

Department of Music: Faculty and Instructor FAQ

How do I book rooms?

Please contact front reception in the Department of Music office (FAB 3-82) either in person or via email (music@ualberta.ca) to enquire about room bookings and availability.

How do I get keys to a classroom, studio, or AV cabinet?

Please contact front reception in the Music Office (FAB 3-82) in person to receive the required keys. There is no fee charged to instructors for keys, but your signature is required to receive each key.

How do I get library sign-out access?

The ONEcard you were issued upon appointment serves as your library card. Sessional instructors have greater privileges attached with their one card (e.g. term loans, unlimited number of items to be signed out at once). The card can have money added to it, and can be used for photocopying/ printing in the library or lab. If you require access to the library prior to your start date, please see the Music Department APO for assistance.

How/when do I order textbooks?

Textbooks can be ordered through the [Faculty Resources section of University of Alberta Bookstore website](#). The bookstore lists the following suggested textbook adoption dates:

- June 15th for Fall Term
- October 15th for Winter Term
- March 15th for Spring Term
- May 15th for Summer Term

If you miss one of these deadlines, please contact the bookstore for special requests.

How do I make photocopies of my course outlines and related materials?

Instructors are encouraged to go paper free whenever possible, and many course materials (such as course outlines) may be distributed digitally via eClass or email.

To request an access code for the Department of Music office photocopier, please visit the reception desk or email the Department of Music Administrative Assistant.

For larger print jobs (e.g., exam materials), please use [McCallum Printing](#). Speed codes for purchasing may be obtained by contacting the Department of Music Administrative Assistant. Please note that it may take between 3-7 days to make your copies, so be sure to plan ahead.

What information must be included on my course outline?

Please refer to the [Evaluation Procedures and Grading System](#) section of the University of Alberta Calendar, which contains information and policy related to course outlines. Further information and guidelines specific to the Department of Music can be found in the Syllabus Templates provided on the [Forms Cabinet page](#).

What is eClass, and how do I request an eClass site for my class?

eClass is a Moodle-based e-learning platform used by the University of Alberta to facilitate teaching and learning; for more information, please refer to this [IST page](#). If you are listed as a course instructor on Bear Tracks, you may use the page [Enabling \(Requesting\) Your Course in eClass](#) to request an eClass space.

When and how do I get a final class list?

For classroom based courses, please consult Bear Tracks after the add/drop deadline in order to find your final class list.

For applied music courses, please contact either your Area Coordinator or the Undergraduate Administrator after the add/drop deadline to determine final enrolments.

How do I determine a grading scale for my class?

Please consult the Office of the Registrar's page [Grading System Explained](#). Further information on Department of Music grading guidelines can be found in the Syllabus Templates provided on the [Forms Cabinet page](#).

How do I submit final grades for classroom courses?

At the end of each term for all classes except Applied Music courses, grades are to be submitted electronically via Bear Tracks. Further instructions on how to do this can be found on the page [Electronic Grades Submission](#).

If you have questions about the grading system, such as what to input when a student misses their final exam, please refer to the [Grading Systems Explained](#) page offered by the registrar's office.

How do I submit final grades for applied music courses?

All grades for Applied Music are to be submitted to the Area Coordinator overseeing your specific instrumental area no later than five (5) days following the final exam and/or jury.

What is expected for juries?

The Performance Area has established repertoire requirements and jury lengths according to level and instrumental study. Please see the Syllabus Templates for Applied Teaching provided on the [Forms Cabinet page](#) for jury information, grading guidelines and other information related to studio teaching.

How am I evaluated on my teaching?

Online USRIs ([Universal Student Ratings of Instruction](#)) are conducted toward the end of each term for all classroom-based courses. Both students and instructors will receive email notifications throughout the process.

If you are an applied music instructor, student course evaluations will be conducted via written comment sheets. Please ensure these evaluations are completed during your rep class. Toward the end of term you will receive an email from the Department of Music Undergraduate Advisor with further details on this process.

Instructors may also receive periodic observations by designated faculty peers, and/or the Music Department chair. The Department has an established process for the observation of contract instructors in order to provide helpful and constructive feedback for pedagogical development.

How do I find out about uAlberta policies?

For university wide policies, please visit the [UA Policies and Principles Online \(UAPPOL\) website](#). For policies specific to the Faculty of Arts, please consult the [Arts Intranet](#).