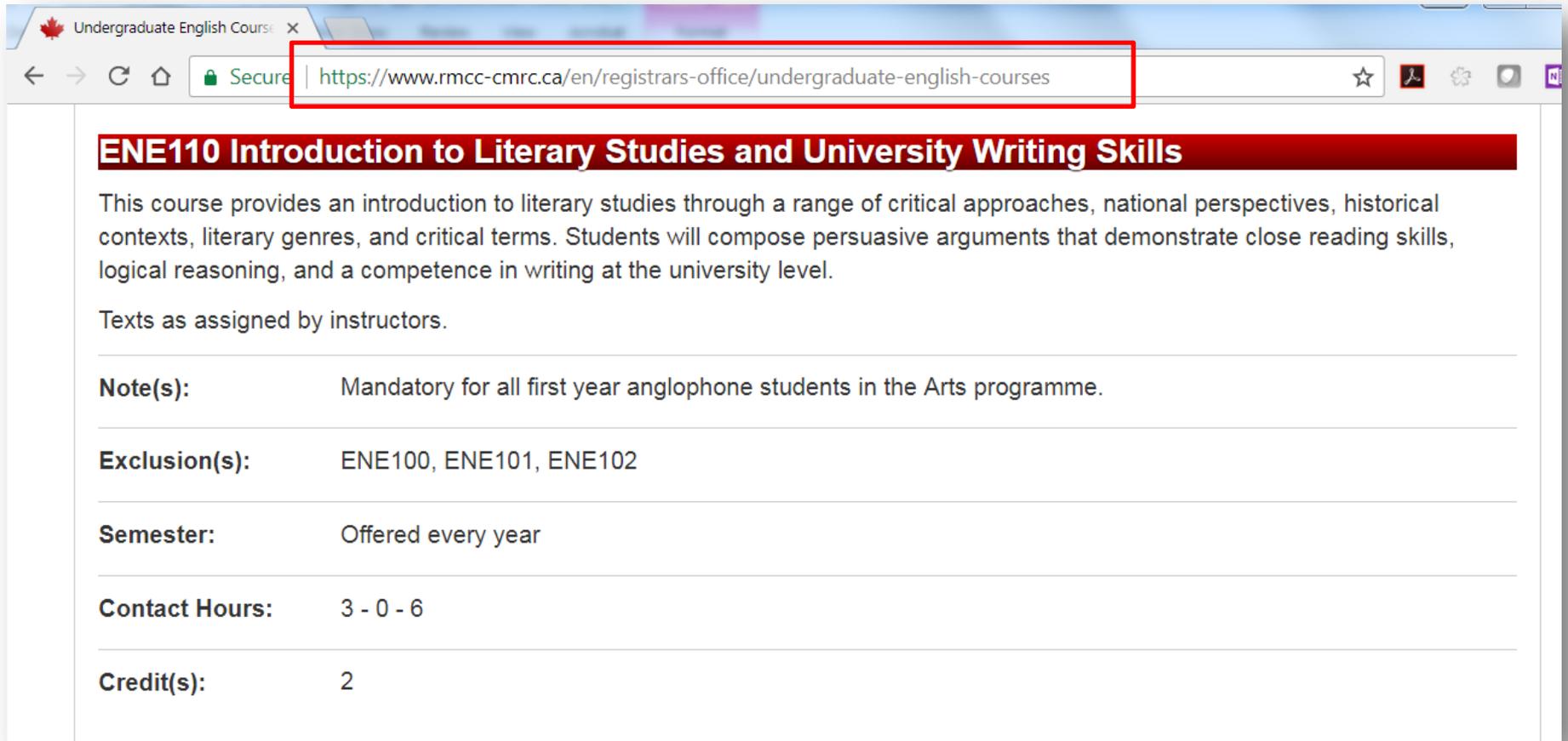
- How you teach is part of your academic freedom/
la méthode d'enseignement fait partie de votre liberté académique
- However, there are rules:/*Cependant, il y a des règles:*
 - What you teach / *ce que vous enseignez*
 - Where you teach / *là où vous enseignez*
 - When you teach / *quand vous enseignez*
 - Academic integrity / *intégrité académique*
 - Student accommodation / *mesures d'adaptation*
 - Quality Assurance / *Assurance qualité*
 - How exams administered / *l'administration des examens*
 - Marks / *Les notes*
 - Talking to parents / *communication avec les parents*
 - Cadet behaviour / *Comportement des Élèves-Officiers*
- Then there is best practice / *ensuite, il existe de bonnes idées*

How you teach/Comment enseigner



Think about the next instructor when you leave the classroom /
Pensez au prochain professeur quand vos quittez la salle de classe

What you teach/*Ce que vous enseignez*



Undergraduate English Course X

Secure | <https://www.rmcc-cmrc.ca/en/registrars-office/undergraduate-english-courses>

ENE110 Introduction to Literary Studies and University Writing Skills

This course provides an introduction to literary studies through a range of critical approaches, national perspectives, historical contexts, literary genres, and critical terms. Students will compose persuasive arguments that demonstrate close reading skills, logical reasoning, and a competence in writing at the university level.

Texts as assigned by instructors.

Note(s): Mandatory for all first year anglophone students in the Arts programme.

Exclusion(s): ENE100, ENE101, ENE102

Semester: Offered every year

Contact Hours: 3 - 0 - 6

Credit(s): 2

When/where/who you teach *Quand/où/à qui vous enseignez*

Display Timetable

Secure | <https://services.rmc.ca/apex/f?p=111:1:::NO:1:PERSID:3689&cs=1EFy6IeDlnvKRZfrKXYBpIDrpPoU>

Academic Information

My Services Print Feedback Help Français ID003689

Winter Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00					
10:00	10:00 - 11:00 CCE433 W-00 Classroom - 1500d - Sawyer Building				
11:00					
12:00			12:00 - 13:00 CCE433 W-00 Classroom - 1500d - Sawyer Building		
13:00					
14:00					
15:00					13:30 - 15:30 CCE433 W-00 Lab - 1500d - Sawyer Building
16:00					
17:00					
18:00					
19:00					
20:00					

When/where/who you teach

Quand/où/à qui vous enseignez

Course's Student List

Academic Information

Academic Search

Student Search

Course Search

Instructor Search

Conflict Matrix

Department Matrix

Full Schedule

Textbooks

Timetable

My Services Feedback Help Français ID003689

Academic Information \ Academic Search \ Course Search \

Course's Student List

CCE433 - 0 - Lab - 2018 - Winter - Product Design

1 - 10 of 10

Print PDF of Classlist Email class

	Student Number	Title	Last Name	Given Name(s)	Name Used	Program	FOL	Squadron	Year	Mosid	Email	Picture	Timet
	27383	OCdt	Nettie	Charlotte Lee Macarthur	Charlotte	4 - Chemical Engineering	E	12	4	00179 - Artillery - 22	s27383@rmc.ca		
	27429	OCdt	Skipwith	Michael Peyton	Michael	4 - Chemical Engineering	E	2	4	00181 - Engineers - 24	s27429@rmc.ca		
	27238	OCdt	Bourgon	Nicholas Robert	Nicholas	4 - Chemical Engineering	E	3	4	00187 - Electrical Mechanical Engineer - 43	s27238@rmc.ca		

When/where/who you teach *Quand/où/à qui vous enseignez*

- Canceled classes: watch your email /
Cours annulés: Regardez vos courriels
- Can I change the time of my course?/
Puis-je changer l'heure de mon cours?
 - Request approval from Dean via Department Head/
Demandez l'approbation decanale via le Chef de département
- Need a new classroom/besoin d'une autre salle
 - Contact the registrar's office/
Contactez le bureau du secrétaire général



Denise McLean

Room Booking Clerk
Registrar's Office
453 McKenzie

x3805 Work
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Important dates/Dates importantes

- **September/*septembre***

- 5 Sep: start of classes/*début des cours*
- 29 Sep: Obstacle course. No afternoon classes/*Course à obstacles. Pas de cours l'après-midi*
- 29 Sep – 1 Oct: Reunion weekend/*Fin de semaine des anciens*

- **October/*octobre***

- 9 Oct: Thanksgiving holiday/*Action de grâce*
- 10-11 Oct: Fall Term Break, no classes/*Pause d'étude d'automne, pas de cours*
- 12-20 Oct: Midterms (1st & 2nd year)/*Examens de mi-session (1ère et 2ième années)*

- **November/*novembre***

- 13 Nov: Remembrance Day in lieu, no classes/*Jour de souvenir, pas de cours*
- 22 Nov – 5 Dec: No major (APD #10) tests / *pas de tests majeurs*

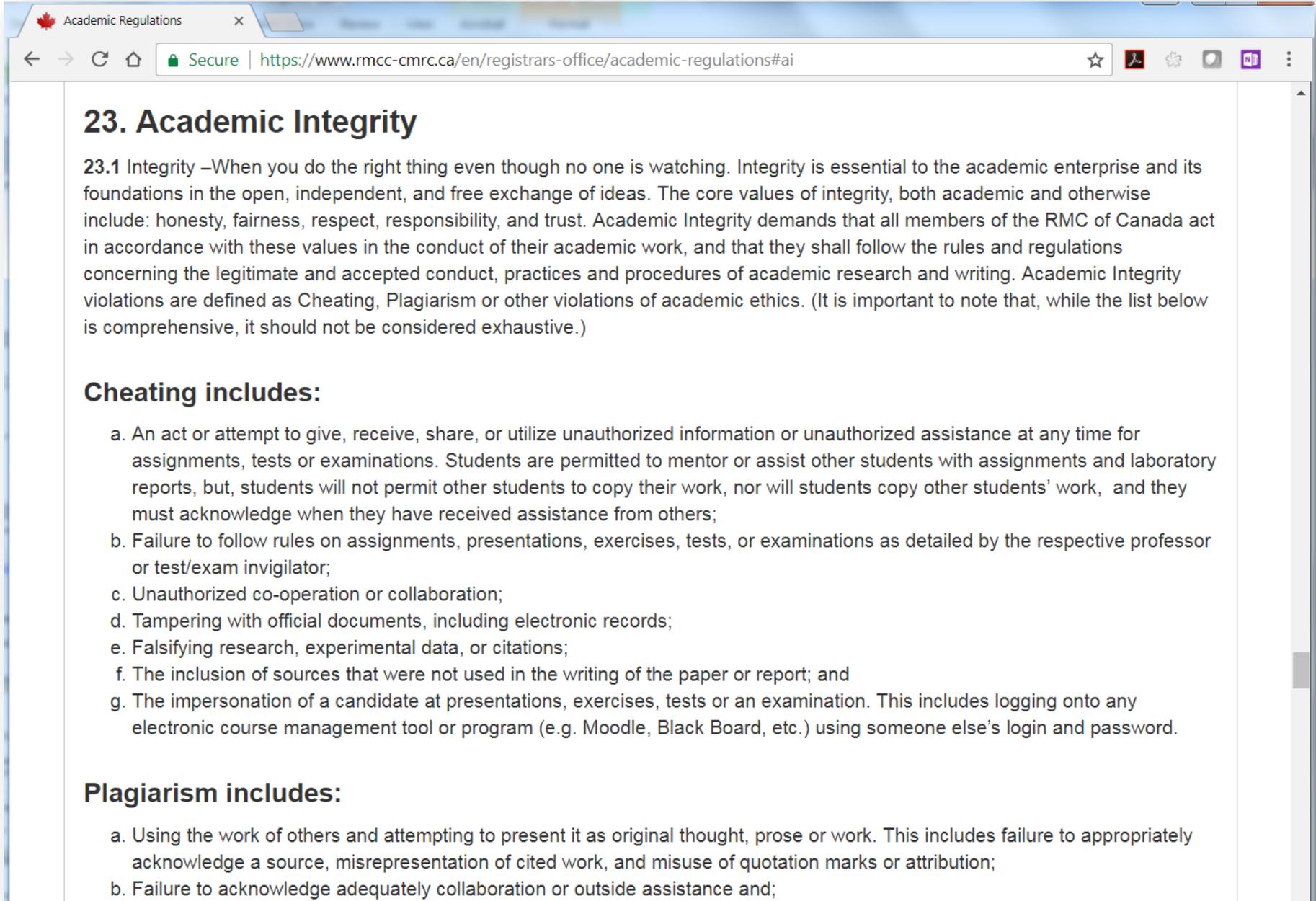
- **December/*decembre***

- 5 Dec: last day of classes/*dernière journée de cours*
- 7-19 Dec: Fall term exams/*Examens du semestre d'automne*
- 24 Dec: Fall term marks due/*Date limite pour la soumission des notes du semestre d'automne*

- **January/*janvier***

- 4 Jan: Fall term marks meeting/*Réunion des notes du semestre d'automne*
- 13-14 Jan: Supplemental exams/*examens supplémentaires*

Academic Integrity/Intégrité académique



The image is a screenshot of a web browser displaying the Academic Regulations page for RMC Canada. The browser's address bar shows the URL: <https://www.rmcc-cmrc.ca/en/registrars-office/academic-regulations#ai>. The page title is "Academic Regulations". The main content is titled "23. Academic Integrity" and includes a detailed definition of integrity, a list of cheating behaviors, and a list of plagiarism behaviors.

23. Academic Integrity

23.1 Integrity –When you do the right thing even though no one is watching. Integrity is essential to the academic enterprise and its foundations in the open, independent, and free exchange of ideas. The core values of integrity, both academic and otherwise include: honesty, fairness, respect, responsibility, and trust. Academic Integrity demands that all members of the RMC of Canada act in accordance with these values in the conduct of their academic work, and that they shall follow the rules and regulations concerning the legitimate and accepted conduct, practices and procedures of academic research and writing. Academic Integrity violations are defined as Cheating, Plagiarism or other violations of academic ethics. (It is important to note that, while the list below is comprehensive, it should not be considered exhaustive.)

Cheating includes:

- An act or attempt to give, receive, share, or utilize unauthorized information or unauthorized assistance at any time for assignments, tests or examinations. Students are permitted to mentor or assist other students with assignments and laboratory reports, but, students will not permit other students to copy their work, nor will students copy other students' work, and they must acknowledge when they have received assistance from others;
- Failure to follow rules on assignments, presentations, exercises, tests, or examinations as detailed by the respective professor or test/exam invigilator;
- Unauthorized co-operation or collaboration;
- Tampering with official documents, including electronic records;
- Falsifying research, experimental data, or citations;
- The inclusion of sources that were not used in the writing of the paper or report; and
- The impersonation of a candidate at presentations, exercises, tests or an examination. This includes logging onto any electronic course management tool or program (e.g. Moodle, Black Board, etc.) using someone else's login and password.

Plagiarism includes:

- Using the work of others and attempting to present it as original thought, prose or work. This includes failure to appropriately acknowledge a source, misrepresentation of cited work, and misuse of quotation marks or attribution;
- Failure to acknowledge adequately collaboration or outside assistance and;

Academic Integrity/Intégrité académique

- **Must/Il faut:**

- Tell students your expectations for group/individual work /
Informer vos étudiants de vos attentes concernant le travail de groupe
- Report all suspected violations to your Department Head/
Signaler tous les agissements suspects au chef de département
- Not give back document(s) in question until told/
Ne pas rendre le(s) document(s) en question avant d'être informé
- Not discuss matter with student until told/
Ne pas en discuter avec l'étudiant(e) avant d'être informé
- Apply sanction imposed by Academic Integrity Committee/
Appliquer la sanction imposée par le Comité d'intégrité

Accommodations / Mesures d'adaptation

- APD #5: Accommodation of Learning Disabilities / *DCÉ #5: Mesures d'adaptation pour les personnes ayant des troubles d'apprentissage*
- Accommodate confirmed learning, mental health, or physical disabilities/ *Mesures d'adaptation pour des personnes ayant des troubles d'apprentissage, handicaps mentaux ou physiques*
- *Registrar's office: who/what/how*
Bureau du secrétaire général: qui/quoi/comment
- *If student requests accommodation send to Registrar's office /*
Si un(e) étudiant(e) demande une mesure d'adaptation, envoyez-le(la) au bureau du secrétaire général

Quality Assurance / *Assurance qualité*

- Course evaluations / *Évaluation des cours*
 - All university courses / *tous les cours universitaires*
 - Performed online / *Remplis en ligne*
 - Last 2 weeks of classes / *Dernières 2 semaines*
 - Emphasize importance / *Accent sur l'importance*
 - Give students time / *Donnez du temps aux étudiants*
 - Results next semester / *Résultats le semestre suivant*
- IQAP / *PAQE*
 - Institutional Quality Assurance Process / *Processus d'assurance de la qualité de l'établissement*
 - Council of Ontario Universities Quality Council

Tests, exams/Tests, examens

- APD #3: Conduct of out-of-hall tests/exams
Gestion des tests/examens en salle de classe
 - Minimize academic integrity violations /
minimiser les transgressions d'intégrité académique
- APD #10: Policy On Last Two Weeks Of Classes “Blackout”
DCÉ #10: Politique sur Les 2 dernières semaines de cours
 - No major tests in last 2 weeks /
pas de tests majeurs pendant les dernières 2 semaines
- AR #10: Exam dates fixed by the Registrar /
les dates des examens fixés par le Secrétaire général
 - FC authorized to schedule exams out exam period /
FC autorisé à planifier des examens en dehors de la période des examens

Entering marks / Entrée des notes

- Marks entered via services.rmc.ca /
Notes entrées via services.rmc.ca
- Deadlines announced by Naomi Ballance-Greer/
Dates limites annoncées par Naomi Ballance-Greer
- Deadlines are important to allow for /
Dates limites sont importantes, elles permettent:
 - Approval by Head of Department /
Approbation par le chef de département
 - Review by / *Révision par:*
 - Faculty Board / *Assemblée Générale des Professeurs*
 - You should come to this meeting / *Vous devriez venir à cette réunion*
 - Faculty Council / *Conseil des Études*
- Results then released to students on-line /
Résultats ensuite communiqués aux étudiant(e)s en ligne

Entering marks / Entrée des notes

- AR #7 Course completion / *Évaluation du rendement scolaire*
 - Course work completed prior to end of term / *Travaux de cours complétés avant la fin du semestre*
 - Department Head may allow an extension / *Chef de département peut autoriser une extension:*
 - "IN" code assigned / *utiliser le code 'IN'*
 - Student advised in writing of deadline for work completion / *Aviser l'étudiant(e) par écrit de la date limite*
- Keep unreturned evaluations for three years or until student graduates / *Gardez toutes les évaluations qui n'ont pas été rendues à l'étudiant(e) pendant 3 ans ou la graduation*

What happens after? / *Ce qui se passe après?*

- AR #20: Supplemental evaluations/ *Évaluations de reprise*
 - Permitted under certain conditions / *Permis sous certaines conditions*
 - How do I find out / Comment puis-je savoir?
 - Faculty Board / *Assemblée générale des profs*
 - *If there is a supp / s'il y a une évaluation de reprise:*
 - *Student will confirm / l'étudiant confirmera*
 - *Prepare the exam / Préparer l'examen*
 - *Most evaluations administered by Registrar's office / La plupart des évaluations administrées par le Bureau du secrétaire général*
 - *Mark evaluation and submit PASS or FAIL / Corriger et soumettre RÉUSSITE ou ÉCHEC*
 - *Pass supplemental evaluation (≥50%) = pass the course / Réussite à l'évaluation de reprise (≥50%) = réussite du cours*

What happens after? / *Ce qui se passe après?*

- AR #22: Appeals and Re-reads of Examinations / *appels et demandes de révision de notes*
 - Student makes informal appeal to professor / *Étudiant fait un appel informel au professeur*
 - Professor has one week to respond / *Professeur doit répondre en dedans d'une semaine*
 - Other more formal appeals may follow / *D'autres appels peuvent suivre*

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Cadet behaviour / *Comportement des Élofs*

- Cadets are required / *Les Élofs doivent:*
 - Attend class / *Venir au cours*
 - Arrive and leave on time / *Arriver et partir à l'heure*
 - Have a class leader / *Avoir un chef de classe:*
 - Helps you maintain discipline / *Peut vous aider à maintenir la discipline*
 - Takes attendance / *Prend les présences*
 - Be available for tutorials on Monday afternoon / *être disponible pour des tutoriels le lundi après-midi*
 - Let you know of absences / *Signaler leurs absences*
 - Wait 15 minutes before going to Departmental office / *Attendre 15 minutes avant d'aller au bureau du département*
 - Address you as Sir or Ma'am / *vous appeller monsieur ou madame*
 - Not to sleep in class / *ne pas dormir en classe*
 - To wear proper uniforms / *porter l'uniforme approprié*
 - Not to use electronic devices in class / *Ne pas utiliser des appareils électroniques en classe*
 - Not to eat, drink or chew gum in class / *Ne pas manger, boire, ou mâcher de la gomme en classe*

This is cadet's job
/ *l'emploi de l'Élof*

Cadet behaviour / *Comportement des Élofs*

- Contact Squadron Commander if issues /
Contactez le Commandant d'escadron si problèmes de:
 - Behaviour / *Comportement*
 - Attendance / *Assiduité*
 - Punctuality / *Ponctualité*
 - Performance / *Rendement*
 - Discipline / *Discipline*
- Please do this well before marks meeting /
Veillez faire cela bien avant les réunions des notes

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 - Rules / Règles
 - In the classroom / *en salle de classe*
 - **Best practice / Meilleures pratiques**
- Other / *Autre*

Best practice / Meilleures pratiques

- Talk to other profs who have taught the course / *Parlez aux autres profs qui ont enseigné le cours*
- Prepare a detailed course outline (contract) / *Préparez un aperçu du cours détaillé (contrat):*
 - Contact information / *comment vous contacter*
 - Office hours / *heures de bureau*
 - Topics covered / *sujets couverts*
 - Important dates / *dates importantes*
 - Marking scheme / *barème de corrections*
 - Academic integrity / *intégrité académique*
 - *Conditions for writing final / Conditions pour passer l'examen final*

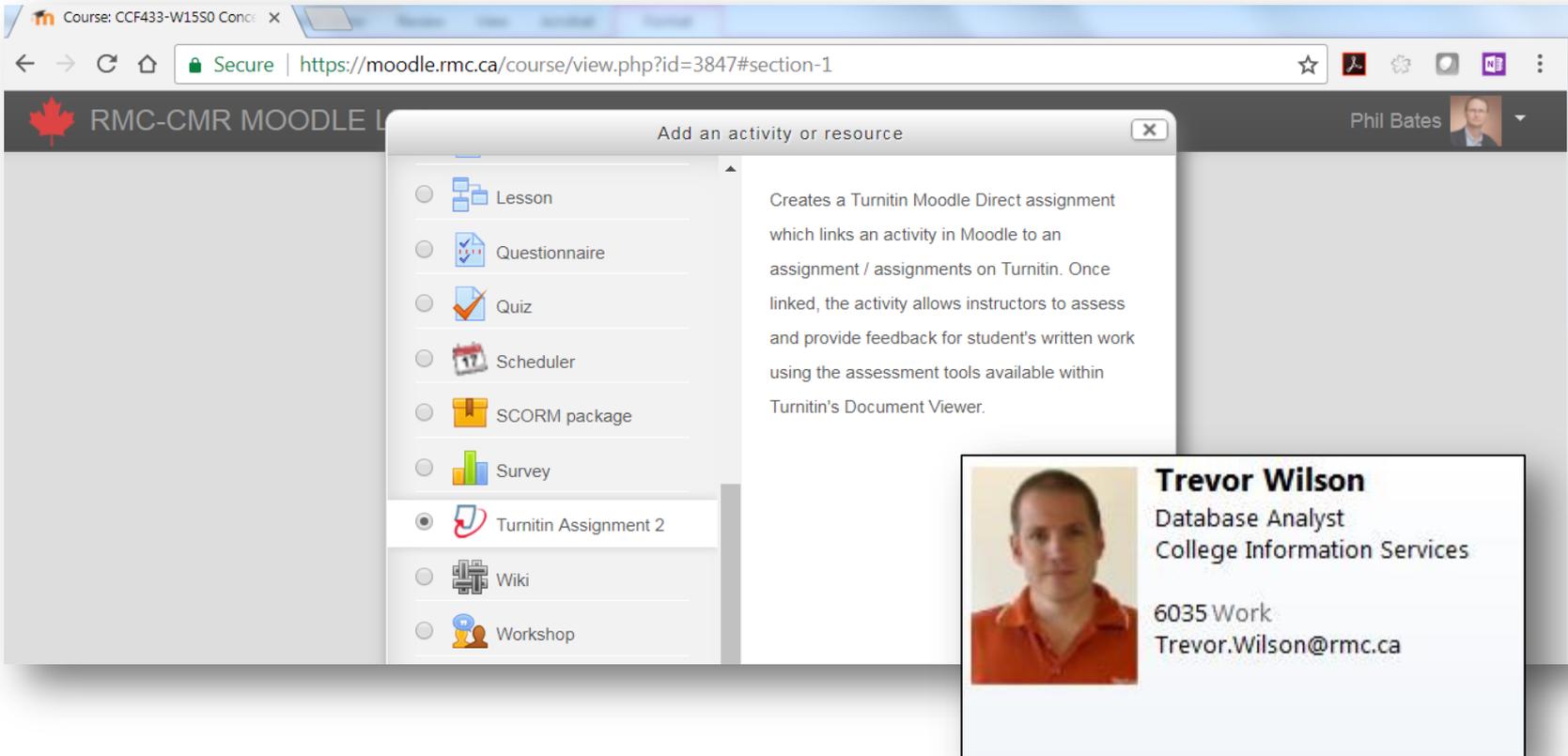
Best practice / Meilleurs pratiques

- Moodle® (via dashboard at <https://services.rmc.ca>)
 - Learning Management System /
Plateforme d'apprentissage en ligne
 - Used for:
 - Course outline / aperçu du cours
 - Communication / communication
 - Handouts / matériaux du cours
 - Distributing assignments / distribution des devoirs
 - Handing-in assignment / rendre les devoirs
 - On-line tests / tests en ligne
 - 'Big blue button' like a webinar
 - Turnitin®



Best practice / Meilleurs pratiques

- Turnitin®
 - Plagiarism detection software used at RMC /
Logiciel de détection de plagiat utilisé au CMR



The screenshot shows a Moodle course page for 'CCF433-W1550 Conc'. The browser address bar displays 'https://moodle.rmc.ca/course/view.php?id=3847#section-1'. The page header includes the RMC-CMR Moodle logo and the user name 'Phil Bates'. A modal dialog box titled 'Add an activity or resource' is open, listing various activity types. 'Turnitin Assignment 2' is selected, and its description is shown: 'Creates a Turnitin Moodle Direct assignment which links an activity in Moodle to an assignment / assignments on Turnitin. Once linked, the activity allows instructors to assess and provide feedback for student's written work using the assessment tools available within Turnitin's Document Viewer.' A name tag for Trevor Wilson is overlaid on the bottom right of the screenshot.

Trevor Wilson
Database Analyst
College Information Services
6035 Work
Trevor.Wilson@rmc.ca

Parents

- Talking to parents / *Communication avec les parents*
 - Be careful / *Soyez prudent(e)*
 - One cannot divulge information unless authorized / *Vous ne pouvez pas divulguer des infos sans autorisation*
 - Information release form on Registrar`s intranet site / *Formulaire sur le site intranet du Secrétaire général*
 - If crisis / *S`il y a une crise*:
 - Use your judgement / *Utilisez votre jugement*
 - This information will need to be shared ASAP / *Il faudra partager cette info dès que possible*
 - Better safe than sorry / *mieux vaut prévenir que guérir*

THIRD-PARTY AUTHORIZATION FORM TO RELEASE STUDENT INFORMATION
FORMULAIRE D'AUTORISATION POUR LA DIVULGATION DE RENSEIGNEMENTS À UNE TIÈRE PERSONNE



The Royal Military College of Canada has information on file that is available only to you, as a student. This information can only be released with your written permission. You can use this form to authorize one or more persons (third parties) to access information about you.

Le Collège militaire royal du Canada conserve de l'information que vous seul, à titre d'étudiant ou étudiante, pouvez obtenir. Cette information ne peut être divulguée qu'avec votre consentement écrit. Le présent formulaire vous permet d'autoriser une ou plusieurs personnes à prendre connaissance de renseignements qui vous concernent.

Please sign, scan and send by email or print and drop off this form at the Associate Registrar-Undergraduate's Office or the Associate Registrar-Graduate's Office.

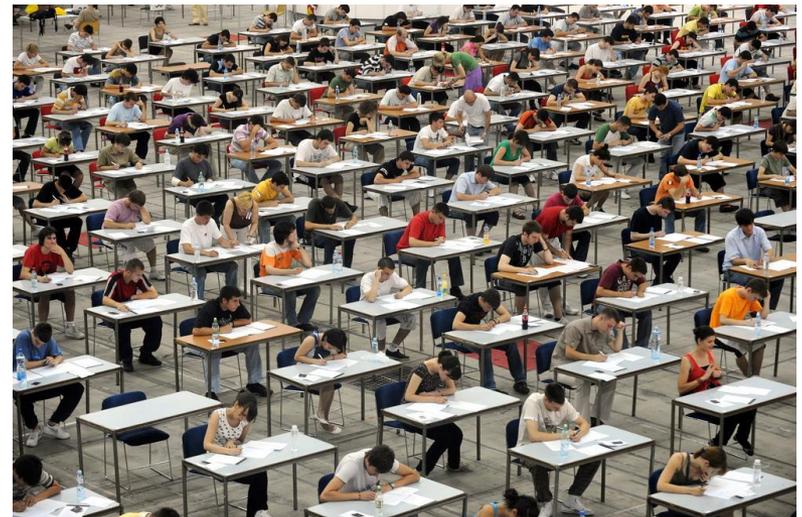
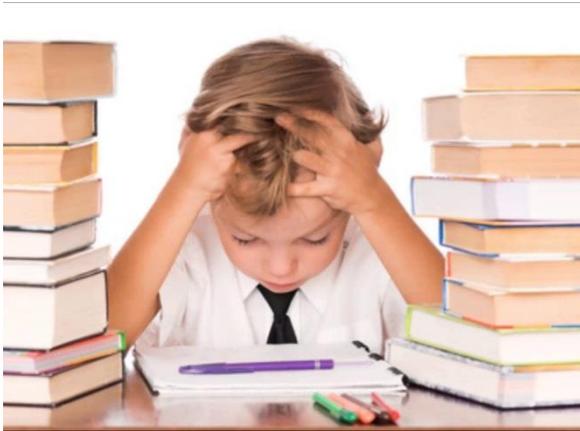
Vous devez signer, numériser et envoyer le formulaire par courriel, ou veuillez imprimer et apporter ce formulaire dûment rempli à la Secrétaire générale associée (1er cycle) ou à la Secrétaire générale associée (Études supérieures).

AUTHORIZED PERSONS - PLEASE INDICATE THE NAME (GIVEN NAMES AND SURNAME) OF THE PERSON(S) TO WHOM YOUR INFORMATION CAN BE RELEASED.

PERSONNES AUTORISÉES - INDIQUEZ LE NOM (PRÉNOMS ET NOM DE FAMILLE) DE LA /OU/ DES PERSONNES QUE VOUS AUTORISEZ À OBTENIR DES RENSEIGNEMENTS VOUS CONCERNANT.

Best practice / Meilleurs pratiques

- Reminder: the instructor decides teaching method / *Rappel: l'instructeur choisit la méthode d'enseignement*
- Thoughts on / *des réflexions sur:*
 - Homework / *Devoirs*
 - Midterm exams / *Examens de mi-session*
 - Final exams / *Examens finaux*



<http://s3.amazonaws.com/digitaltrends-uploads-prod/2015/06/exam.jpg>

<http://sproutsdevelopment.com/wp-content/uploads/2017/04/homework2.jpg>

Best practice / Meilleurs pratiques

- Homework / *Devoirs*
 - Important to mark assignments /
il faut corriger les devoirs
 - Feedback for you / *Retour d'information pour vous*
 - Feedback for the student / *retour d'info pour l'étudiant(e)*
 - Corrections take time /
les corrections prennent du temps
 - Does one need to correct all questions? /
Faut-il corriger toutes les questions?
 - Teaching assistants if > 25 students /
Assistant pédagogique si > 25 étudiant(es)

Best practice / Meilleurs pratiques

- Midterms / *Examens de mi-session*
- Remember / *Rappel*:
 - 12-20 Oct: Midterms (1st & 2nd year)/
Examens de mi-session (1ère et 2ième année)
 - Exam supervision is important (APD #3)/
supervision de l'examen est importante (DCÉ #3)
- Thoughts / *Réflexions*:
 - How many? 1, 2 or more / *combien? 1, 2 ou plus*
 - How long? 1 or 2 periods / *durée? 1 ou 2 périodes*
 - Closed book? / *Livre fermé?*
 - Calculator? / *calculatrice?*

Best practice / *Meilleurs pratiques*

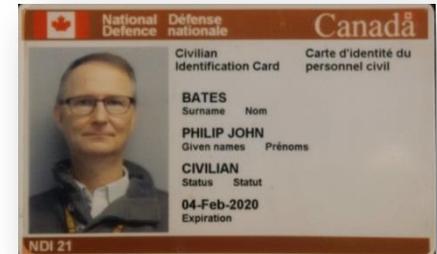
- Final exams / *Les examens finaux*
 - Remember / *Rappel*:
 - Dates fixed / *dates fixées*
 - Gym is default location / *normalement au gymnase*
 - Pre-exam questionnaire from Registrar`s office / *Questionnaire avant l`examen du Bureau du Secretaire Générale*
 - Generally / *Normalement*:
 - 3 hour duration / *durée de 3 heures*
 - Covers all course material / *Comprend toute la matière*
 - Thoughts / *Réflexions*:
 - Do you really need all those questions? / *Faut-il vraiment toutes ces questions?*
 - Do the exam yourself first / *Passez l`examen vous-même d`abord*
 - Synchronize with people teaching other sections / *Synchronisez avec ceux/celles qui enseignent les autres sections*

Outline

- Organization
- Computing / Informatique
 - Various systems / Divers systèmes
 - Phoenix
- Teaching / Enseignement
 - Academic Freedom / *Liberté académique*
 - Rules / *Règles*
 - In the classroom / *en salle de classe*
 - Best practice / *Meilleures pratiques*
- **Other / Autre**

Other / Autre

- Canadian Forces Morale and Welfare Services / *Services de moral et de bien-être des Forces canadiennes*
- Kingston Military Community Sports Centre
Centre de sportif de la communauté militaire de Kingston
 - ‘Ordinary’ Memberships open to DND Employees / *Abonnement ‘ordinaire disponible aux employés du MND*
 - Need a DND ID card / *il faut une carte d’identité MND*
 - Fees / *frais*:
 - Family / *famille* \$338/yr
 - Individual / *individuel* \$169/yr
 - ‘Associate’ membership
Abonnement ‘associé’
 - More expensive/ *plus cher*



Other / Autre

- Senior Staff Mess / *Le Mess des Officiers et des Cadres*
- RMC's Faculty Club / *Club de la faculté de CMR*
- Anyone can eat lunch there/*n'importe qui peut y déjeuner*
- Membership has its privileges / *l'adhésion a ses privilèges*:
 - TGIT, TGIF
 - Coffee/*café* à 10:00
 - Reading room / *Salle de lecture*
 - Hall rental / *Location de la salle*



Helga Grodzinski

Course Development and Deliver...
Division of Continuing Studies

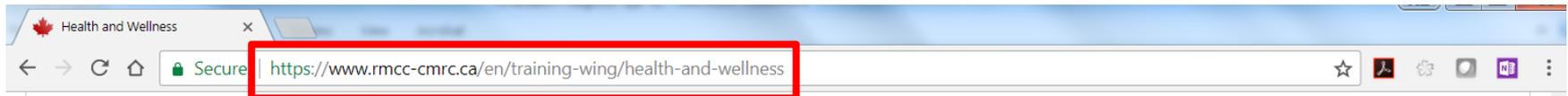
8769 Work
Helga.Grodzinski@rmc.ca



Other / Autre

- RMC can be stressful / *CMR peut être stressant*
- We all need to keep an eye on students / *il faut surveiller nos étudiant(e)s:*
 - Change of behaviour / *changement de comportement:*
 - Alert Squadron Commander / *contactez le Commandant d'escadron*
 - Student in distress / *étudiant(e)s en détresse:*
 - Don't leave the student alone / *ne laissez pas l'étudiant(e) tout seul(e)*
 - Contact the padre / *contactez l'aumônier*
 - Contact the Officer-of-the-day / *contactez l'Officier de service*
 - 911

Other / Autre



Health and Wellness

Secure <https://www.rmcc-cmrc.ca/en/training-wing/health-and-wellness>

Contact Information

Emergency / CAF-DND / On-Campus

Service Type	Contact Information
Emergency	911 (24hr/7d)
Military Police	613-541-5648 (24hr/7d)
Campus Security Control Center (SCC)	613-541-6000 x6666 or x3640 (24hr/7d)
RMCC Duty Officer	(613) 541-6000 x8351 Cell (613) 453-5007 (24hr/7d)
Phone Operator	613-541-6000 or 613-541-5010 (24hr/7d)
Peer Assistance Group (PAG)	613-650-7514
Padres	613-541-6000 Ext6284, 6204, 4094 or 6018
RMCC Blue Light Emergency Telephones	Available at numerous locations on Campus - blue lights and yellow boxes
Harassment Advisor - LCdr Lance Mooney	613-541-6000 x3559
RMCC Mental Health Services	613-541-5010 x5776
33 Health Services Center -CDU3	613-541-5010 x3232 or x3231
Member Assistance Program (MAP)	1-800-268-7708 (24hr/7d)
Employee Assistance Program (EAP)	1-800-268-7708 (24hr/7d)

Other / Autre

- Abbrev. / Abbrév.:
 - People / Personnes:
 - CDS, Cmdt, VPA, VPR, DGS, DCS, CWO, DSS, COS, DCdts, DDCdts, UGSO, MP, PAFO, CWC, CSL, CFL
 - Org.:
 - CAF, MPC, MPG, CDA, AW, TW, CW, J3, CIS, SSAV, CFC, ESG, ASG
 - Places
 - RMC, ~~RMCC~~, COR, SCC, SSM, CDH, R92
 - Dept., Prog.
 - ROTP, MPL, M&A, MCS, CCE, MSS, BA, BSc, BEng, MA, MBA, MPA, MDS, WS, MSc, MEng, MASc, AMS, ATWO, ATSO
 - Other.
 - UT, EG, EL, CR, AS, CS, TO, DS, SWE, O&M, PSC, LOP

- When in doubt / lors qu'il y un doute
 - Ask / *Demandez*
 - Colleagues / collègues
 - Department head / *chef de département*
 - Dean / *Doyen(ne)*