Seneca POLYTECHNIC

New Faculty Orientation

FASET

- SDDS - School of Software Design and Data Science
- SCPA - School of Computer Programming and Analysis
- ITAS - School of IT Administration and Security

Faculty of Applied Science & Engineering Technology

School of Biological Sciences & Applied Chemistry

School of Computer Programming & Analysis

School of Electronics & Mechanical Engineering Technology

School of Environmental & Civil Engineering Technology

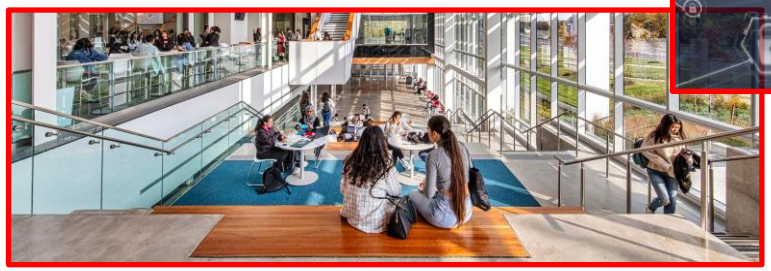
School of Fire Protection Engineering Technology

School of Information Technology Administration & Security

School of Software Design & Data Science

SDDS OVERVIEW

Honours Bachelor Degree 4 years	Ontario College Graduate Certificates 1 year
BSD Software Development	DAD Database Application Developer
DSA Data Science and Analytics	BAN Business Analytics
BSA Software Engineering	AIG Artificial Intelligence
BTM Business Technology Management	



SCPA OVERVIEW

Ontario College Diplomas 2 Years	Ontario College Advanced Diplomas 3 Years
CPP Computer Programmer	CPA Computer Programming and Analysis

ITAS OVERVIEW

Ontario College Diplomas and Advanced Diplomas 2 years / 3 years	Honours Bachelor Degree 4 years	Ontario College Graduate Certificates 1 year / 2 years
CSN Computer Networking and Technical Support	IFS Cybersecurity	PMC Project Management – IT
CTY Computer Systems Technology	BDM IT Design and Management	CYT Cybersecurity and Threat Management
		CAA Cloud Architecture and Administration
		BTT Business Information Technology

SDDS LEADERSHIP TEAM

Kathy Dumanski, Chair

kathy.dumanski@senecapolytechnic.ca

David Purves, Manager

david.purves@senecapolytechnic.ca

Mary-Jo Sallu, Assistant

mary-jo.sallu@senecapolytechnic.ca

SDDS PROGRAM COORDINATORS

Program Coordinators	
BSD	Eden Burton
BSA	Vida Movahedi
BTM	Reid Kerr
DSA & AIG	Elnaz Delpisheh
DAD	Mariam Daoud
BAN	Rita Obaji

SCPA LEADERSHIP TEAM

Nadine Ellul, Chair

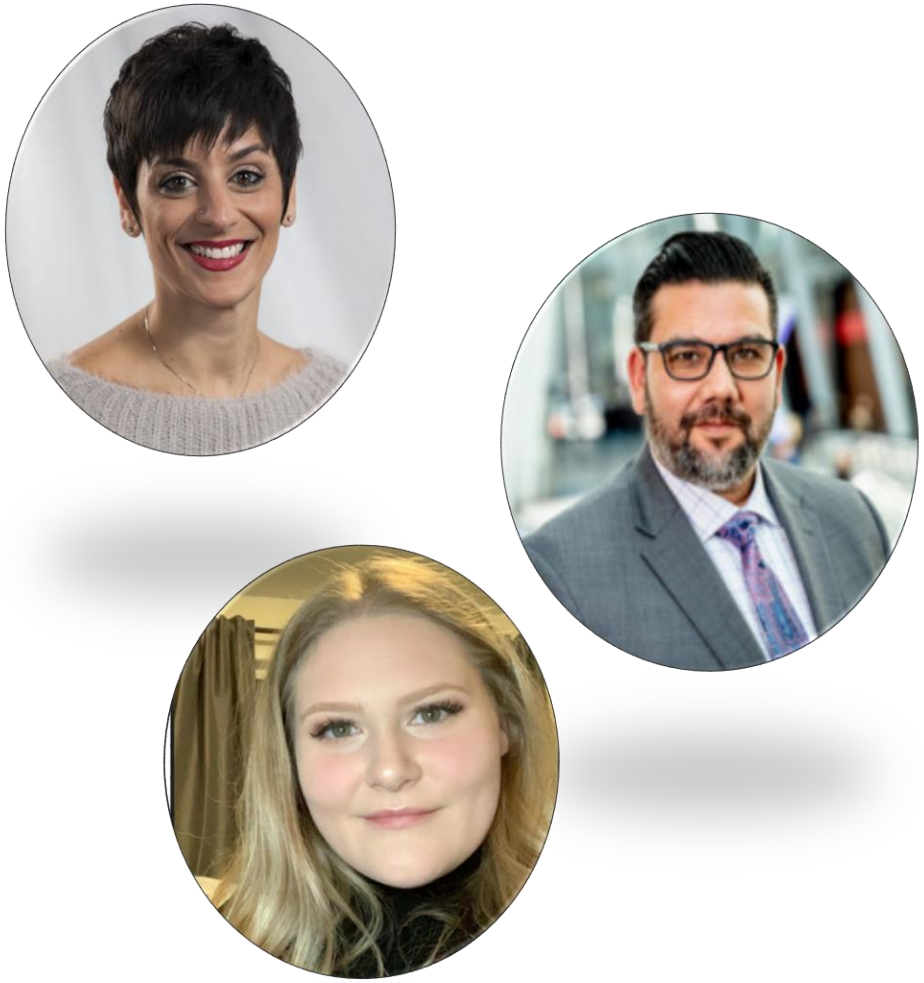
nadine.ellul@senecapolytechnic.ca

David Purves, Manager

david.purves@senecapolytechnic.ca

Jordan Plant, Assistant

jordan.plant@senecapolytechnic.ca



SCPA PROGRAM COORDINATORS

Program Coordinators	
CPP	Cameron Gray
CPA	Catherine Leung

ITAS LEADERSHIP TEAM

Sue Abraham, Chair

suzanne.abraham@senecapolytechnic.ca

David Trinh, Manager

david.trinh@senecapolytechnic.ca

Alexa Anderson, Assistant

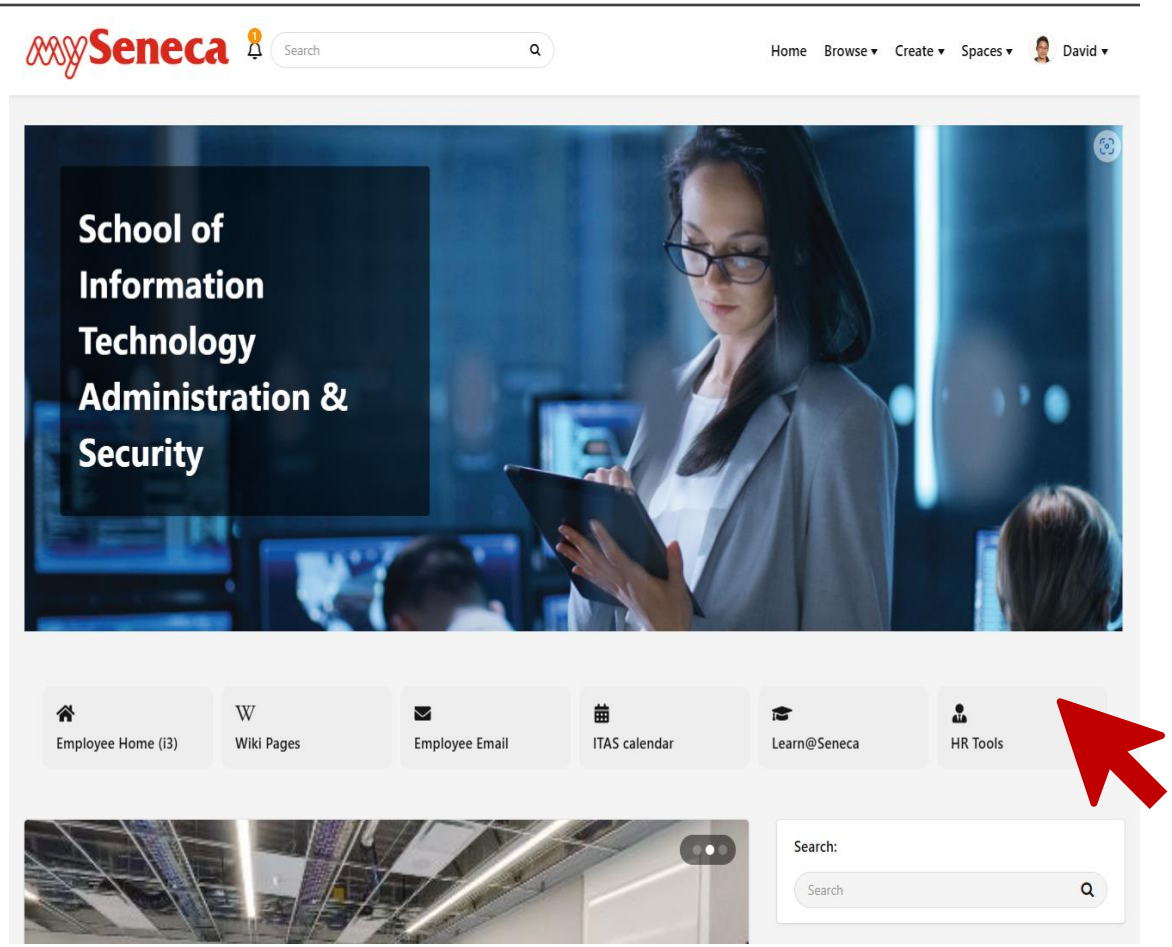
alexa.anderson@senecapolytechnic.ca

ITAS PROGRAM COORDINATORS

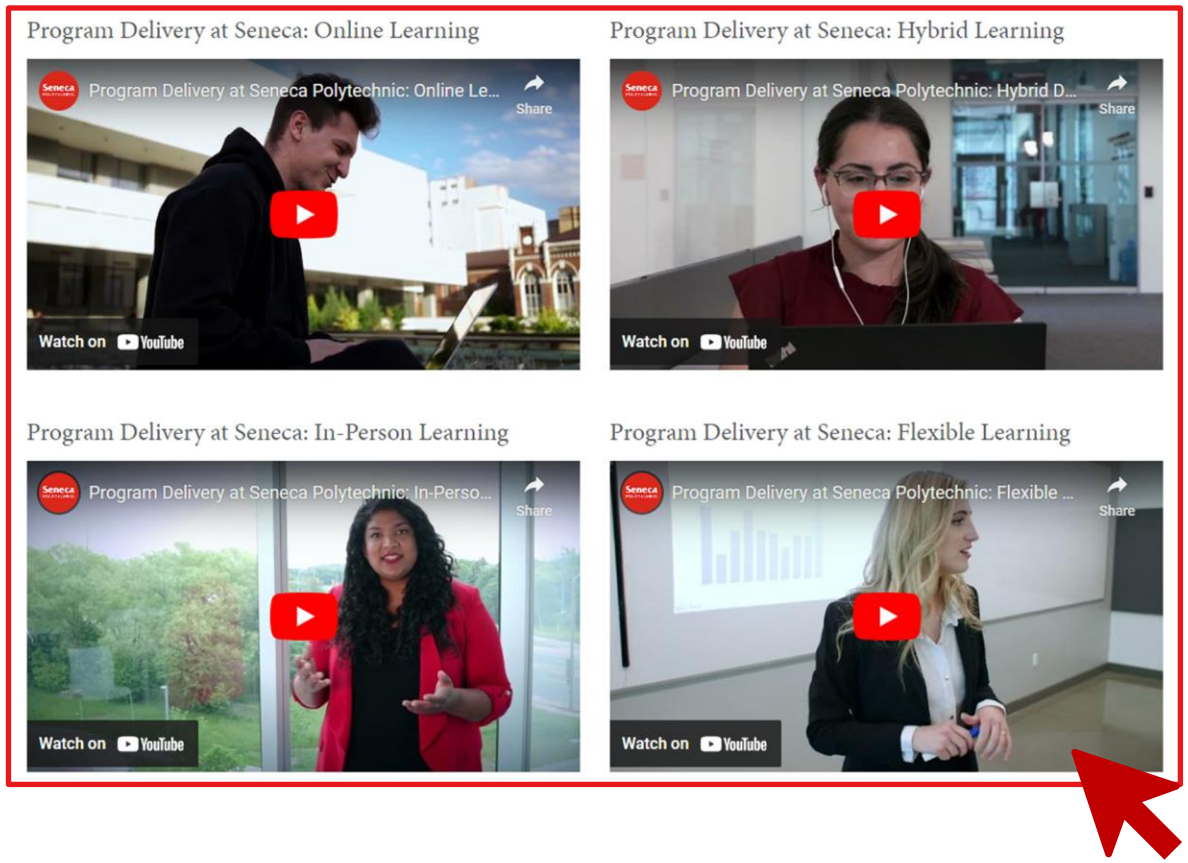
Program Coordinators	
CSN	Nagham Kubba
CTY	Scott Apted
IFS	Anna Farjamfar
BDM	Andres Lombo
BCMS	Asma Paracha
PMC	Mehdi Akbari
CYT	Tiayyba Riaz
CAA	Mehdi Akbari
BTT	Carlene Blackwood-Brown

ITAS INTRANET PAGE

- Follow News within our school
- ITAS Calendar of upcoming events
- Wiki Pages with “How To”, meeting records, helpful resources



DELIVERY MODES



- In-Person
- Hybrid
- Online
- Flexible (HyFlex)

Delivery modes cannot be changed

IMPORTANT DATES

Start of Semester

Sept 3, 2024

Holidays

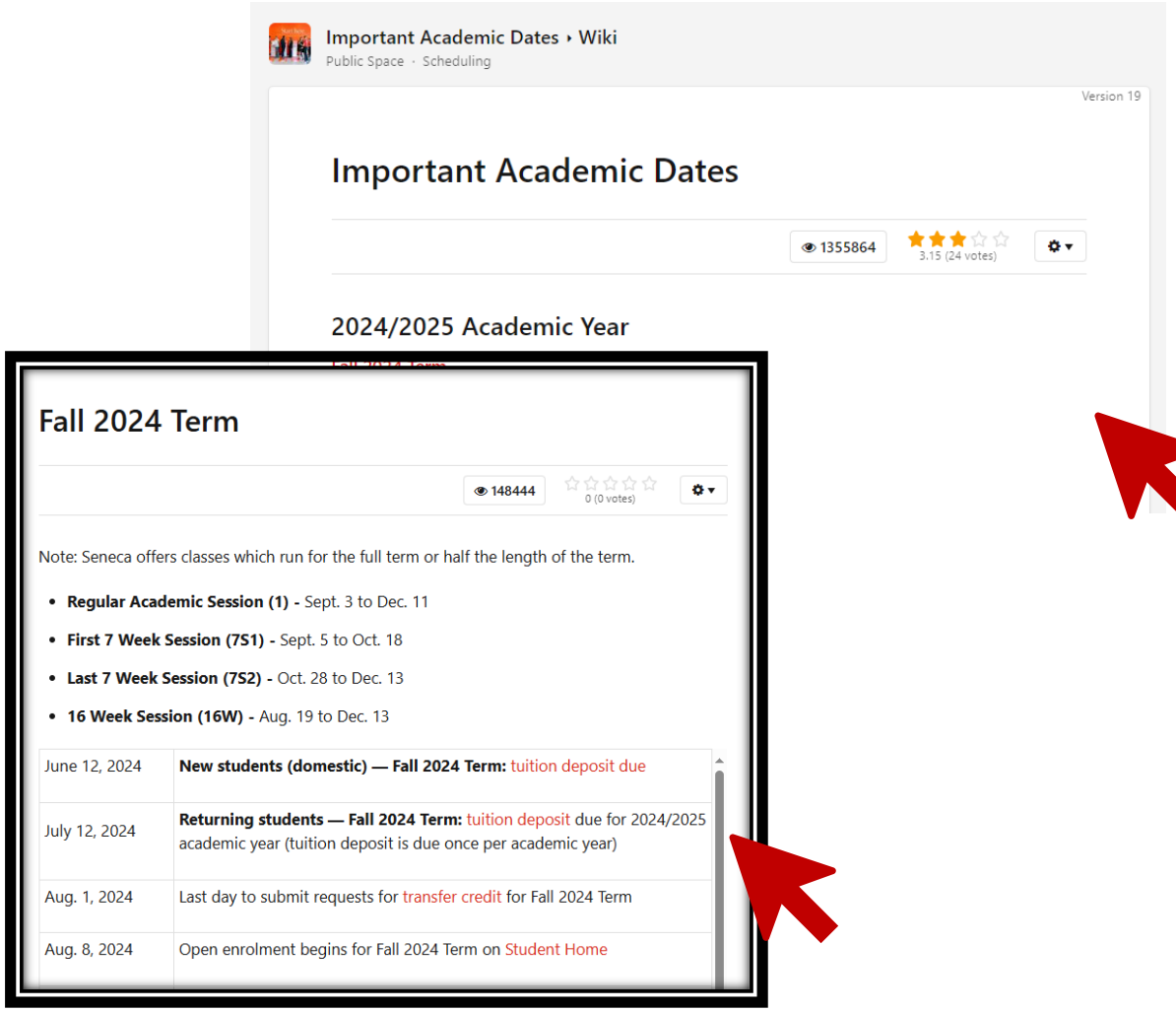
Oct 14, 2024

Study Week

Oct 21-25, 2024

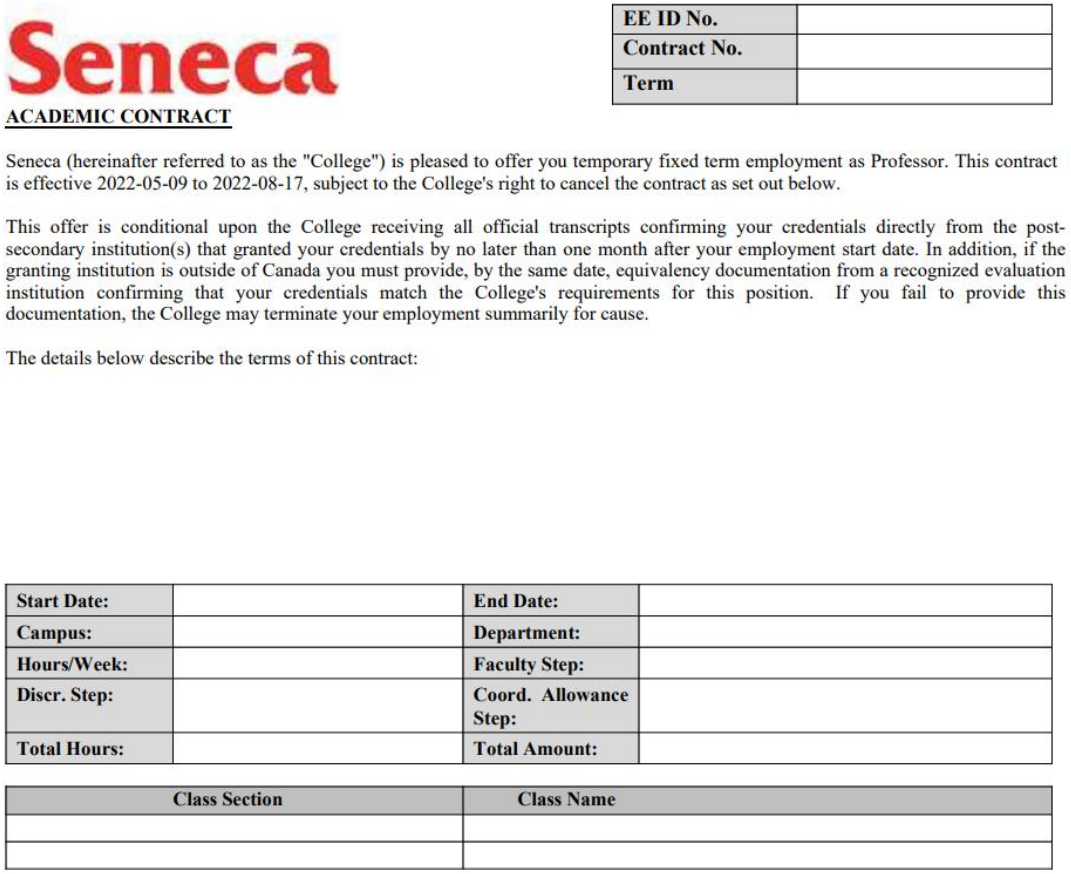
End of Semester

Dec 11, 2024



CONTRACTS

- Contracts are set at the contact teaching hours.
- Contracts are processed via PeopleSoft and are typically finalized by HR after Day 10 of the semester.
- Contract letters will be emailed to you through Adobe Sign. Please electronically sign and it will be automatically returned to the Polytechnic.
- Your contract start date is the first day you are in class with last date being the last day you are in class.



Seneca

ACADEMIC CONTRACT

EE ID No.	
Contract No.	
Term	

Seneca (hereinafter referred to as the "College") is pleased to offer you temporary fixed term employment as Professor. This contract is effective 2022-05-09 to 2022-08-17, subject to the College's right to cancel the contract as set out below.

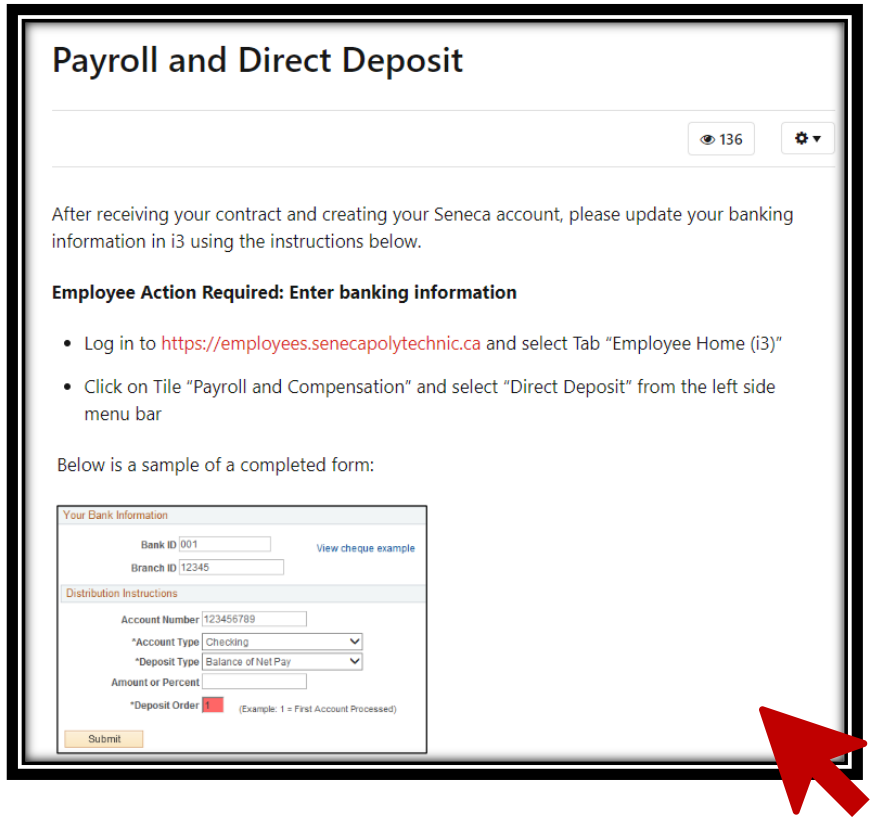
This offer is conditional upon the College receiving all official transcripts confirming your credentials directly from the post-secondary institution(s) that granted your credentials by no later than one month after your employment start date. In addition, if the granting institution is outside of Canada you must provide, by the same date, equivalency documentation from a recognized evaluation institution confirming that your credentials match the College's requirements for this position. If you fail to provide this documentation, the College may terminate your employment summarily for cause.

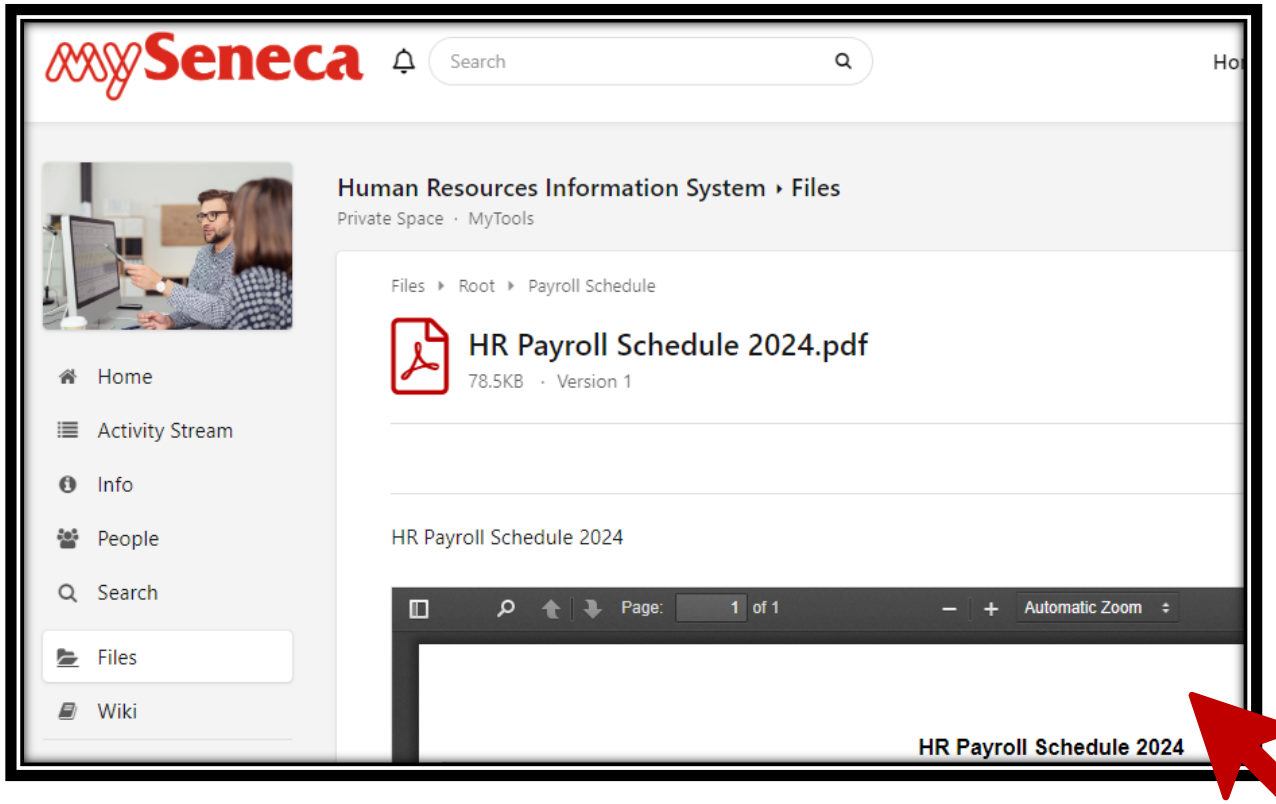
The details below describe the terms of this contract:

Start Date:		End Date:	
Campus:		Department:	
Hours/Week:		Faculty Step:	
Discr. Step:		Coord. Allowance Step:	
Total Hours:		Total Amount:	

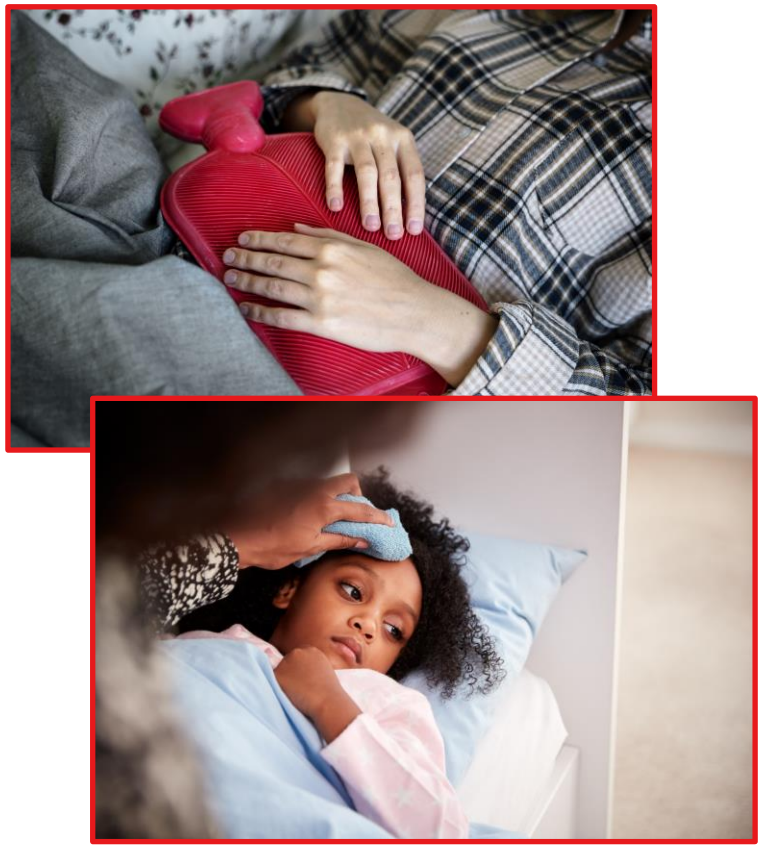
Class Section	Class Name

PAYROLL AND SCHEDULE





FACULTY ABSENCE



In the event you are going to be late or not able to attend class, please email your respective school:

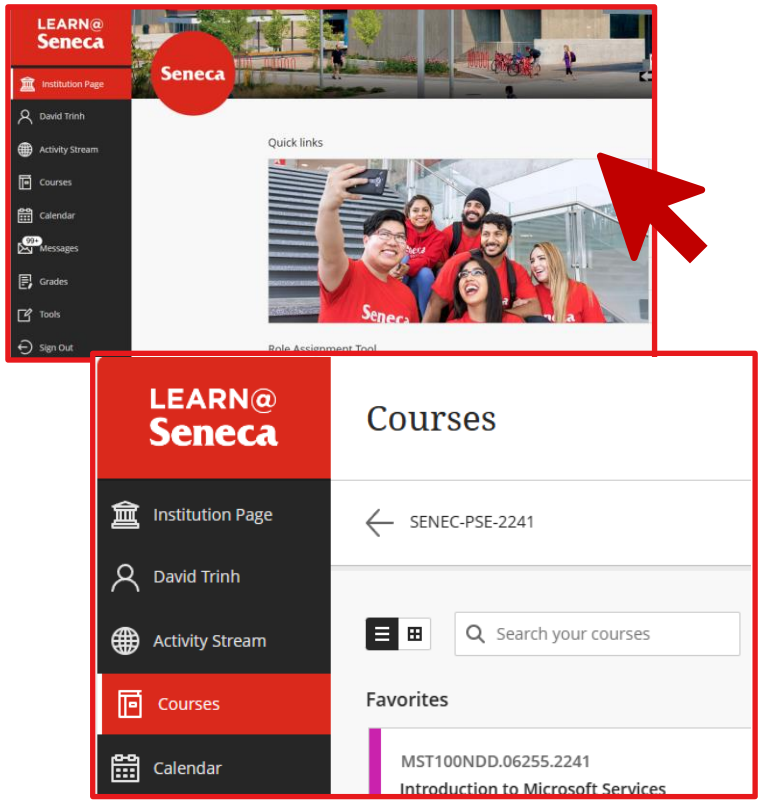
sdds.cancellations@senecapolytechnic.ca
scpa.cancellations@senecapolytechnic.ca
itas.cancellations@senecapolytechnic.ca

Include your course code(s), room number (if applicable), and time of class. Provide details on how the course hours will be covered e.g. online synchronous class or recorded asynchronous class. Do not reschedule a class as it may cause issues with student availability.

Inform your students through Learn@Seneca letting them know about the alternate plans. If your class has a lab assistant, please email them also.

If you have not been able to cover the hours and material of the cancelled class, please reach out about next steps.

LEARN@SENECA (BLACKBOARD ULTRA)



Learn@Seneca is our learning management system used to manage our content, assessments, and student grades.

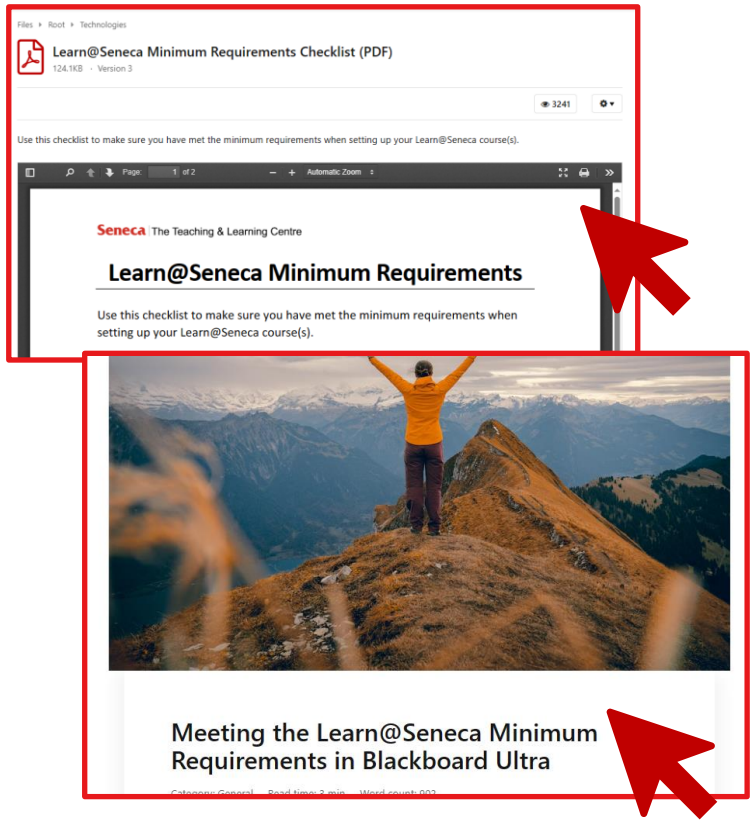
User documentation?

Blackboard Ultra (senecapolytechnic.ca)

Technical issues?

bbsupport@senecapolytechnic.ca

LEARN@SENECA MINIMUM REQUIREMENTS



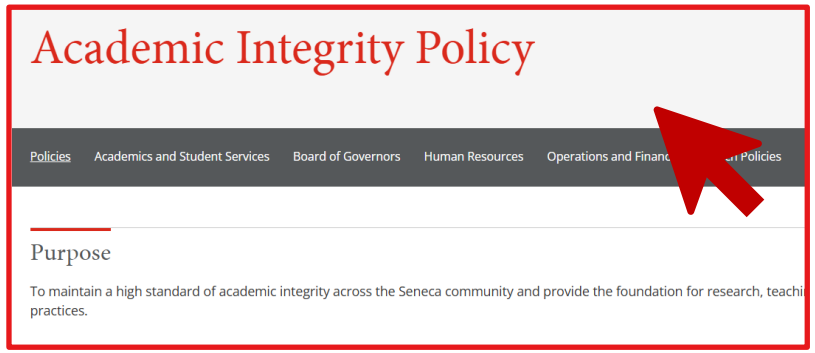
To maximize our students' learning experience, we have a Learn@Seneca minimum requirements.

- Course information
- Grade center
- Welcome announcement
- Communication plan
- Office Hours
- Course availability
- Assignments
- Accessibility
- Course Orientation

GRADING

- ✓ Grade assessments within 10 Days or before next assessment
- ✓ 30% graded before DNC date ~~(Nov 8, 2024)~~ **Nov 1, 2024**
- ✓ No single assessment more than 40%
- ✓ Final Assessment Review process
- ✓ Academic Integrity

ACADEMIC INTEGRITY



To maintain a high standard of academic integrity across the Seneca community and provide the foundation for research, teaching, learning and working practices.

How do I file an academic integrity violation?

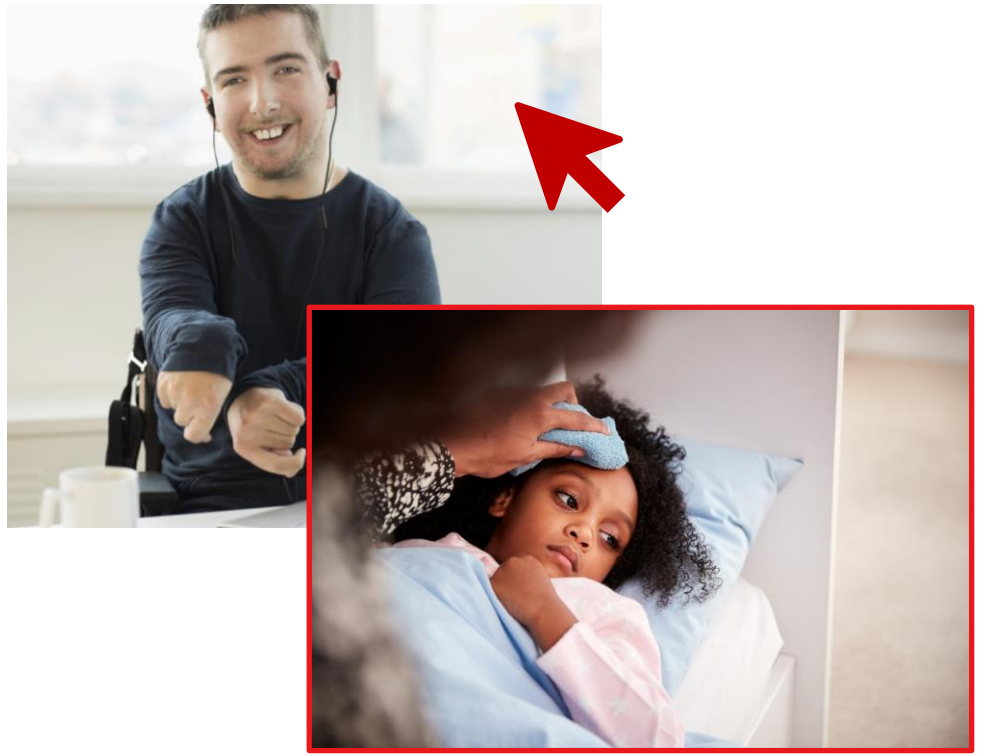
- ITAS process

STUDENT ACCOMMODATIONS

- Counselling and Accessibility Services offers support for all students trying to manage the complexities of College life.
- Counselling will email the accommodation letter to faculty, and the Chair/Manager directly.
- If you have questions about academic accommodations, you can discuss it with the Manager or Chair, and/or the Counselling and Accessibility Services department.
- For Tests/Assignments/Quizzes students with accommodations can write in either the test centre or the classroom, **and do not need to identify before where they will write**; therefore, you need to provide a copy of the assessment in both locations.
- Test Centre using RegisterBlast

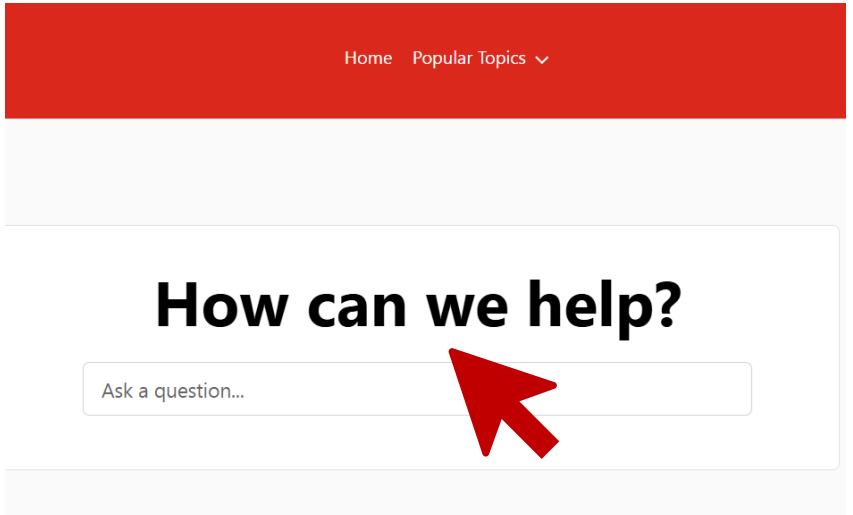
COURSE ACCOMMODATIONS:

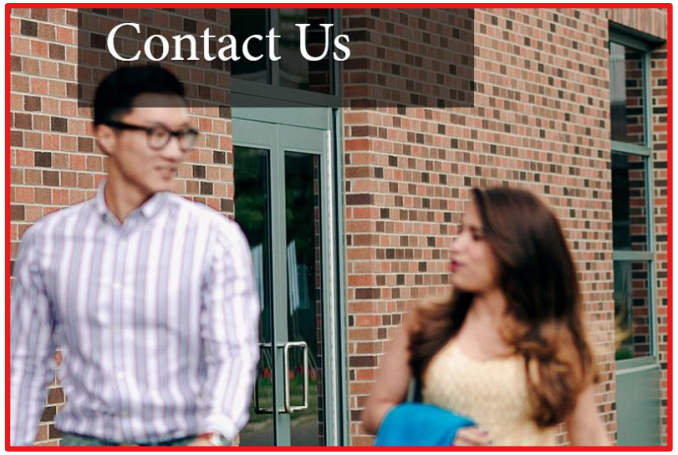
- Extensions for assignments (revised date to be discussed with Faculty in advance)
- Change position/leave room
- Electronically distribute course materials prior to class
- Student may experience medical distress in the classroom (e.g. seizures, low blood sugar, etc.). F required. https://www.senecacollege.ca/about/security.html
- Note Taker (Digital Note-taking Service) e.g. Note Taking Express, Otter *** refer to Note 3 *** https://se ternal/Documents/lecture_recording/ and *** refer to Note 5 *** https://seneca.sharepoint.com/sites/CnAS/external/Documents/notetaker_digital/



THE SERVICE HUB

- A centralized location for students to receive help on any non-course related topic.
- Students can email, live chat, WhatsApp, SMS as well





PROFESSIONAL DEVELOPMENT

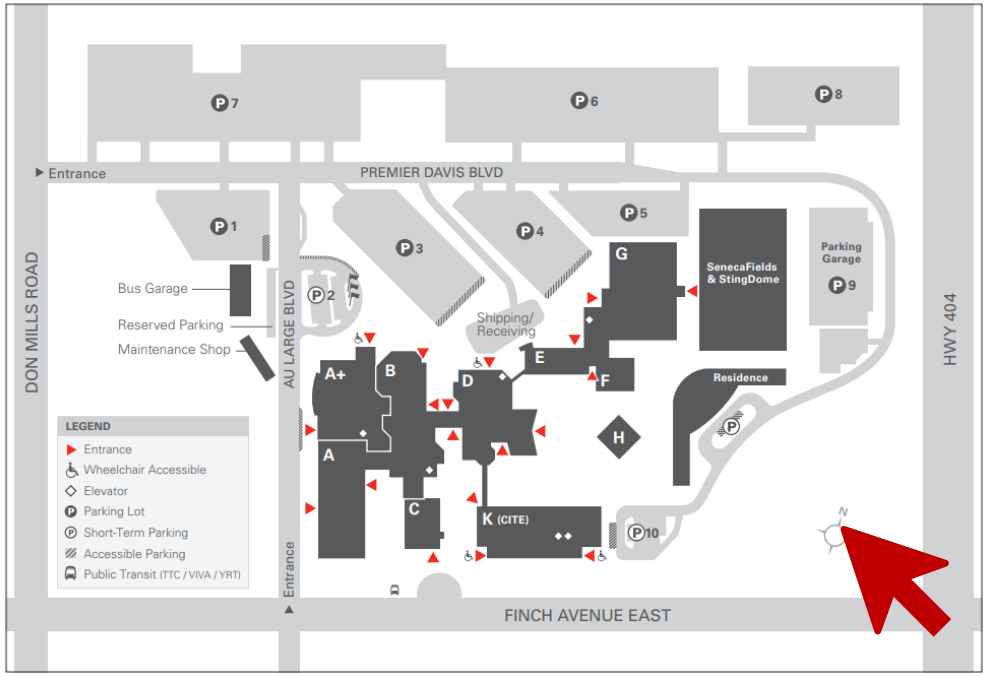
- Professional Development **Requirement**
  Choose one:
  - Aug 26 @ 9:00 – 4:30pm (in-person @ Newnham)
  - Sept 3 @ 4pm (online)
  - Sept 4 @ 4pm (online)

- PD Plan for Non Full-time Faculty
- The Teaching & Learning Centre

NEWNHAM CAMPUS

Seneca POLYTECHNIC

Newnham Campus Map



SENECA INTERNATIONAL ACADEMY (Markham Campus)

Seneca
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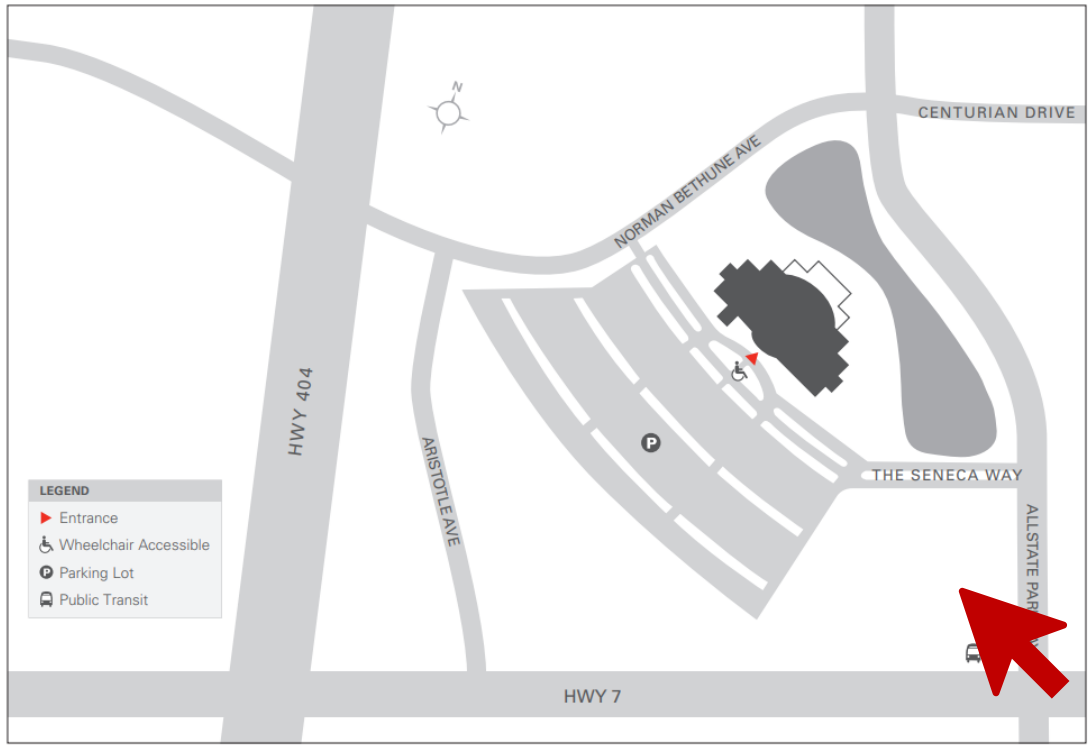
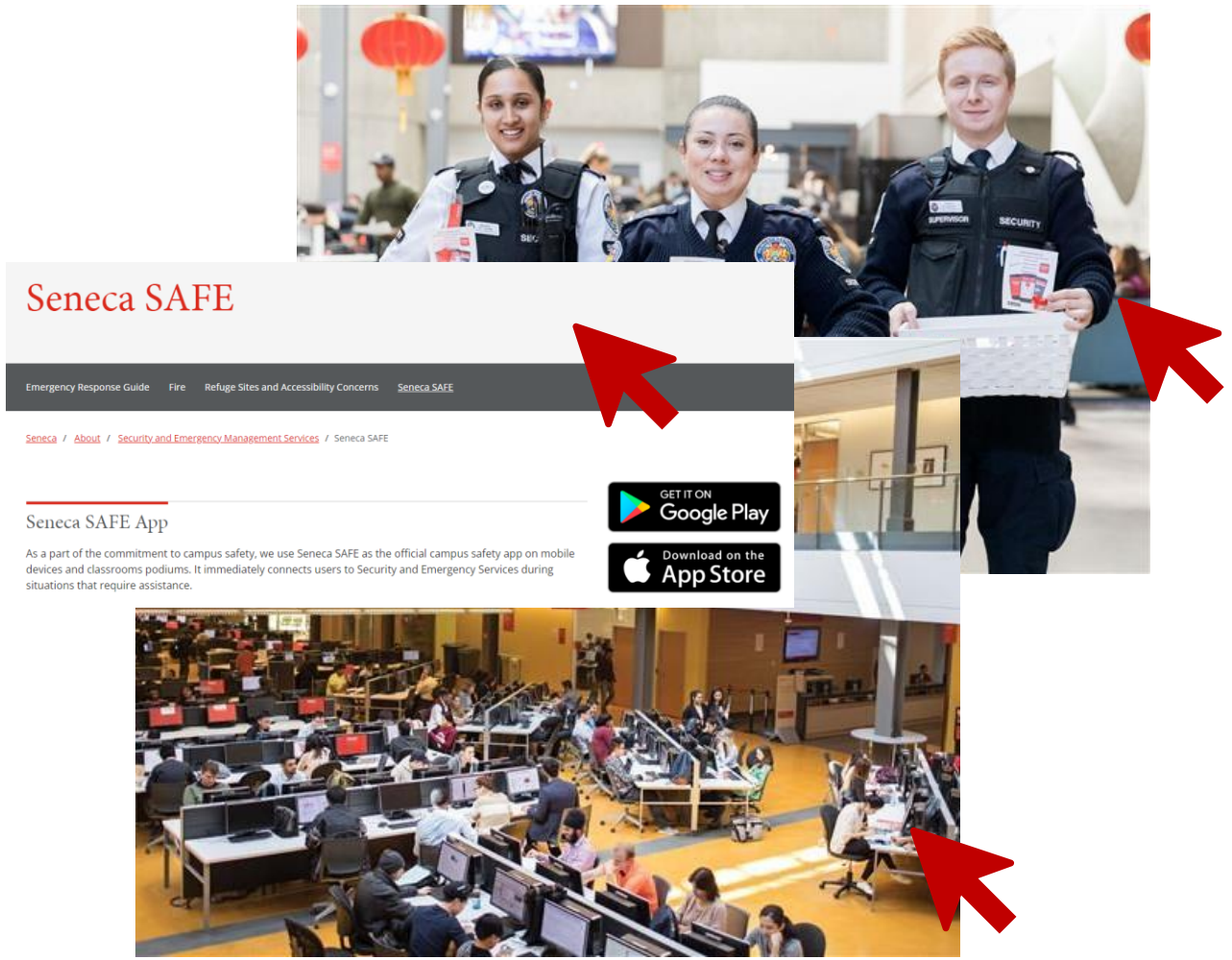
Markham Campus Map



IMPORTANT CONTACTS

- Security
  - security@senecapolytechnic.ca
  - 416-764-0911

- IT Support
  - servicedesk@senecapolytechnic.ca
  - 416-764-9900



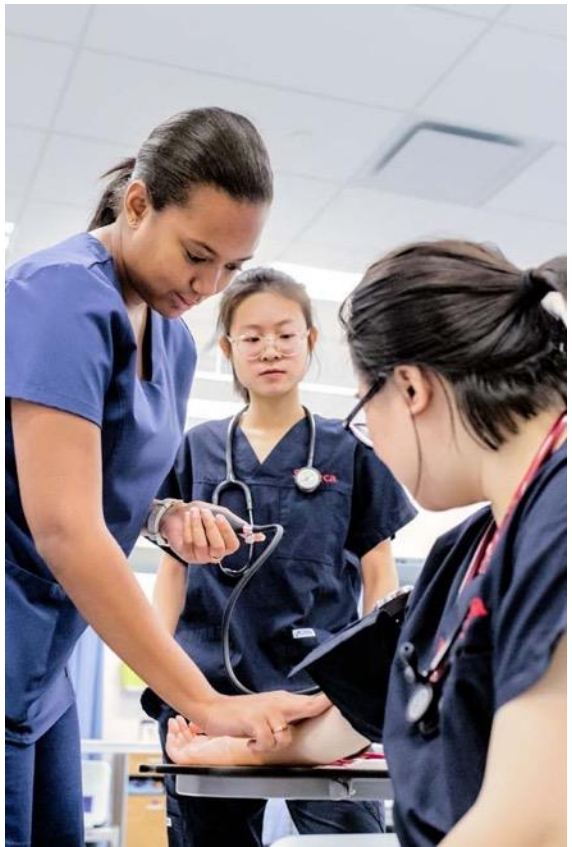
Seneca
POLYTECHNIC

JOIN US

Learn@Seneca Training

Friday Aug 30 @ 11:00am

Virtual and Recorded



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POLYTECHNIC

Thank you for joining us today.