

Beginning of Term

Version 11

Published 11/24/2020 by [Stephanie Clarke](#) Last updated 5/6/2024 2:34 PM by [Jonathan Tran](#)

As the new term begins, here are a few things to think about to prepare yourself before the term begins, such as teaching style, timetables, restrictions forms etc.

Evaluation Approvals & Peer Review

All evaluations valued at **20% or more** (i.e. midterm and final exams, major assignments) must be:

- peer reviewed, and
- signed by the Chair/Program Manager

Peer review for common courses are completed by the course lead for all faculty teaching that course. You will be notified of midterm and final exam submission deadlines via email by your Program Secretary. Cover sheets and Peer Evaluation Sheet for exams will be provided via email.

Evaluation Preparation/Approval Process (non-Common courses)

Faculty	<ul style="list-style-type: none">• Prepare test and review with a colleague• Complete peer review form and cover page• Send to secretaries for Chair's Approval
Secretary	<ul style="list-style-type: none">• Get the Chair's comments/approval• Send the test back to the faculty
Faculty	<ul style="list-style-type: none">• Prepare the test/assessment for online delivery

Subject Outlines

The subject outline is the institution's contract with students. For every subject you teach there is an existing subject outline, and there may also be a syllabus with topics and readings

set out on a week by week basis. In some cases, you may be asked to draw up a subject specific outline; This may be done in consultation with your Program Coordinator and/or Chair.

Do not change the subject content of an existing subject outline as it has been approved by faculty during one of the frequent curriculum reviews. This is particularly important as many subjects are linked in sequences and impart skills and knowledge that are necessary for other subjects in other semesters or within the same semester.

You must adhere closely to the subject outline while teaching the course. Go through the outline with students during the first class, emphasizing the marking scheme, tests and assignments, required texts, and standard wording about absences and cheating, etc.

Any recommendations for a change in assignments and evaluation must be approved by your Program Coordinator and the Chair before being distributed to the students.

Click [here](#) to access the Subject Outline System.

Modes of Delivery

Seneca is excited to offer more **flexible learning options** than ever before. We deliver programs in four formats: online, in person, hybrid – a mix of online and in-person – and flexible.

Textbooks and Book Orders

Copies of prescribed textbooks are ordered in advance of semester start-up and can be purchased by students online through the Seneca Bookstore. You can also obtain a desk copy of any prescribed textbook for your course(s) by contacting the appropriate publisher representative.

As a Faculty member, you can directly access the Follett Discover system through your MySeneca page. Once you select Launch Follett Discover from the Bookstore tab in your My.Seneca, the site will automatically authentic you and show you the courses and sections that you are teaching.

All book orders are to be submitted to your school secretary by way of a completed book order (adoptions) form. The school secretary places all orders with the bookstore, these

orders are not to be submitted to the bookstore directly by faculty. This is to ensure that textbook orders are tracked and not duplicated.

Accessibility for Ontarians with Disabilities Act (AODA)

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) is a provincial law in Ontario that aims to identify, remove and prevent barriers for people with disabilities. Since 2005, AODA applies to organizations in public, private, and non-profit sectors and to all types of employees, including full-time, part-time, seasonal and contract workers.

The self-paced Customer Service for People with Disabilities eLearning module is mandatory for all Seneca employees. To register, contact ede@senecapolytechnic.ca. Taking the quiz following the tutorial will ensure that your participation is reflected on your Seneca PD record.

Complete all mandatory eLearning modules:

- Accessibility for Ontarians with Disabilities
- Health & Safety Awareness eLearning
- Sexual Assault & Sexual Violence Policy

[AODA Training](#)

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