

# TEACHING FACULTY HANDBOOK





# JUSTICE INSTITUTE

of BRITISH COLUMBIA

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*Justice Institute of British  
Columbia (JIBC) is Canada's  
leading public safety educator  
recognized nationally and  
internationally for innovative  
education in justice, public safety  
and social services.*

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 JIBC: Justice Institute of British Columbia

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 JusticeInstitute

# Teaching Faculty Handbook

*Office of Applied Research & Graduate Studies*

*CTLI*



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# Acknowledgement Letter

We are pleased to enclose a copy of the Justice Institute of BC's (JIBC) revised Teaching Faculty Handbook. This document is designed to provide you, as one of our teaching faculty with information that will help familiarize you with the JIBC's expectations, applicable policies and procedures, learner services and operational matters. This is an important document, and all JIBC teaching faculty are required to read this document and abide by it in their role as teaching faculty.

Please review this document carefully and contact your division should you have any questions.

To signify that you have read, understood and agree to adhere to the policies and procedures contained in this Justice Institute of BC Teaching Faculty Handbook, please sign and return one copy of this letter to the Program Manager in your division.

I have read and understood the Justice Institute of BC Teaching Faculty Handbook (2013), and agree to adhere to the policies and procedures contained therein.

Name \_\_\_\_\_ Date \_\_\_\_\_



# PART I

# WELCOME

Welcome to Justice Institute of British Columbia (JIBC) – Canada’s leading public safety educator with a mission to develop dynamic justice and public safety professionals through its exceptional applied education, training and research. JIBC offers internationally recognized education that leads to certificates, diplomas, bachelor’s degrees and graduate certificates; continuing education for work and career-related learning and development; and customized contract training to government agencies and private organizations worldwide. Our approach to education emphasizes realistic simulations and applied learning facilitated by instructors who are experienced practitioners. Each year, more than 29,000 students study at one of JIBC’s six campuses in B.C., through online education, and at more than 165 other locations in B.C., across Canada and around the world. Our education contributes to safer communities and a more just society by providing professionals with the knowledge, skills and abilities to excel at every stage of their careers.

## Message from the President

We live in an ever-changing world where prosperous families, cities and economies depend on the stability and reliability inherent in just societies and safe communities. To help maintain and strengthen this important foundation of prosperity, every day, we rely on passionate and dedicated public safety personnel and professionals helping to keep our communities safe.

Justice Institute of British Columbia (JIBC) is proud of our vital role in providing the education and training for tens of thousands of public and community safety professionals and volunteers each year in B.C., across Canada and around the world.

The positive impact of our graduates is strongly influenced, and in many cases, relies on, the dedication and commitment to student success by JIBC’s experienced faculty. Your efforts are clearly appreciated by your students. According to the BC Student Outcomes Survey, year after year, the vast majority of graduates rank the quality of the instruction they received at JIBC very highly, stating that the education they received from you helped them in a position related to the training they received. And for those who are interested in pursuing further education, 91% said their JIBC education prepared them for that too.

As the needs of people in public and community safety continue to change, you are helping JIBC contribute to the life-long learning and long-term success of our students, graduates and clients across various sectors in the community, government, business and industry. To each of you, I want to express my sincere appreciation for all that you do to help our students excel both in class and in their workplaces and the communities they serve.

Dr. Michel Tarko  
JIBC President



# 1. JIBC Overview

JIBC's programs and our graduates are critically important to B.C. as communities continue to focus on individual and societal safety and security. In addition to educating individual police, fire, paramedic, corrections, courts and emergency preparedness / management professionals, JIBC prepares counselors and other providers to assist survivors, facilitate restorative justice practices and resolve conflicts for organizations and professionals in both the public and private sectors. JIBC is a comprehensive public post-secondary educational institute with a continued focus on justice, public and community safety consistent with our mandate. Our training and education ranges from short duration community-based courses to recruit/post-hire training through to graduate certificates with more recent programming in areas of advanced law enforcement, specialized counseling such as complex trauma and sexual abuse, intelligence analysis, and tactical crime analysis.

In recent years, the public's perceptions and expectations of the professions we serve have changed. This has come about because of technological advancements and a wider understanding of how complex and dynamic the issues can be in justice and public safety. We have responded to those changes by sharpening our focus on professionalism, to help ensure that every student has more than simply an optimum base level of knowledge and a basic competency. JIBC students have the opportunity to acquire a measure of professionalism that goes beyond skills training and is associated with a broader competency base gained through their post-secondary education. Additionally, JIBC recognizes the unique identity and educational needs of Aboriginal learners, and works to enhance equitable and collaborative partnerships with Aboriginal Peoples in support of culturally appropriate education, training and research.

JIBC programs are delivered within a framework of three schools:

## **School of Public Safety**

- Emergency Management Division
- Fire & Safety Division
- Driver Education Centre

## **School of Health, Community & Social Justice**

- Centre for Conflict Resolution
- Centre for Counselling & Community Safety
- Centre for Leadership
- Health Sciences Division
  - Centre for Professional Health Education
  - Paramedic Academy

## **School of Criminal Justice & Security**

- Corrections & Court Services
  - Corrections & Community Justice Division
  - Centre for Court Administration
  - Sheriff Academy

- Justice & Public Safety Division
- Police Academy

**Office of Applied Research & Graduate Studies**

- Centre for Research, Innovation & Scholarship
- Centre for Teaching, Learning & Innovation
- Centre for Liberal & Graduate Studies

## 2. Vision, Mission & Mandate

**Vision:**

Safer communities and a more just society.

**Mission:**

Developing dynamic justice and public safety professionals through exceptional applied education, training, and research.

**Mandate:**

Unique among post-secondary institutions in Canada, the Justice Institute of British Columbia offers specialized, applied education, training, and research in conjunction with our community partners in the fields of justice and public safety

## PART II

# FACULTY RIGHTS AND RESPONSIBILITIES

Welcome to the JIBC instructional team. Whether joining us to teach online or in a face-to-face setting, we hope the information in this manual is helpful and answers many of your questions.

Our goal is to create an excellent learning environment for our learners and a desirable place for people to work. We believe that our reputation for delivering relevant, high quality programs and courses is well deserved. We know that it takes a dedicated team of faculty, support staff and administrators to ensure that we maintain that reputation.

This guide provides an outline of what is expected from you as a representative of the JIBC. It also describes services that support the learning process and are available to you and your learners. Any suggestions you have for enhancing your experience, as a faculty member and optimizing the experiences of our learners are always welcome. Drop your contact person an e-mail, stop by and chat or pick up the phone. They like to hear from you.

We want to ensure the best possible experience for our learners and, as a faculty member, you play a major role in making that happen. Simple things, like being set up and ready to start teaching at the appointed time, can make all the difference.

### **We expect all of our faculty members to:**

- Be responsive to learners who may need individual attention or assistance;
- Attend the class, whether face-to-face or online, for the full number of hours agreed upon;
- Teach to the course outline and maintain good class records and grades where applicable;
- Follow our Faculty Code of Conduct (see following page).

### **If teaching in the classroom:**

- Remove and discard all used flip chart paper, name cards, and other course material at the conclusion of the session;
- Ask learners to remove beverage containers, coffee cups, or other personal items from the classroom;
- Return course evaluation and class attendance sheets to the program assistant at the conclusion of your classroom course.

### **If teaching online**

As an online facilitator, your responsibilities include the following:

Facilitation of your designated course, including but not limited to:

- Encouraging discussion and helping students make connections between theory and practice
- Answering questions related to course content and assignments
- Monitoring student progress and addressing performance and participation problems
- Marking all course assessments and maintaining Blackboard Grade Centre
- Communication with students throughout the semester, including the exam period
- Monitoring discussion boards daily
- Responding to student emails within 72 hours (maximum)
- Being available one hour per week, where required for synchronous communication (phone or online chat) by appointment
- Compliance with all relevant JIBC policies, procedures, and guidelines related to instruction

Please note the above may vary, depending on your agreement with your specific program area.

# 3. Code of Conduct

Effective November 2014 the BC's public sector organizations will operate under new taxpayer accountability principles which strengthen accountability, promote cost control and ensure that corporations operate in the best interests of taxpayers.

The **Taxpayer Accountability Principles** apply to all provincial public sector organizations, including Crown corporations, health authorities and post-secondary institutions. These principles are:

- Cost Consciousness (Efficiency)
- Accountability
- Appropriate Compensation
- Service
- Respect
- Integrity

In response to this provincial government directive, JIBC, along with the other 18 colleges, institutes, and universities, worked collaboratively to develop a **Code of Conduct** based on the BC's Taxpayer Accountability Principles.

Our students and stakeholders count on JIBC to provide high-quality training and education, which meets the needs of a wide range of students. They also expect JIBC to conduct all its business with the highest level of professionalism, efficiency, and courtesy.

JIBC's Code of Conduct embeds JIBC's core values and the maintenance of high ethical and professional standards in all of its activities. It does not override but, rather, complements existing JIBC policies and procedures.

The Code of Conduct applies to all employees of JIBC including full-time, part-time, sessional, term, and casual employees. Each employee is responsible for familiarizing him/herself with the provisions of the Code and ensuring that she/he complies with them.

All employees are required to formally acknowledge that they have read and understood the Code of Conduct policy. To access the policy please click on the link or access through the JIBC website:

<http://www.jibc.ca/policy/2301>

# 4. Payment for Instructional Services

## **Sessional employees**

Most teaching faculty members are sessional employees of the Institute. Sessional employees submit a timesheet for work performed and the payment is processed through payroll on a bi-weekly basis. Expenses for reimbursement, where applicable, are submitted for payment using the Staff Expense Claim.

## **Independent contractors**

Some teaching faculty members work for the Institute as independent contractors. Independent contractors have to submit an invoice for services and, where applicable, expenses. Accounts Payable processes invoices.

If you are invoicing the Institute for the first time as an independent contractor you need to complete the FIN120 Contractor Information Sheet. The coordinator can provide you with the form. The form requires:

- Business Identification Number (BIN#) or GST number
- Social Insurance Number if you don't have either a BIN# or a GST#
- WCB number if registered

Contractor invoices must include:

- Name, Address, Phone number
- GST number – if registered for GST
- Purchase Order – a purchase order is required if the services are valued at \$5,000 or more
- Fees for services and expenses claimed shown separately.

Original receipts are required for expense reimbursement (except per diems and mileage allowances – where applicable).



# 5. Registration - Attendance

Please be sure to:

- Confirm attendance of all participants for each day of the course. If a participant's name does not appear on the registration list, and he or she is not taking the place of another participant, please direct the person to the Registration Office (by phone if you are not at the New Westminster Campus).
- Note any substitutions by recording the name of the registered learner, and the name, address and phone number of the replacement.
- Return records of attendance to the program assistant or other designated program area staff at the conclusion of the course (unless otherwise specified).

## 6. Course Outlines

A course outline should be included as part of the material you hand out to participants on the first day of class. This document is your “learning contract” with the learner. It provides an opportunity to clarify your expectations as a faculty member and address learners’ questions or concerns at the outset of the course. This process is intended to avoid any future misunderstandings or learner appeals, particularly relating to evaluation procedures.

Faculty are not permitted to arbitrarily make changes to course content. If there is a change required please go through your JIBC contact.

# 7. Course Evaluations

We take course evaluations very seriously. Please ensure that participants have time at the end of the course to complete the course evaluation.

Please check with the Program Assistant regarding the format of the course evaluation, i.e. hard copy or online version which is emailed directly to students following the class.

Please distribute and collect the evaluation forms in a manner that respects the confidentiality of the evaluations. For example, ask one learner to collect all the questionnaires, put them in the envelope provided and seal the envelope.

If you or your learners have any ideas about improving the evaluation process, please pass this information on to the appropriate program staff.

# 8. Classroom Etiquette & Cleanup

## **Classroom Etiquette**

JIBC policy prohibits the presence of any animals other than designated Support Dogs.

Please do not bring children, additional teaching faculty or non-registered learners into the classroom without the permission of the program coordinator and/or director.

As noted in the Student Handbook, students are asked to refrain from wearing strong scented perfumes, colognes, aftershave, or lotion at the JIBC as many people are allergic to scents.

Beverages are allowed in the classroom but must be in a covered container to avoid spills. Food is not allowed. Please share this information with your learners.

## **Classroom Cleanup**

At the end of the class, it is the teaching faculty member's responsibility to remove and discard all used flip chart paper and name cards in preparation for the next class. Please ask learners to remove all beverage containers, cups and glassware. Please leave the room the way you would like to find it if you were to teach there the next day.

# 9. Out of Town Courses

Check with your specific program area regarding:

- Transportation
- Accommodations
- Meals
- Course Equipment and Materials
- Other Expenses
- Expense Reimbursement

# 10. Respect in the Workplace

The JIBC's success at maintaining a positive and respectful environment has been and will continue to be a significant factor in contributing to our vision of being a world leader in justice and public safety education and research.

Successful completion of JIBC's *anti-Harassment online training course*, "Respect in the Workplace", would be a requirement for all JIBC faculty and staff including sessional instructors, contractors, secondees and volunteers who represent the JIBC in providing training services to our students. All new sessional instructors, contractors, secondees, volunteers, full time, part time, casual and term employees are expected to complete the course within the first month of their employment.

The "Respect in the Workplace" course consists of two modules; one is for employees and the other is for managers/faculty. Employees who do not supervise or instruct students must complete the "Employee" module. Those who supervise others and/or instruct JIBC students will complete the "Manager/Faculty" module. Those completing the Manager/Faculty module do not need to complete the Employee module. Each module takes approximately 25-35 minutes to complete and will be available through both the internet and through JIBC's intranet.

**New sessional instructors, secondees, contractors, volunteer Instructors, full time, part time, casual and term employees**

- Will receive access information at the time of their hire from human resources and will be instructed to complete the course within the first month of their employment.

Completion of the "Respect in the Workplace" course by our faculty and staff is an important activity in contributing to the JIBC maintaining a respectful and positive workplace and learning environment. Thank you in advance for your cooperation and support of this initiative.

# 11. Freedom of Information and Privacy

Under the *Freedom of Information and Protection of Privacy Act*, **it is prohibited to release participant information without the participant's explicit, written permission**. If participants ask for a course contact list, you may circulate a separate sheet and each participant can provide the information he or she is willing to share (e.g., name, address, phone, fax, email.) Please speak with the program assistant in your department to make copies of this course contact list.

# PART III

## MYJIBC PORTAL

### **MYJIBC Portal**

JIBC students and faculty can access the myJIBC portal at <https://myjibc.ca>. The Portal provides a landing spot for WebAdvisor Services, online Blackboard Class Sites and JIBC information.

#### **WebAdvisor**

WebAdvisor is JIBC's online inquiry and student registration system. Students and employees can access a variety of services on WebAdvisor. It is located at <https://webadvisor.jibc.ca> or through the myjibc.ca portal.

Student information available includes:

- Search for classes (Continuing Studies or Program Registration)
- Instant registration for Continuing Studies courses (payment required at the time of registration) or Registration for Program courses
- Username retrieval and password resets
- View and update address information
- View your class schedule
- View financial information and make a payment
- View academic history (unofficial transcript) grades and grade point average

Instructor information services available include:

- Username retrieval and password resets
- View class rosters
- View class schedules
- Search for classes
- Send emails
- Submit final grade

To learn more about WebAdvisor check our FAQ page.

<http://www.jibc.ca/registration/registration-help/faq>



## PART IV

# POLICIES AND PROCEDURES

A number of JIBC policies and procedures that you should be aware of are listed below. The policies can be viewed via the JIBC website (<http://www.jibc.ca/about-jibc/governance/policies>). For more information on policies and procedures, see your JIBC contact.

- Accommodation of Employees Policy
- Final Grade Appeals Policy
- Academic Integrity Policy
- Academic Progression Policy
- Admissions Policy
- Conflict of Interest and Standards of Ethical Conduct Policy
- Copyright Compliance Policy
- Corporate Mobile Device Policy
- Equity and Diversity Policy
- Employee Harassment Policy
- Evaluation of Learning Policy
- Fair Dealing Policy
- Freedom of Information and Protection of Privacy (FOIPOP) Policy
- Grading Policy
- Intellectual Property Policy
- Information and Educational Technology Acceptable Use Policy
- Information Security Policy
- Records and Information Management Policy

### **Registration and Student Affairs**

- Student Harassment Policy
- Student Code of Conduct Policy
- Student Records Policy
- Protection of Privacy for Student Information
- Creation Maintenance and Retention of Student Records
- Release of Student Records
- Destruction of Student Records

### **Human Resources**

- Accommodation of Employees Procedure
- Accommodation of Students with Disabilities
- Copyright Compliance Procedure
- Corporate Mobile Device
- Harassment Resolution

## PART V

# LEARNER SERVICES

We believe that effective and supportive student services are fundamental to helping you achieve your educational goals and career aspirations. Whether you are applying for a program or are already enrolled, the student services staff are ready to help you with educational and career planning.

We provide Registration Services, Student Advising and Counselling and Services for Students with Disabilities.

# 12. Registration Services

## Registration

The Registration Office will help you find the course or program you want, answer your questions about applying, and help you register and pay your fees. Our staff can also answer your questions about transferring your credits from other institutions and obtaining credit for prior learning. The registration office is located on the main floor of the New Westminster campus.

### Hours

#### In person (New Westminster):

Monday, Tuesday, Wednesday and Friday

8:00 am – 4:00 pm

Thursdays

9:30 am – 4:00 pm

#### By phone:

Monday, Tuesday, Wednesday and Friday

8:15 a.m. – 3:45 p.m.

Thursdays

9:30 a.m. – 3:45p.m.

### Contact:

email: [register@jibc.ca](mailto:register@jibc.ca)

Phone: 604.528.5590 *Greater Vancouver*

1.877.528.5591 *Toll-Free, North America only*

For more information go to Registration on JIBC's website ([www.jibc.ca/registration](http://www.jibc.ca/registration)) to learn about:

- Ways to Register
- Registration Help
- Apply For a Program
- Fees and Refunds
- Forms
- Prior Learning Assessment
- Transfer Credit
- Contact Registration

# 13. Student Services

## Student Services

The Student Services is the first point of contact for potential and existing students. They also provide registration services for tuition based courses and answer inquiries about JIBC courses and programs by phone, fax, e-mail, and at the front counter.

Here are some of the other roles and responsibilities of the Student Services:

- Provide first line technical support including password resets/navigation assistance in online courses for students.
- Register participants into tuition-based classes.
- Accept applications for some JIBC programs (as negotiated with divisions).
- Process tuition and ancillary fee payments.
- Arrange student transfers, withdrawals, substitutions and refunds.
- Establish accounts to make it easy for organizations to enroll their staff or clients.
- Issue tuition receipts for income tax purposes (CRA T2202A forms) every February to students or parents who have paid \$100 or more for tuition and other allowable expenses.
- Issue official JIBC transcripts and parchments for credentialed programs.
- Respond to student record requests.
- Advise students regarding financial assistance options for qualifying JIBC programs.
- Advise students with disabilities about available services and, in consultation with academies and divisions, organize assistance and/or accommodations for them.
- Provide prospective students with an overview of justice and public safety career JIBC program information and refer prospective and current students to program coordinators and program assistants for program specific inquiries.
- Provide leadership in the development and maintenance of the JIBC's student records database.

The Student Services Centre is located on the main floor of the New Westminster campus.

Hours:

Monday, Tuesday, Wednesday and Friday

8:00 am – 4:00 pm

Thursdays

9:30 am – 4:00 pm

**Email:**

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Financial Aid & Awards	<a href="mailto:financialaid@jibc.ca">financialaid@jibc.ca</a>
Disability Services	<a href="mailto:studentresources@jibc.ca">studentresources@jibc.ca</a>
Prospect Advising	<a href="mailto:studenthelp@jibc.ca">studenthelp@jibc.ca</a>
Register	<a href="mailto:register@jibc.ca">register@jibc.ca</a>

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**Phone:**

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Financial Aid & Awards	604.528.5762	1.877.275.4332
Disability Services	604.528.5884	1.877.275.4331
Online Support	604.528.5590	1.877.528.5591
Fax:	604.528.5653	

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For more information you can check our website [www.jibc.ca/student-services](http://www.jibc.ca/student-services).

# 14. Student Advising and Counselling

## **Student Advising:**

Student advising can help students clarify academic and career goals that will assist in the successful transition to school and/or employment.

Advising staff can help students to:

- Choose or change program
- Select courses
- Clarify educational goals
- Determine how to strengthen studying/learning skills
- Connect their learning to career possibilities
- Connect with resources
- Answer questions about learning options

Students wanting academic advising should be referred to [studenthelp@jibc.ca](mailto:studenthelp@jibc.ca).

## **Student Counselling:**

The Manager of Student Learning Supports and Disability Resources values the role that faculty and staff serve in identifying students at risk and students who might benefit from support. To assist faculty and staff in performing this important role, *Supporting Students in Difficulty: A Guide for JIBC Staff & Faculty* has been developed to provide information, direction and guidance.

([http://www.jibc.ca/sites/default/files/student\\_services/pdf/Support\\_Students\\_Guide.pdf](http://www.jibc.ca/sites/default/files/student_services/pdf/Support_Students_Guide.pdf))

Consultation with the Manager is also available for faculty who would like further guidance in connecting a struggling student to appropriate supports.

Student counselling services are available for crisis intervention and on a short term basis. The Manager of Student Learning Supports and Disability Resources offers intake, assessment, crisis intervention, short term intervention, and referral to appropriate community resources for long term intervention and/or ongoing mental health supports. Counselling services are confidential.

### **Contact:**

To arrange for an appointment for confidential student counselling, please ask the student to contact the Manager of Student Learning Supports and Disability Resources:

Phone: 604.528.5884,  
toll-free: 1.877.275.4331  
email: [studentresources@jibc.ca](mailto:studentresources@jibc.ca)  
[mgwilliams@jibc.ca](mailto:mgwilliams@jibc.ca)

# 15. Services for Students with Disabilities

The JIBC is committed to providing a safe, inclusive and accessible environment for students with disabilities. The Manager of Student Learning Supports and Disability Resources works with faculty and staff to remove structural and attitudinal barriers in order to ensure that students with disabilities have access to educational resources and opportunities allowing them to pursue educational goals with dignity, independence and full participation in the JIBC community.

The Manager assists students with disabilities to officially register as a student with a disability in order to be able to access in-class and community resources and funding to support their academic endeavors which registered at the JIBC. In-class supports include academic accommodations, sign-language interpreting, and assistive technology. Academic accommodations include extra time on tests, testing in a separate room, etc. Community resources include available funding for eligible students through StudentAid BC, tutoring, counseling, etc. Services to students with disabilities are consistent with the JIBC's Accommodation of Students with Disabilities Policy. The Manager recognizes that each student is unique and therefore has their own individual needs in the academic environment. All information is confidential.

Refer students who disclose a disability to the Manager of Student Learning Supports and Disability Resources at

604.528.5884; 1-877.275.4331 or email [studentresources@jibc.ca](mailto:studentresources@jibc.ca)

For more information please check our website <http://www.jibc.ca/student-services/student-support>

# 16. Aboriginal Education and Services

JIBC's New Westminster campus is located on Coast Salish territory. In keeping with traditional protocols, we wish to express our gratitude to the Musqueam and Qayqayt First Nations who have ties to this territory and we wish to acknowledge the unceded territory of all Coast Salish peoples.

## **Our Purpose**

The Office of Student Affairs and the Office of Indigenization supports student engagement and success, providing culturally relevant education and training for Aboriginal learners. We also welcome all learners, communities and organizations to increase their awareness by learning from Aboriginal history, cultures and worldviews. JIBC acknowledges the unique identity and educational needs of Aboriginal learners, and promotes equitable and collaborative partnerships with Aboriginal peoples and communities. Our Aboriginal Gathering Place serves as a place to bring students, faculty and staff, and community members together to discuss Aboriginal education, and JIBC's role in addressing the Truth and Reconciliation Commission's Calls to Action. More information about our approach to Aboriginal education and community engagement can be found in our Indigenization Plan.

You can find JIBC's Indigenization Plan on our website: <http://www.jibc.ca/student-services/aboriginal-student-services/indigenization>

## **We Offer**

- Culturally safe, positive learning atmosphere
- Campus orientation
- Personalized, helpful advice and student support services
- Funding information
- Community-based delivery of programs
- Customized programs for your organization
- Community referrals
- An information bulletin board listing job opportunities, community events and takeaways

## **Our Circle Includes**

- Office of Indigenization
- Aboriginal Education Advisory Council
- Elders-in-Residence
- Faculty Members
- Office of Indigenization Staff
- Office of Student Affairs-Aboriginal Student Advisor

## **Contact Us**

We look forward to hearing from you and we invite you to visit the Aboriginal Gathering Place. We are located in office of Indigenization (AD134A-AD134D & AD135) on the main floor, near the gymnasium.

Aboriginal Student Advisor: 604-528-5621

Fax: 604.528.5640



Email: [aboriginal@jibc.ca](mailto:aboriginal@jibc.ca)

For more information you can check the website [www.jibc.ca/student-services/aboriginal-student-services](http://www.jibc.ca/student-services/aboriginal-student-services)

# 17. JIBC Student Handbook

The Student Handbook provides an overview of the wide range of services available to students including: campus amenities, library services, academic support, financial services, counselling services, services for aboriginal students and students with disabilities.

Refer students to Student Handbook for more information: <http://www.jibc.ca/current-students>

# 18. Wireless Student Network

Free wireless Internet access covers the entire New Westminster Campus.

Network: **JIBC-Students**

Password: **JiStudent**

## **How to Get Access?**

- Connect to the 'JIBC Student' network which will show up if they are in range
- Open web browser and you will be redirected to an authentication page
- login by typing your username and password

## PART VI

# LIBRARY

Visit the JIBC Library at the New Westminster campus or check it out online at [jibc.ca/library](http://jibc.ca/library).

The Library serves JIBC faculty, staff, instructors and students. In addition to providing this service at the New Westminster campus, library staff provide services and resources to faculty and students no matter their location.

The JIBC Library collection includes more than 19,000 books, 2400 DVDs, 157,000 eBooks, 11,000 streaming media titles, 30,000 eJournals and 100 print journals!

A search on the Library's Search Me! Discovery Service discovers nearly all the Library resources in one easy step.

Here is the link to JIBC's Library: <http://www.jibc.ca/library>

Read on to discover more!

### **Library Hours**

Monday – Thursday 8 am – 8 pm

Friday 8 am – 5 pm

Saturday 9 am – 4 pm (Sept – June)

**Summer hours:** Monday – Friday 8 am – 5 pm

(check website for dates)

### **Contact:**

Phone: 604-528-5599

Fax: 604-528-5593

Email: [library@jibc.ca](mailto:library@jibc.ca)

# 19. Library Services

## Borrowing

- Faculty – All JIBC faculty, staff and instructors may borrow (in-person and at a distance)
- Students – All students enrolled in Certificate, Diploma or Degree programs may borrow. This includes students at a distance and online (a free mailing service is provided to those who cannot come to the New Westminster campus). Students attending individual courses at the JIBC are welcome to use the Library and may borrow **books** through interlibrary loan.

## eResources

- All faculty, staff, instructors and students can access the Library's licensed eResources with a Username/Password available from the Library.
- **NEW:** students may use their Student Number/Password; Faculty may use their JIBC User ID/Password.
- eResources include:
  - Full-text journal and newspaper articles
  - eBooks (specialized and general collections)
  - Canadian case law and legislation
  - Streaming Media (including CBC, NFB, etc.)
  - 3D anatomy and physiology
  - BC Fire Code, BC Building Code, NFPA Fire Codes

Here is the link to the Library eResources on our website: [www.jibc.ca/library/eresources](http://www.jibc.ca/library/eresources)

## Reference Services

- Librarians are available to help with in-depth research as well as quick reference enquiries – no question is too big or too small!
- AskAway Chat Reference is available to faculty and students. AskAway provides after-hours reference and research Link: help. <http://www.jibc.ca/library/askaway>

## Faculty Resources

Check out this section of our website for useful resources that you can use in your courses:

- Applied Research Resources
- Course Reserves (print)
- Creative Commons
- Open Access
- Ordering Course Material
- Orientations (Library & Copyright)
- Publishing at the JIBC
- iPad Lending program

Here is the link to the Faculty Resources on our website: <http://www.jibc.ca/library/faculty-resources>

## **Orientations**

All faculty, staff and instructors should attend a JIBC Library & Copyright Orientation. Dates are listed under Orientations on the Faculty Resources page. This one-hour session is an introduction to:

- Alerts
- Copyright
- Course Reserves
- DVD booking
- Equipment booking (laptops, webcams, conference phones, etc)
- eResources
- Print resources
- Streaming media collections
- Student supports (APA citation, class orientations, online webinars, etc)
- Username/Password for eResource access
- Username/PIN for Library Borrowing Account

Here is the link to the Orientation on our website: <http://www.jibc.ca/library/faculty-resources/orientations>

## **Bibliographies and Subject Guides**

- Bibliographies are available in-print and online. They list JIBC Library books/DVDs on subjects ranging from Anatomy & Physiology, Conflict Resolution, Leadership, Training, Vehicle Extrication and more!  
Link: <http://www.jibc.ca/library/research-help/bibliographies/bibliographies-subject>
- Subject Guides: tailor-made guides cover top resources in areas such as APA Citation, Aboriginal Studies, Fire, Paramedicine, Police, Research Methods and more!  
Link: <http://libguides.jibc.ca>

# 20. Copyright: What You Need to Know.

The JIBC Library is here to provide support for our instructors and staff on copyright compliance, in following with the JIBC Copyright Compliance Policy, the JIBC Copyright Compliance Procedure, and the Copyright Act (R.S.C., 1985, c. C-42).

JIBC Copyright Compliance Policy: <http://www.jibc.ca/policy/3108>

JIBC Copyright Compliance Procedure: <http://www.jibc.ca/procedure/3108-001>

Copyright Act: <http://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>

All JIBC faculty and staff must follow the JIBC Fair Dealing Policy when using third-party materials in course manuals, course packs, handouts, and posting to Blackboard courses. The JIBC Fair Dealing Policy is based upon the Colleges and Institutes Canada's (CICan) Fair Dealing Guidelines, published in 2012. Visit the JIBC Copyright Guide for Faculty specifically the Fair Dealing section, for information as to what you can legally copy or post or how to find alternative material. This guide is designed to aid in proper presentation of educational material. **It is not legal advice.**

JIBC Copyright Guide for faculty: <http://libguides.jibc.ca/copyright>

The Library also offers an educational session on copyright which is part of the Library's general orientation. Regularly scheduled sessions are listed on the Library's Faculty Resources page in the Orientations section. Email ([library@jibc.ca](mailto:library@jibc.ca)) or call (604.528.5599) the Library to book a session.

Faculty resources: <http://www.jibc.ca/library/faculty-resources>

Orientation: <http://www.jibc.ca/library/faculty-resources/orientations>

Questions about copying works should be directed to Library staff at:

Phone: 604.528.5599

Email: [copyright@jibc.ca](mailto:copyright@jibc.ca)

## Course Reserves (Ares)

A one-stop online resource in BlackBoard for all student course readings (articles, book chapters and streamed videos).

The Library can assist you in providing students with links to online articles (to be embedded in Ares) or to find resources suitable for your course readings.

Link to Ares Subject Guide: <http://libguides.jibc.ca/ares>

Link to Course Reserves page: <http://www.jibc.ca/library/faculty-resources/course-reserves>

# 21. Citation Style

The JIBC uses APA (American Psychological Association) Style for writing research papers, manuals and articles. APA Style provides rules and guidelines for:

- Formatting (margins, indenting, punctuation, etc)
- In-text citations (references included in the body of the paper)
- Reference lists (Bibliography)

Citations are used to acknowledge the use of others' ideas. Failure to properly cite sources is plagiarism.

The JIBC Library APA Subject Guide provides examples and a short PDF Guide. Here is the link to APA Subject Guide on JIBC's website: <http://libguides.jibc.ca/apa>

JIBC faculty, staff, instructors and students have access to RefWorks – a citation management tool that organizes references and helps produce an APA-style reference list.

Here is the link to RefWork on JIBC's website: <http://www.jibc.ca/library/research-help/refworks>



## 22. Learning Commons

The online Learning Commons provides great writing and study skills resources to assist students, whether they are recent high school graduates or experienced professionals returning to school.

The Learning Commons provides practical guides on topics such as:

- Academic Integrity
- Exam Preparation
- Study Skills
- Time Management
- Writing Centre
- WriteAway: JIBC students can submit essays online and receive feedback to improve their essays.  
Link: <http://writeaway.ca/connect.php>

Here is the link to Learning Commons on JIBC's website: [www.jibc.ca/library/learning-commons](http://www.jibc.ca/library/learning-commons)

PART VII  
CAMPUS OPERATIONS & LOCATIONS

# 23. Room Set-up, Furniture, Audiovisual Equipment and Supplies

## **New Westminster**

Program staff will do their best to have your classroom set up the way you want it. Please give them plenty of advance notice. However, sometimes this is not possible and you may have to do it yourself. We recommend you arrive a few minutes early to deal with any unanticipated problems with the room set-up, equipment or course materials.

If you require assistance with room set-up, supplies, materials, equipment, etc., please notify your program assistant prior to the start date of the course. Give yourself lots of lead time in order to ensure your requests can be accommodated.

After completing the class please return any course materials, supplies, attendance sheet and evaluations to the program assistant. (If it's after hours, leave the materials at the Information desk in the atrium).

Please report any damaged furniture or audio/visual equipment malfunctions to the program assistant. Please **do not** move furniture or equipment between classrooms. If you require additional furniture, contact your program assistant.

## **All Other Campuses**

Room Set-up, Instructional Audio/Visual Equipment and Supplies procedures may vary from campus to campus. Please check with your program area for specific procedures prior to the start date of the course.

Please **do not** move furniture or equipment between classrooms. If you require additional furniture, contact facility staff onsite.

## 24. Assignment of Classrooms

Classroom assignment including homeroom and breakouts are booked via the program staff in the division. Please check with your division prior to the start of the course for room number(s) and location.

Classrooms are assigned as per size requirements and technical requirements and not by preferred floor or specific location, unless otherwise agreed, i.e. simulation room, or video conference room.

Monitors are now located in the corridors on every floor of the classroom block at the New Westminster campus. The monitors will display room numbers, course / event names and classroom locations for courses and events taking place each day.

# 25. First Aid

## **New Westminster**

A first aid attendant is available Monday-Friday between 7:30 a.m. and 4:30 p.m. If you require minor first aid or are aware of someone who does, dial “0” to contact the Main Information desk. Note: First aid attendants do not administer drugs.

**If the injury appears serious, call 911  
(or 9-911 if using an internal JIBC phone) and then notify  
the Main Information desk (dial “0”)**

## **All Other Campuses**

Please check with program staff in the division prior to the start of your course for first aid procedures.

## 26. Fire Drills/Evacuation

Fire drills are held once a year during the summer months. The alarm for a drill is indistinguishable from a regular fire alarm and so each fire alarm should be treated as a real incident.

If your class is in session when the fire alarm rings, ensure that all learners leave the classroom in an orderly manner, close the windows and close and lock the door (if you have a key), behind you to ensure the safety of the valuables left inside. Take your daily attendance list with you.

If you are NOT in class, leave the building immediately. Do not use an elevator. Evacuation team members will direct you to the nearest emergency exit.

Follow your class to the designated assembly area – (please note the New Westminster assembly areas are located on the 8th Ave and McBride sides of the parking lot). Take attendance at the assembly area. Report any missing people and their last-seen location to the assembly area controller. Re-enter the building only when the alarm has stopped ringing and you are advised to do so by an evacuation team member.

Please note each campus has site-specific Evacuation Procedures. Please familiarize yourself with the procedures when onsite.

# 27. Campus Security

Security is an important issue at all times of the day and night. Please ensure the security of your valuables and personal possessions while on campus and always lock your vehicle. If you must leave the building after dark, you are encouraged to use the “buddy system” and watch out for each other. We suggest that you familiarize yourself with the layout of the campus and the surrounding environment.

As hours from campus to campus differ, please contact your program assistant for current campus hours and the latest updates.

## **New Westminster**

The Security Office is located next to the Main Information Desk in the Atrium on the main floor. A Security Guard is available Monday through Friday from 6:00 a.m. to 10:00 p.m., and Saturday and Sunday from 7:30 a.m. to 5:30 p.m.

Report any problems to the Security Guard at 604.818.6922 or email [securityguardoffice@jibc.ca](mailto:securityguardoffice@jibc.ca). The campus is patrolled after business hours.

## **Maple Ridge**

A Security Guard is stationed outside the administration office Monday through Friday from 6:30 a.m. to 8:30 a.m., as well as 4:00 p.m. to 11:00 p.m. on Mondays, 4:00 p.m. to 8:00 p.m. Tuesday through Friday and 6:30 a.m. to 5:30 p.m. Saturdays and Sundays.

## **Victoria**

The campus is staffed during regular business hours. The building is alarmed when it is closed.

## **Chilliwack, Okanagan & Pitt Meadows**

Please check with program staff in the division prior to the start of your course for Security, Campus Access, and Hours of Operation.

# 28. Simulations

## **New Westminster**

Some JIBC divisions run simulations that could be disruptive to your classes at the New Westminster campus. Before this happens, signs are posted giving the dates and times (and sometimes locations) of these simulations. Be sure to notify your class participants so that they are not alarmed when they hear shouting or see “un-cooperative villains” being arrested in the building or the parking lots.

## **Maple Ridge**

You may see or hear fire-related activities at the Maple Ridge campus. Much of the fire-related training at this site provides a “hands on” experience for the participants.



# 29. Parking

## **New Westminster**

- Parking in our lot at the New Westminster campus is free-of-charge.
- Disability-designated parking is located near both main entrances to the building.
- Motorcycle parking is available at the side of the Dr. Rix Building.
- Overflow parking is available at the Canada Games Pool directly adjacent to the JIBC. Please park only within the designated parking areas, so as not to create a hazard by blocking roadways.

*Please note staff, students and visitors, are advised that vehicles parked at the JIBC will be subject to towing as per the following conditions: Parking in fire zone; parking in no-parking zone; parking in assigned or reserved space; parking in handicap space without permit; parking on sidewalk or lawn; blocking entrance, exit or traffic, or another vehicle within the property; blocking access to facilities; abandoned or expired registration.*

## **Maple Ridge**

Parking at the Maple Ridge campus is free-of-charge and is located behind the admin building on campus.

## **Victoria**

Three parking lots are within a two block radius to the campus with various rates: Robins Parkade, Broughton Street Parkade and View Street Parkade.

## **Chilliwack**

Parking at the Chilliwack campus is free-of-charge and is located near the entrance.

## **Okanagan**

Parking at the Okanagan campus is free-of-charge and is located near the entrance.

# 30. Food Services

## **New Westminster**

The JIBC's on-site, full-service cafeteria is open from 7:00 a.m. to 4:00 p.m. Monday through Friday. Please note summer hours are 7:00 a.m. – 3:00 p.m. The cafeteria offers a wide selection of hot and cold foods and beverages. Please speak with your JIBC contact for further information and to make the arrangements if you require cafeteria services on a Saturday.

A staff lunchroom is located on the second floor of the administrative wing. It is equipped with a water cooler, microwave and full-sized refrigerator.

## **Maple Ridge**

A lunchroom with a microwave and refrigerator is available on campus. There is also a soup and sandwich counter from 10:45 a.m. – 2:00 p.m. Monday through Friday. Sandwiches must be preordered online and submitted by 9:30 a.m. on the same day at [emberscafe.ca](http://emberscafe.ca). Hot and cold beverage machines and a snack machine are also onsite.

## **Victoria**

A lunchroom with fridge, microwave, toaster and coffee maker is available on campus. There are also many coffee shops and restaurants within a two-block radius.

## **Chilliwack**

Please check with your program area for available services.

## **Okanagan**

A lunchroom equipped with fridge, microwaves, kettle and coffee vending machine is available for faculty members and students. A coffee maker is available in the staff lounge. Restaurants are close by.

# 31. Public Telephones/Faxes, Bank Machines & Smoking Areas

## **Public Telephones/Faxes**

### New Westminster

There is one pay phone and a direct taxi phone located in the atrium behind the stairwell on the main floor of the building.

If you need to send a fax related to your course, please ask the program staff. Personal or other faxes can be sent from the JIBC Library for a minimal charge.

### Maple Ridge

There is a phone and fax machine available to faculty members and a public phone for students.

### Victoria

Small office with phone, computer and fax for faculty use.

### Chilliwack

A phone and fax are available to faculty members.

### Okanagan

A phone and fax are available to faculty members.

## **Bank Machines**

The New Westminster Campus is the only JIBC campus with a bank machine.

## **Designated Smoking Areas**

Check with onsite facilities at all campuses for designated smoking areas.

## 32. JIBC Store

The JIBC Store is the Justice Institute's retail outlet. With a product line of nearly 200 high quality, competitively priced products, the store offers a convenient place to buy unique gifts, JIBC-branded clothing, mugs, certificate frames, supplies and books.

All JIBC staff and faculty are entitled to a 15% discount on regularly priced apparel purchased at the JIBC Store. Simply provide proof you are a JIBC staff or faculty member to JIBC Store staff to receive your discount.

You can order online at or shop in person, Monday to Friday 9:30 a.m. – 4:00 p.m, or call 604.528.5870 or e-mail [jibcstore@jibc.ca](mailto:jibcstore@jibc.ca).

If you would like the JIBC Store to carry special materials, books or supplies for your class, please speak to your program assistant well ahead of time. (Four to eight weeks is usually required. However, sometime rush orders can be accommodated.)

# 33. Campus Locations & Hours of Operation

## New Westminster

715 McBride Boulevard, New Westminster, BC V3L 5T4 Canada – Phone: 604.525.5422

Building Hours:

- Monday through Friday from 6:00 a.m. to 10:00 p.m.
- Saturday & Sunday: 7:30 a.m. to 5:30 p.m.
- Statutory Holidays: Closed

For more information check the website [www.jibc.ca/campuses/new-westminster](http://www.jibc.ca/campuses/new-westminster)

## Maple Ridge

13500 256th Street, Maple Ridge, BC V4R 1C9 Canada – Phone: 604.462.1000

Building Hours:

- Monday through Friday from 8:00 a.m. to 4:00 p.m.
- Saturday, Sunday and Statutory Holidays Closed.

Training Hours\*:

- Monday through Friday from 6:30 a.m. to 7:00 p.m. (Mon until 11 pm)
- Saturday, Sunday and Statutory Holidays 6:30 a.m. to 5:30 p.m.  
*\* site may be closed Saturday, Sunday & Statutory Holidays when there are no scheduled courses*

For more information check the website [www.jibc.ca/campuses/maple-ridge](http://www.jibc.ca/campuses/maple-ridge)

## Victoria

810 Fort Street, Victoria, BC V8W 1H8 Canada – Phone: 250.405.3500

Building Hours:

- Monday through Friday from 7:30 a.m. to 5:00 p.m.

Training Hours:

- Monday through Friday from 7:30 a.m. to 4:30 p.m. *\*See note below.*
- Saturday, Sunday and Statutory Holidays: Closed  
*\*If training hours are required after 4:30 p.m., Monday-Friday, or on Saturday and/or Sunday that must be arranged with the Facilities Administrator or Facilities Administrative Assistant at the Victoria campus at least 5 business days in advance of the first training date. Please call the campus directly to arrange after hours and/or weekend training.*

For more information check the website [www.jibc.ca/campuses/victoria](http://www.jibc.ca/campuses/victoria).

## **Chilliwack**

*Building B, 5470 Dieppe Street, Chilliwack, BC V2R 5Y8 Canada* – Phone: 604.847.0881

Please check with program staff in the division prior to the start of your course for Security, Campus Access, and Hours of Operation.

Building Hours:

- Monday through Friday from 8:00 a.m. to 4:00 p.m.
- Saturday, Sunday and Statutory Holidays: Closed

For more information check the website [www.jibc.ca/campuses/chilliwack](http://www.jibc.ca/campuses/chilliwack)

## **Okanagan**

*825 Walrod Street, Kelowna, BC V1Y 2S4 Canada* – Phone: 250.469.6020

Please check with program staff in the division prior to the start of your course for Security, Campus Access, and Hours of Operation.

Building Hours\*:

- Monday through Friday from 8:00 a.m. to 4:00 p.m.
  - Saturday, Sunday and Statutory Holidays: Closed
- \*If no activities are scheduled, the campus may be locked down during normal business hours.*

For more information check the website [www.jibc.ca/campuses/okanagan](http://www.jibc.ca/campuses/okanagan)

## **Pitt Meadows: Driver Education Centre**

*18200 Ford Road, Pitt Meadows, BC V3Y 0A7 Canada* – Phone: 604.528.5807

Pitt Meadows Regional Airport is the home of the JIBC Driver Education Centre.

There are no standard building hours at this campus. For more information, please contact the Driver Education Centre at 604.528.5807 or email [dec@jibc.ca](mailto:dec@jibc.ca).

For more information check the website [www.jibc.ca/campuses/pitt-meadows-driver-education-centre](http://www.jibc.ca/campuses/pitt-meadows-driver-education-centre)

## PART VIII

# CENTRE FOR TEACHING, LEARNING & INNOVATION

CTLI is built upon an understanding of a relationship between the student, the instructor, the institution and its connection to the workplace and the community. Faculty members are a critical part of the applied education experience, as they are the link between the student, the workplace and the community, and the institution. We collaborate with our faculty to promote the highest quality learning experiences for JIBC students.

Since most of our projects require the use of educational technology, CTLI has evolved into and is recognized as a knowledgeable innovator of educational technologies in support of teaching and learning. If you would like to know more about any of the educational technologies listed below or would like to learn how to incorporate them into your class/course please feel free to visit us at CTLI Office in room C108 or send an email to [telt@jibc.ca](mailto:telt@jibc.ca).

- Blackboard (JIBC's Learning Management System)
- WordPress
- Mobile Learning Applications
- Question Mark
- Social Web Tools (instagram, Facebook, flickr, etc.)
- Video
- Audio
- Adobe Connect, BlueJeans (Web Conferencing)
- Camtasia
- Evernote
- Survey Tools
- Articulate Storyline
- Presentation Tools (Prezi, Adobe Presenter, Google doc, Adobe Spark, Adobe Voice, Slide share)
- Wireless Presentation Classrooms (\* See the note below)

\* Room C227, C329 and C326 at JIBC's New Westminster Campus are wireless presentation classrooms. They are equipped with monitor(s) and a wireless presentation device called WePresent. This set-up allows users to project their laptop, tablet or phone wirelessly on the screen. The screen has a 4-to-1 split screen capability which allows for simultaneous display of up to four devices. Talk to your program assistant if you need to book this type of classroom for teaching.

You can read more about our services on our blog [ctli.jibc.ca](http://ctli.jibc.ca).

# 34. Faculty Development Workshops and eLearning Support

## Workshops and Courses

There are many professional development opportunities for faculty members at JIBC. Check the schedule on our website for upcoming online or face-to-face workshops.

[www.jibc.ca/programs-courses/elearning/training-and-support](http://www.jibc.ca/programs-courses/elearning/training-and-support)

If you're looking for specific training and don't see it on our website, please send us a training request at [telt@jibc.ca](mailto:telt@jibc.ca).

The JIBC's Centre for Leadership offers the following online course for faculty new to teaching in an online environment:

### **Facilitating Online Learning (INDC-1330)**

Facilitating Online Learning is an interactive course developed to enhance the creation of dynamic and coherent online learning environments. Through the integration of conceptual study and practical application the course provides participants with a systematic and experience based approach to developing online facilitation skills.

With an evolving vision of the essentials of effective online learning environments, participants will develop a framework for course development and delivery and gain insight into approaches and methodologies that advance the online learning experience for both the learner and the facilitator/instructor. INDC100 Foundations of Instructional Practice ***recommended but not required***.

For more information, call Centre for Leadership at 604.528.5608 or toll-free at 1.877.799.0801, or e-mail [leadership@jibc.ca](mailto:leadership@jibc.ca)

## eLearning Support

The online course delivery platform used at JIBC is called **Blackboard Learning System**. Blackboard Learning System is a virtual learning environment and course management system designed to provide a virtual course environment for instructors and students. If you are going to teach an online course and are new to blackboard check out our website for more information.

[www.jibc.ca/programs-courses/elearning/help-elearning](http://www.jibc.ca/programs-courses/elearning/help-elearning)

If you would like to schedule a Blackboard training session please email us at [telt@jibc.ca](mailto:telt@jibc.ca)