

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

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Jordan Plant, Assistant

jordan.plant@senecapolytechnic.ca



SCPA PROGRAM COORDINATORS

Program Coordinators	
CPP	Cameron Gray
CPA	Catherine Leung

ITAS LEADERSHIP TEAM

Sue Abraham, Chair

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David Trinh, Manager

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Alexa Anderson, Assistant

alexa.anderson@senecapolytechnic.ca

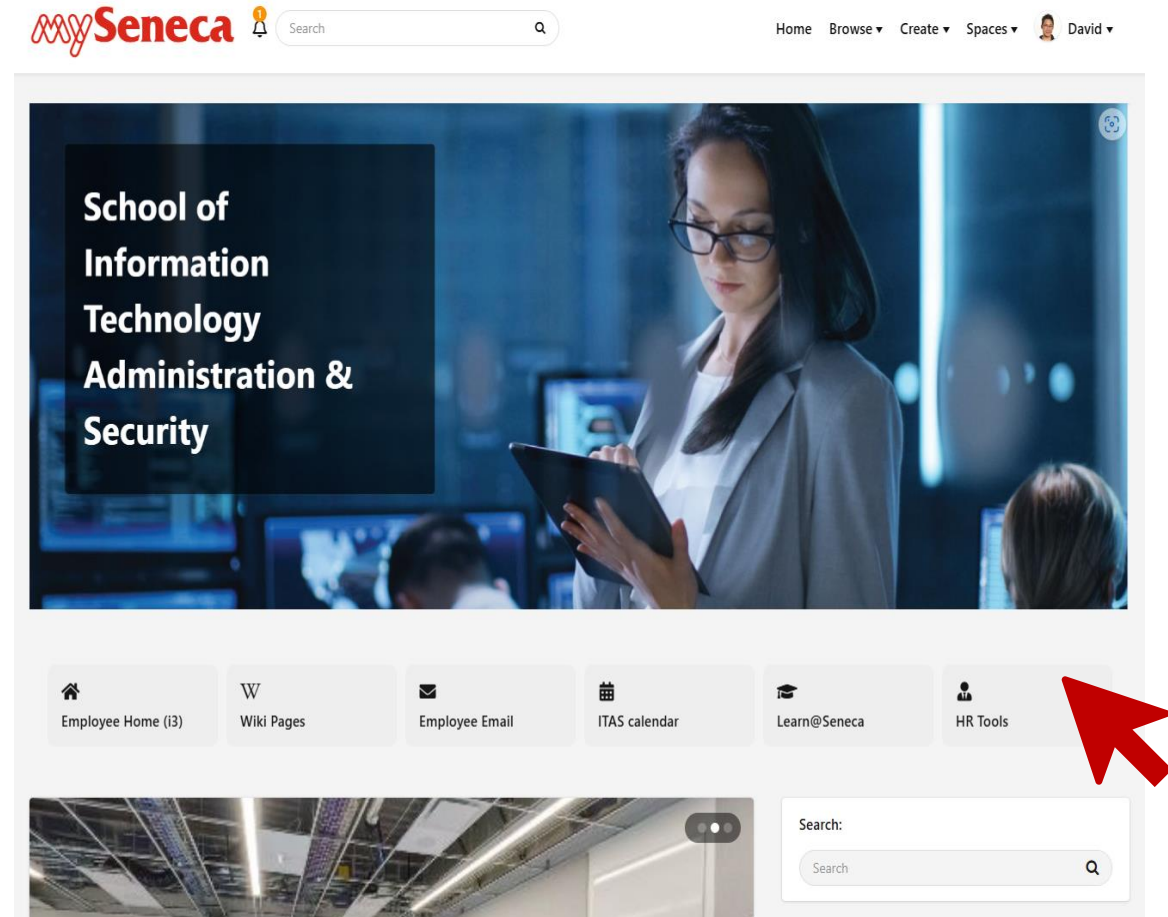


ITAS PROGRAM COORDINATORS

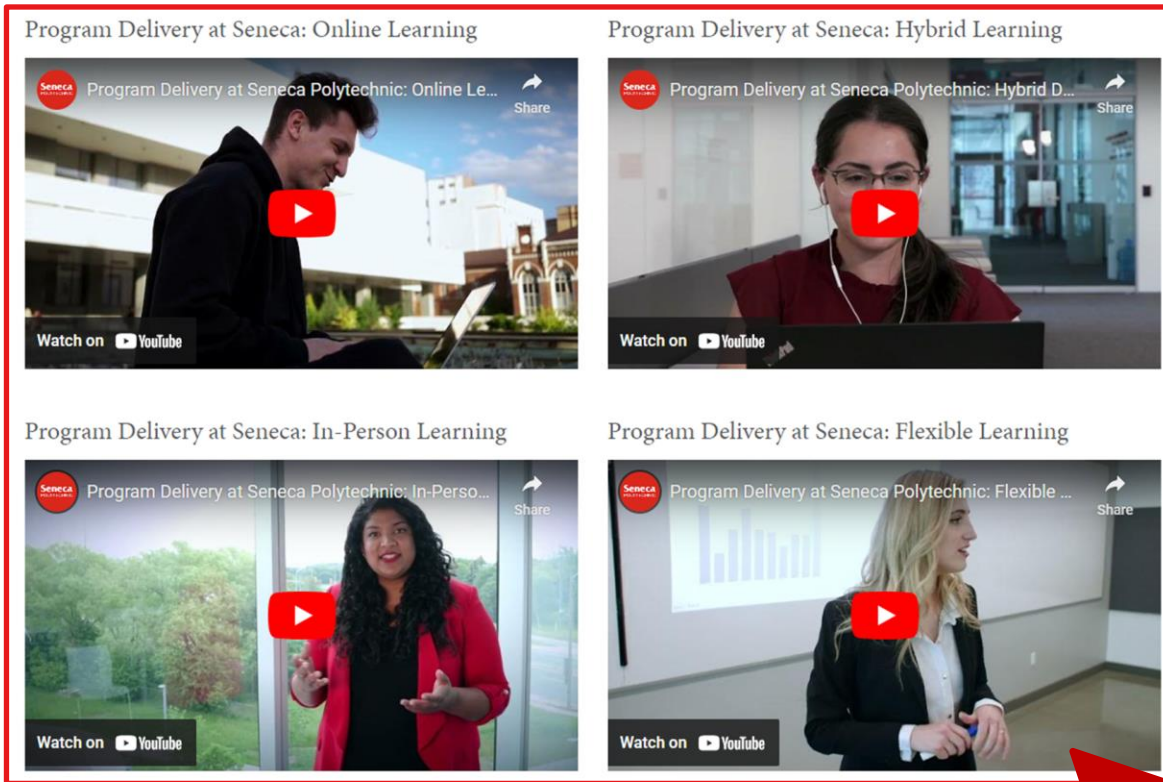
Program Coordinators	
CSN	Nagham Kubba
CTY	Scott Apted
IFS	Anna Farjamfar
BDM	Andres Lombo
BCMS	Asma Paracha
PMC	Mehdi Akbari
CYT	Tiayyba Riaz
CAA	Mehdi Akbari
BTT	Carlene Blackwood-Brown

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

 Important Academic Dates • Wiki
Public Space · Scheduling

Version 19

Important Academic Dates

1355864

3.15 (24 votes)

⚙️

2024/2025 Academic Year

Fall 2024 Term

148444

0 (0 votes)

⚙️

Note: Seneca offers classes which run for the full term or half the length of the term.

- **Regular Academic Session (1)** - Sept. 3 to Dec. 11
- **First 7 Week Session (7S1)** - Sept. 5 to Oct. 18
- **Last 7 Week Session (7S2)** - Oct. 28 to Dec. 13
- **16 Week Session (16W)** - Aug. 19 to Dec. 13

June 12, 2024	New students (domestic) — Fall 2024 Term: tuition deposit due
July 12, 2024	Returning students — Fall 2024 Term: tuition deposit due for 2024/2025 academic year (tuition deposit is due once per academic year)
Aug. 1, 2024	Last day to submit requests for transfer credit for Fall 2024 Term
Aug. 8, 2024	Open enrolment begins for Fall 2024 Term on Student Home

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

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:

EE ID No.	
Contract No.	
Term	

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

Payroll and Direct Deposit

136

After receiving your contract and creating your Seneca account, please update your banking information in i3 using the instructions below.

Employee Action Required: Enter banking information

- Log in to <https://employees.senecapolytechnic.ca> and select Tab "Employee Home (i3)"
- Click on Tile "Payroll and Compensation" and select "Direct Deposit" from the left side menu bar

Below is a sample of a completed form:

Your Bank Information

Bank ID 001 [View cheque example](#)

Branch ID 12345

Distribution Instructions

Account Number 123456789

*Account Type Checking

*Deposit Type Balance of Net Pay

Amount or Percent

*Deposit Order 1 (Example: 1 = First Account Processed)

Submit


Seneca

Search

Human Resources Information System ▸ Files

Private Space ▸ MyTools

Files ▸ Root ▸ Payroll Schedule

 **HR Payroll Schedule 2024.pdf**
78.5KB · Version 1

HR Payroll Schedule 2024

Page: 1 of 1 Automatic Zoom

HR Payroll Schedule 2024

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)

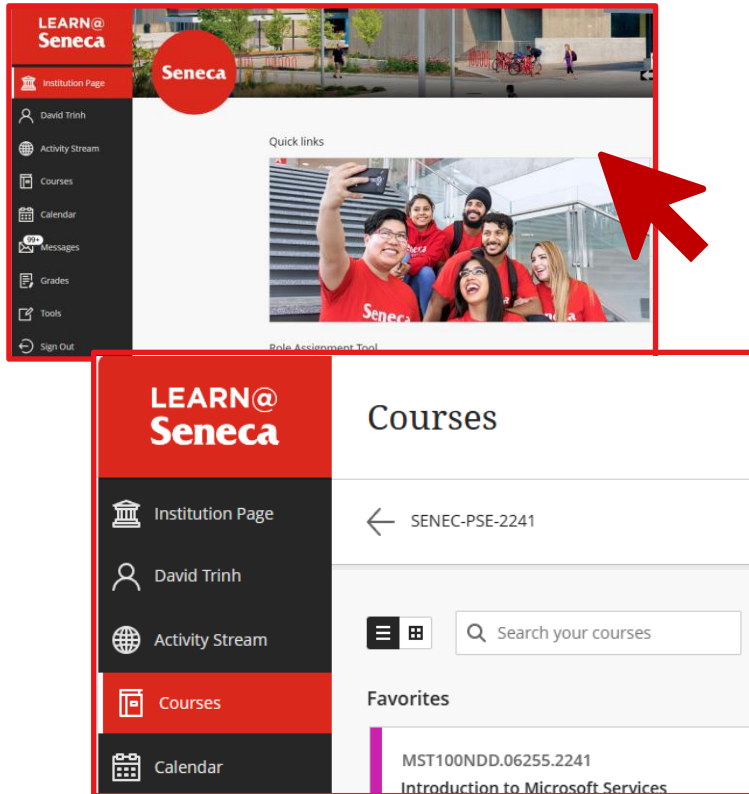
Learn@Seneca is our learning management system used to manage our content, assessments, and student grades.

User documentation?

[Blackboard Ultra \(senecapolytechnic.ca\)](https://senecapolytechnic.ca/blackboard-ultra)

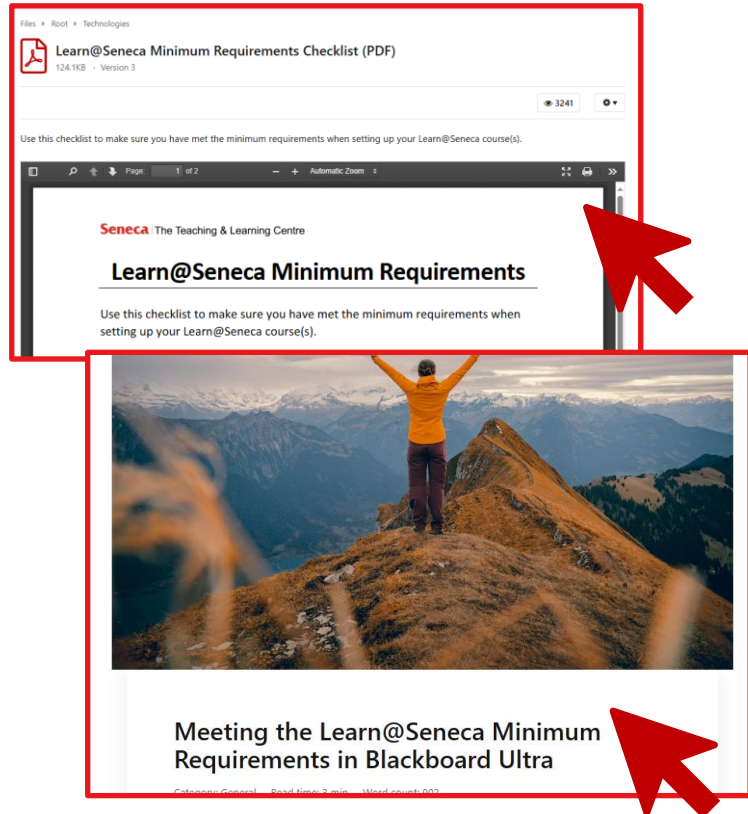
Technical issues?

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

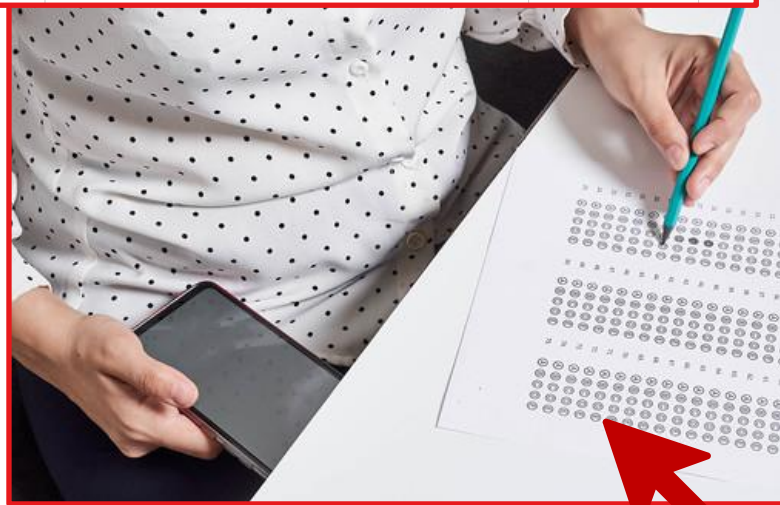
GRADING

Policy

1. Grade designations

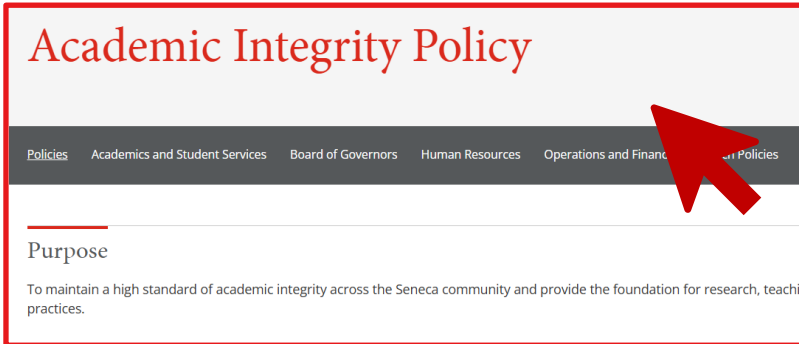
1.1 The following letter grade designations are used to recognize a student's achievement in a

Letter Grade	Grade Point	Value	Percentage
A+	4.0		90
A	4.0		80

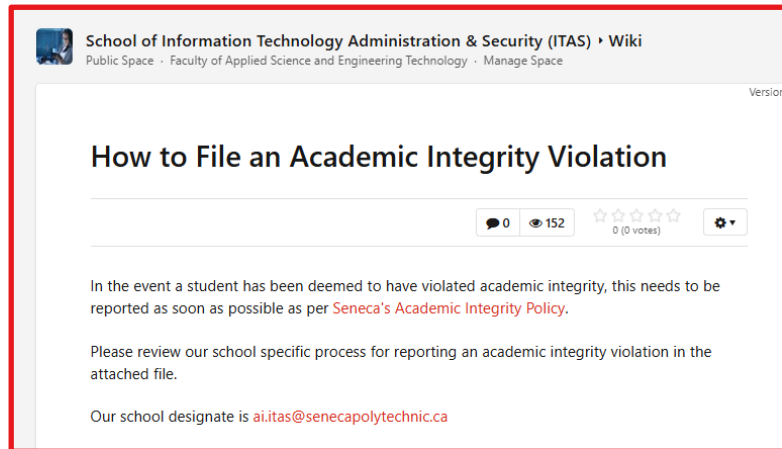


- ✓ Grade assessments within 10 Days or before next assessment
- ✓ 30% graded before DNC date (~~Nov 8, 2024~~)
Nov 1, 2024
- ✓ No single assessment more than 40%
- ✓ Final Assessment Review process
- ✓ Academic Integrity

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](#)

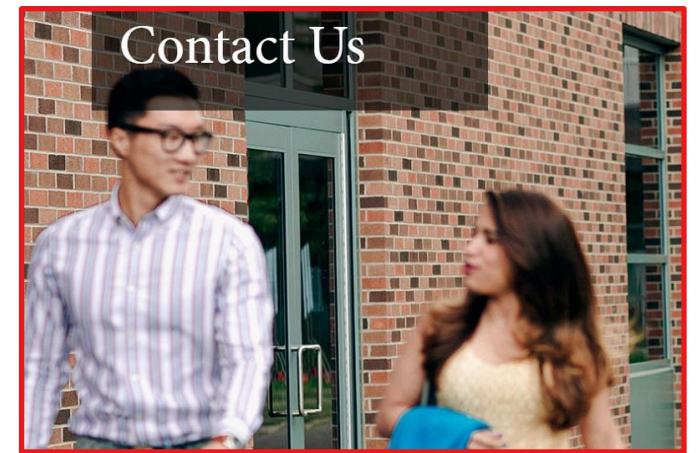
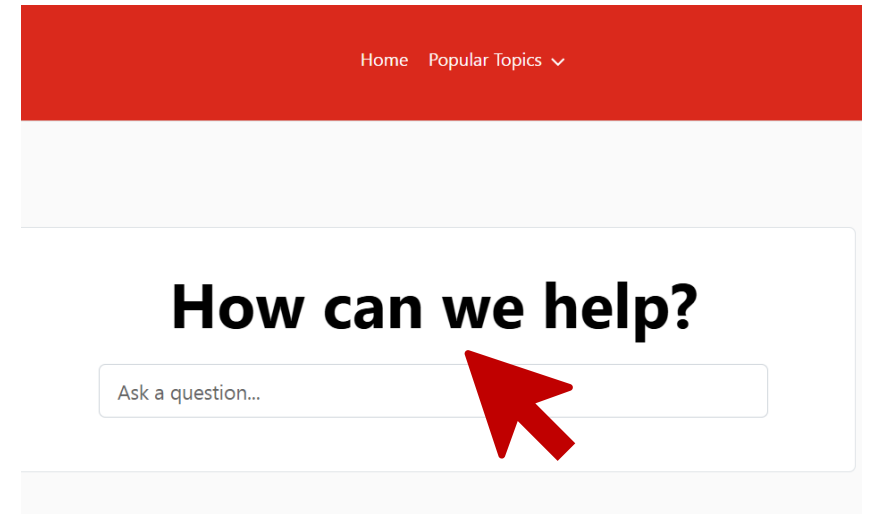
COURSE ACCOMMODATIONS:

- 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.). If 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://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

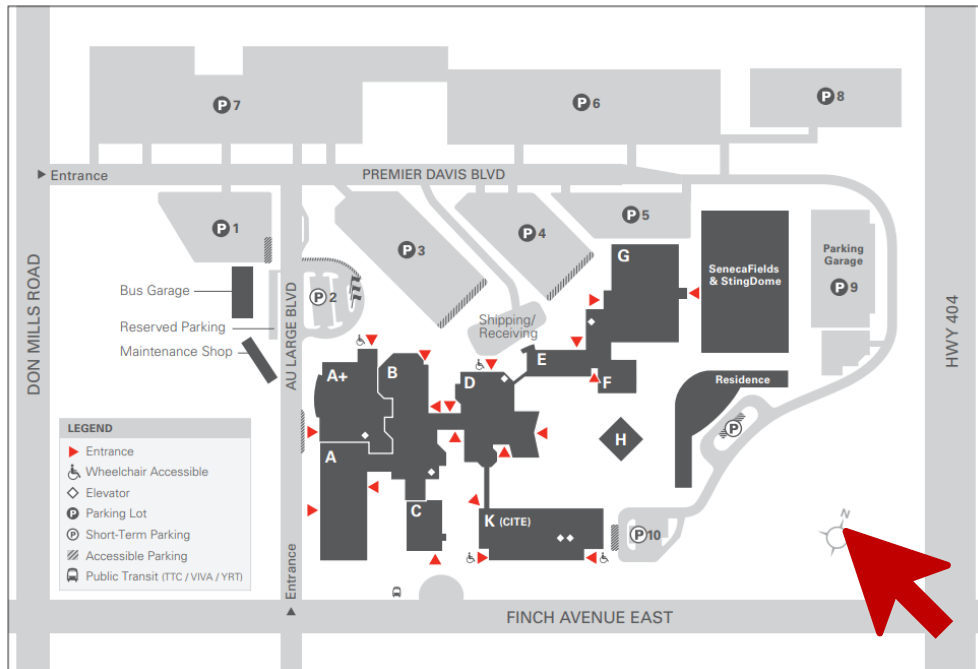


NEWNHAM CAMPUS



Seneca
POLYTECHNIC

Newnham Campus Map

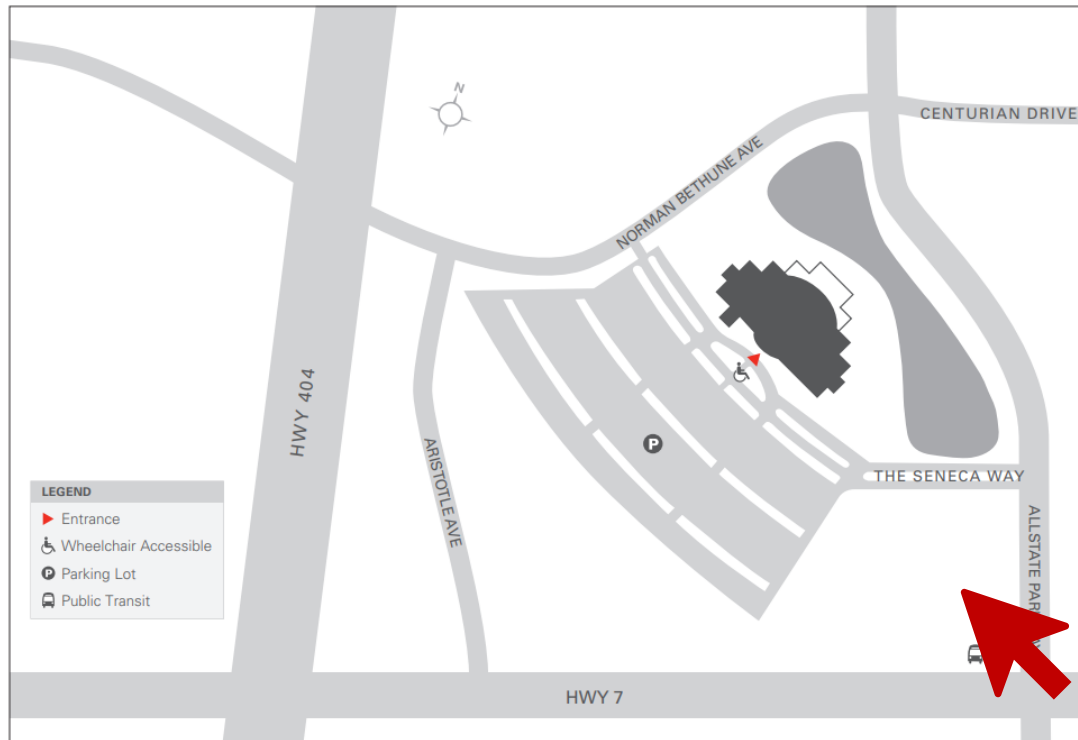


SENECA INTERNATIONAL ACADEMY (Markham Campus)



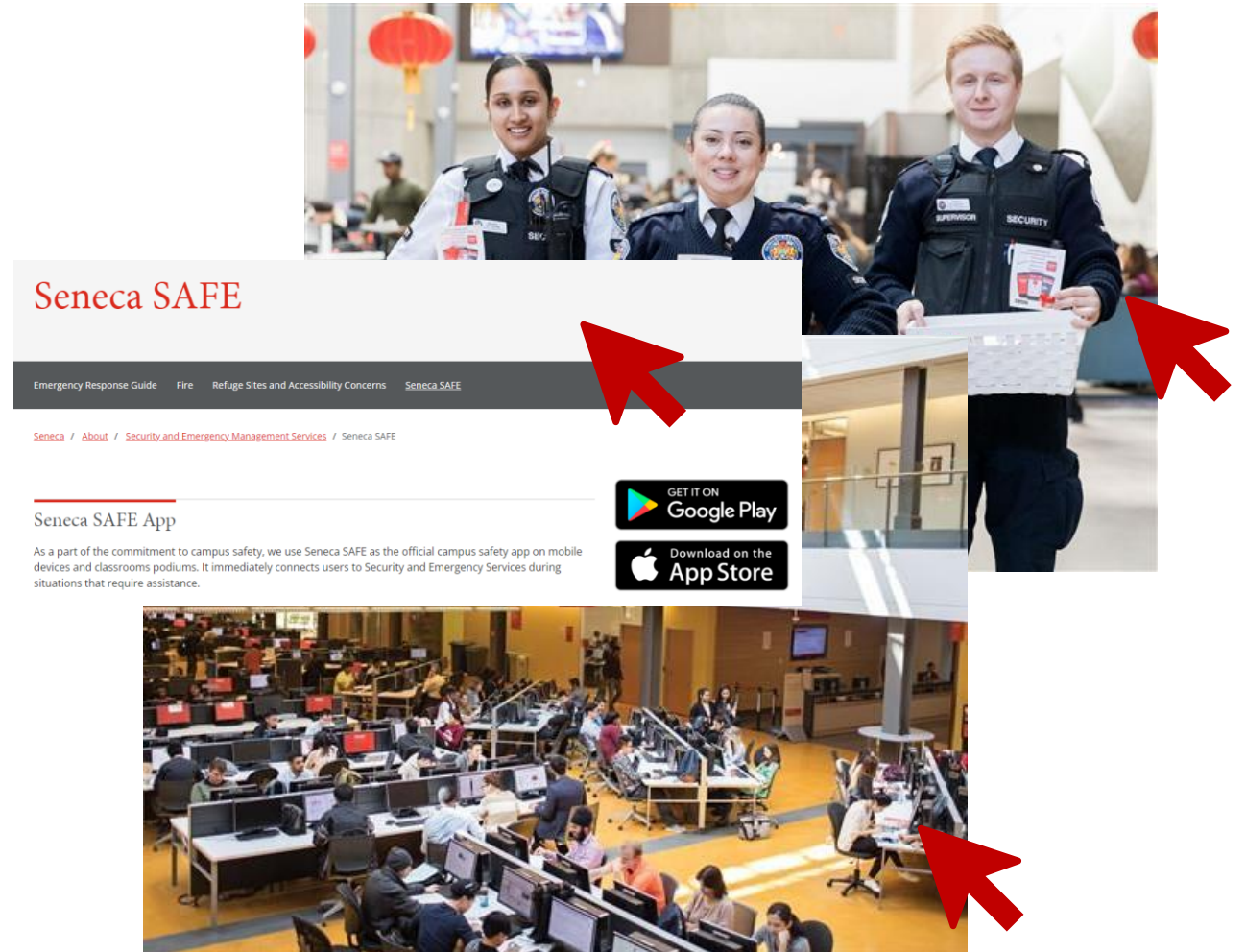
Seneca
POLYTECHNIC

Markham Campus Map



IMPORTANT CONTACTS

- Security
 - security@senecapolytechnic.ca
 - 416-764-0911
- IT Support
 - servicedesk@senecapolytechnic.ca
 - 416-764-9900



The image displays the Seneca SAFE app interface overlaid on a collage of campus-related photos. The app interface includes the title 'Seneca SAFE' in red, a navigation bar with links to 'Emergency Response Guide', 'Fire', 'Refuge Sites and Accessibility Concerns', and 'Seneca SAFE', and a footer with links to 'Seneca / About / Security and Emergency Management Services / Seneca SAFE'. Below the navigation bar, there is a section for the 'Seneca SAFE App' with a description: 'As a part of the commitment to campus safety, we use Seneca SAFE as the official campus safety app on mobile devices and classrooms podiums. It immediately connects users to Security and Emergency Services during situations that require assistance.' Two buttons are present: 'GET IT ON Google Play' and 'Download on the App Store'. The background collage features three images: three security guards in uniform at the top, a modern building interior on the right, and a large computer lab with many students at their desks at the bottom. Three large red arrows point from the app interface towards the security guards, the building, and the computer lab.

Seneca
POLYTECHNIC

JOIN US

Learn@Seneca Training

Friday Aug 30 @ 11:00am

Virtual and Recorded



Thank you
for joining us
today.

