

Sent on behalf of Dr. Scott Hinch (Associate Dean, Students)

Hello Forestry Instructors,

As you all begin a new term of instruction, I wanted to provide some updates and important resources that should help you.

Updates:

I wanted to remind you that students in your class will come down with COVID symptoms, some already have, and when that occurs, they are being asked to stay at home for 5 days for symptoms to abate. During that time, we are encouraging them to reach out to their instructors to inform them of their health situation and to ask for information to help them stay up with course curricula. Please do what you can to assist them. If you notice large absences from your courses, or are hearing from large numbers of students in your courses who are at home and not well, please let our student services know – for undergraduate courses (chiara.longhi@ubc.ca), for graduate courses (julie.morey@ubc.ca).

Below is an overview of some helpful resource documents that can be found at on the cloud [Resources for New Faculty Members](#)

-‘**Good to Know**’ – This document provides links and advice for dealing with: The time and location of your classrooms; How you may be able to change your class schedule or room for next year; How you submit an ‘Early Alert’ on a student; Information on dealing with and reporting Academic Misconduct.

-‘**Faculty Service Centre (FSC) User Guide**’ – This is an extremely important document that helps you: Access class lists and student photos; Email students, Enter and submit grades, Generate change grade forms. The FSC is not part of CANVAS, and it enables a simple means of creating class list spreadsheets and communicating with students outside of CANVAS.

-‘**Forestry Academic Misconduct Form**’ - Academic Misconduct involves cheating, copying, plagiarism, etc. If you suspect Academic Misconduct, there are several steps you should take, which may include filling in this form and sending it to the Associate Dean (students). More information on Academic Misconduct can be found in the ‘Good to Know’ document.

-‘**Supporting Students in Distress**’ – You may observe or encounter students who need mental health counselling. See this resource for more information on submitting an ‘Early Alert’, and for how to have a conversation with a student in distress.

-‘**Supporting People Dealing with Sexual Violence**’ - The Sexual Violence Prevention and Response Office (SVPRO) is a safe and confidential place for students, faculty and staff who have experienced sexual violence, regardless of when or where it took place. Details are provided in this resource as to how to access the SVPRO and how to have a conversation with a survivor of sexual violence.

You are always welcome to reach out to me if you have any questions or concerns about these updates or resources.