SFU

Surrey Campus

FACULTY and STAFF ORIENTATION HANDBOOK

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About Simon Fraser University Surrey

Simon Fraser University Surrey is one of BC's leading university campuses for study and research. Offering distinctive nationally and internationally acclaimed programs, Simon Fraser University Surrey promotes student success with a high quality learning environment based on innovative teaching approaches, small class sizes, and a vibrant research community. The campus, which opened its doors in September 2002, is located adjacent to the Surrey Central SkyTrain station at King George Boulevard and 102nd Avenue.

Students

In 2010/11 there were over 7,000 students taking programs and courses at SFU Surrey including 3,308 full time equivalent undergraduate and graduate students.

Programs

Undergraduate programs in Applied Sciences, Arts and Social Sciences, Business Administration, Education, Communication, Art and Technology, Environment, Science are being offered. SFU Surrey offers unique undergraduate first year programs in FCAT (Communication, Art and Technology), "TechOne", Business "Business One", Applied Sciences "Systems One", Arts and Social Sciences, "Explorations", and Science, "Science Year One". Graduate programs are being offered in Computing Science, Engineering Science, Education, Interactive Arts and Technology, and Mathematics. Professional education programs and credit and non-credit programs in Continuing Studies are also being offered.

Research

SFU Surrey is a research intensive campus. Its research faculty have received over $20M in national research grants and contracts and are conducting leading edge research in a variety of areas. A number of research institutes and groups are situated at SFU including those in visual analytics, cybercrime, legal education, intelligent vehicle systems, education policy, advanced media, industrial mathematics, and open software technology.

Community

Community engagement has been a critical component of the vision for our urban campus in Surrey's new city centre. Our students and faculty work creatively to connect with the community for class projects, guest speakers, research, and for volunteer opportunities. The President's community advisory council, comprised of 18 private and public sector leaders, has guided senior administration on business and community needs. SFU has collaborative agreements and active liaison with the City of Surrey and the Surrey School District. SFU Surrey is also a member of the Surrey Board of Trade and Downtown Surrey Business Improvement Association and the Chambers of Langley, Cloverdale, South Surrey White Rock, and Abbotsford.

Simon Fraser University Surrey
Central City
250 – 13450 102 Avenue
Surrey BC V3T 0A3

See also the **"Surrey Community"** web page at: http://community.surrey.sfu.ca and read the Surrey campus' weekly electronic newsletter **"SFU Surrey Online Bulletin".**

SFU Surrey Campus Vision

SFU Surrey is one of BC's leading university campuses for study and research. Offering distinctive nationally and internationally acclaimed programs, SFU Surrey promotes student success with a high quality learning environment based on our innovative teaching approaches, smaller class sizes, and vibrant research community housed in an award-winning facility.

Fully integrated with SFU's other campuses, the Surrey campus will grow to more than 5,500 students by 2015, including 500 international students and a thriving research community of over 1,000 graduate students. The following principles will guide SFU Surrey's expansion:

• SFU Surrey offers distinctive undergraduate and graduate degree programs from all seven SFU Faculties (Arts & Social Sciences, Applied Sciences, Business, Education, Health Sciences, Science, and Communication, Art and Technology) in addition to a range of non-credit educational activities.

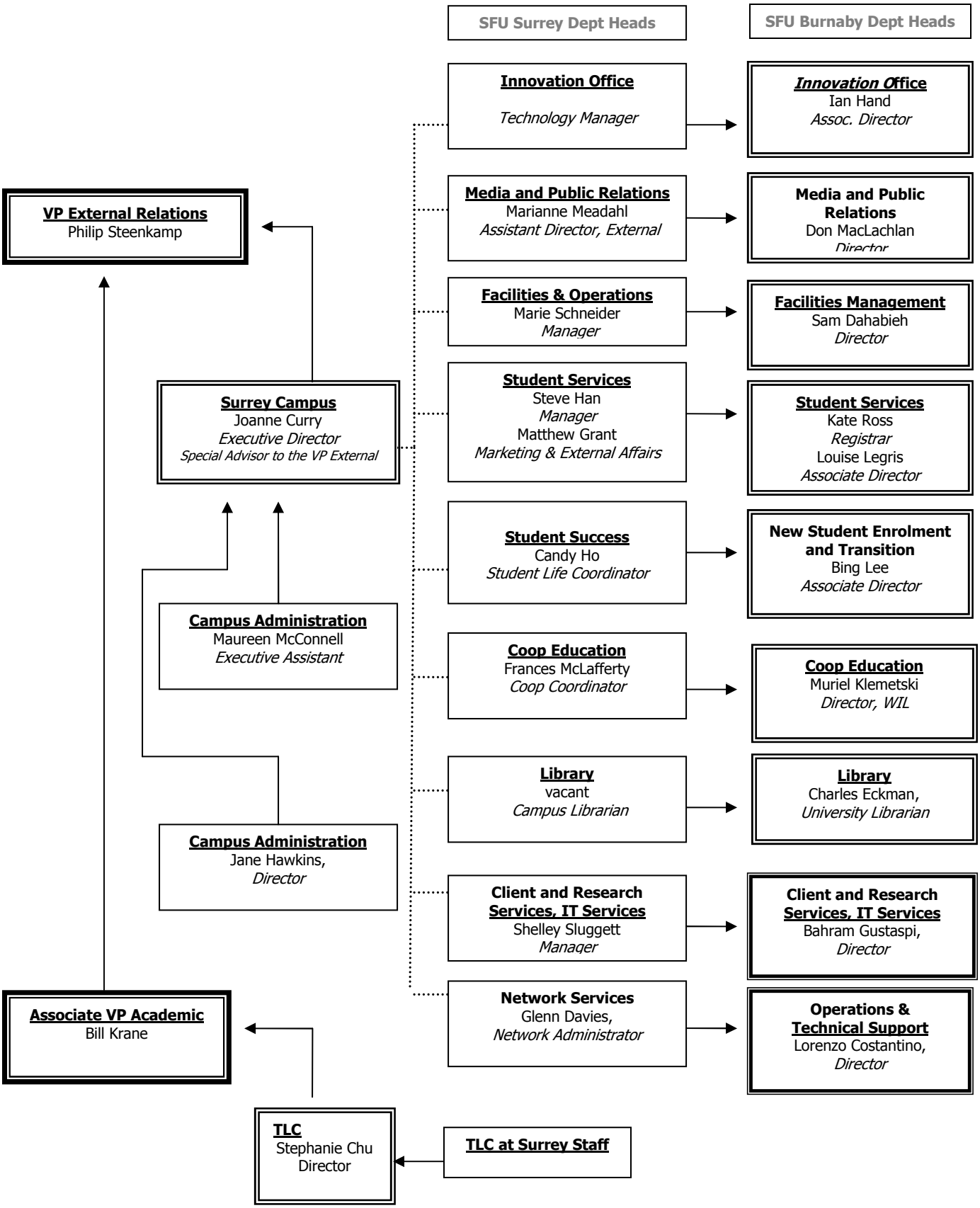
• SFU Surrey delivers a broad spectrum of interdisciplinary, research-based programs founded on our existing strengths in technology, management, human-centered design, and the integration of the arts and sciences. The study of the societal impacts of new technologies will expand as a research focus. We support the program and research opportunities made possible by our new urban campus south of the Fraser River, in one of Canada's fastest growing regions and accessible by SkyTrain.

• SFU Surrey students enter the campus through first-year cohort programs designed to provide a strong foundation for their academic career and exposure to a full range to provide a strong foundation for their academic career and exposure to a full range of disciplinary ideas. Our cohort programs allow students to take their courses in smaller groups that support peer learning through dialogue and rich interaction with professors.

• SFU Surrey offers students access to smaller classes and an intimate campus experience. We embrace innovative learning and teaching approaches and responsive experience. We embrace innovative learning and teaching approaches and responsive student services that support student learning. These may include but will not be limited to interdisciplinary programs, online learning opportunities, problem-based learning, and co-operative education.

• SFU Surrey's connection with the diverse communities of the South Fraser region is highly valued, and programs and initiatives that expand the University's reach in our community will have priority for development. SFU Surrey will continue to collaborate with educational, business, and other organizations in the region and will serve as an intellectual and creative resource through credit and non-credit education, research, industry liaison, and community outreach.

SFU SURREY ORGANIZATION CHART



Summer 2012 Edition

Facilities Services

Facilities Services staff are responsible for providing a safe and effective physical environment for campus life. Facilities Services cover operations and maintenance in the building, ranging through the alphabet of activities from access cards to mail room services to window blind repairs. We direct and coordinate Campus Security and janitorial services. Our key support to your learning environment is through classroom and special event set ups. Our staff are on duty Monday to Saturday, daytime hours to 6:00 pm We have a presence on campus 24 hours a day, seven days a week through Campus Security for help with burnt lights out, locked doors, minor repairs, etc.

We also assist in your functions at Surrey campus by providing access cards, keys and parking. Your department administrative representative will notify Facilities of your requirements so that we can get you set up.

Facilities Services offices are co-located on Podium 3 with IT Services. You can contact us for service requests by email at **fmrequest@sfu.ca**.

In the classrooms, the wall phones have a one-dial key to immediately connect you to Campus Security.

Facilities Staff:
Marie Schneider – Facilities Manager – (778) 782.7496
Todd Mann – Facilities Coordinator – (778) 782.7495
Adam Pike – Facilities Clerk – (778) 782.7494
Andrew Wickerson – Facilities Clerk – (778) 782.9429
Arnold Lee – Mail Room Clerk – (778) 782.8021
Chris Powell – Facilities Clerk – (778) 782.7549
Kathleen Lepitzki – Administrative Assistant – (778) 782.8468

IT Services

http://www.surrey.sfu.ca/it

Client Support and Research Services (CaRS) and Network Services (NS) provide and maintain the computing and multimedia infrastructure for the Surrey Campus. In support of the Academic Programs at the Surrey Campus, CaRS manages the distributed computing facilities including instructional classrooms, computer labs, studio labs, drop in labs, Library Infocommons, tutorial and seminar spaces and the multimedia production studios. In support of the staff, faculty and research community, CaRS provides multi-platform microcomputer and workstation hardware and software support, printing and file store. CaRS also provides classroom technology support, lecture recording, rich media capturing/streaming/archiving and videoconferencing services. NS provides the network (wired and wireless) and core services for the campus such as firewall, IP addressing, Active Directory domain servers, computer names, distributed file store, network time, and FTP.

IT Services in Burnaby provides computing IDs, electronic mail services, web services, learning technologies, research services, enterprise information systems (SIMS, HAP, etc) and IT infrastructure support to the broad SFU community.

Contact Information for Technical Assistance:
Room: 3505 Podium 3
Help Desk: 778-782-7490
Email: help-surrey@sfu.ca
http://surrey.sfu.ca/itservices/index.html

CaRS Staff:
Shelley Sluggett – Manager – (778) 782-7470
Linnea Cudmore – Systems Consultant – (778) 782.7473
Geoff Brown – Systems Consultant – (778) 782.7472
Brian Haubrick – Systems Consultant – (778) 782.7471
Patrick Phang – Systems Consultant – (778) 782.7615
Warren Bandzmer – Media Technician – (778) 782 8028
Lab Technicians – (778) 782.7490

NS Staff:
Glenn Davies – Manager – (778) 782.3939
Vic Hiebert – Network Administrator – (778) 782.7539
Salman Khan – Network Administrator – (778) 782.9421

The Teaching and Learning Centre

Who we are

The education and media professionals at the Teaching and Learning Centre (TLC) offer innovative practices to enhance the student experience at SFU. In strategic partnerships with the university community, we celebrate the creative culture of the teaching and learning network on all three campuses.

What we do

The programs, services, and supports offered at the TLC are personalized and incorporate general and discipline-specific approaches. Our team includes specialists in:

- Educational consultation
- Learning technologies and webcasting
- Photography and videography
- Programming to enhance your teaching
- Web and communication design

As part of the Life Long Learning Unit, we collaborate with SFU instructors, graduate students who intend to teach, administrators, and other staff to promote the highest quality learning experiences for SFU students. In addition to working with the SFU community, our expert in-house media team also offers its services to those outside the university at competitive rates.

Our Priorities

We are part of the university-wide cultural shift towards a greater emphasis on teaching and learning. In 2010, the TLC adjusted its priorities to better reflect our dedication to providing the highest calibre learning experience for SFU students. Our focus is on ensuring we are “one stop, one step” for the teaching and learning community.

We can work with you on a range of topics, including:

- Teaching large classes
- Syllabus and curriculum development
- First-time teaching
- Crafting assignments and evaluation
- Diversity in the classroom
- Media services
- Social media as a learning tool
- Web and learning technology support
- Student engagement
- Teaching dossiers

How we keep you informed

On our website, you will find news features, information about TLC programming, services, and supports, as well as a variety of resources. Our TLC team profile page lets you get to know our staff better, while the monthly TLC Email Update provides a regular opportunity to learn more about TLC offerings.

In collaboration with the university community, we are also bringing together stories from across the university in a quarterly *Teaching and Learning News Bulletin* that highlights articles from the *Teaching and Learning News* blog. The blog and the bulletin have become a key tool connecting the teaching and learning network.

Where we are

Our website is www.sfu.ca/tlcentreAll services can be arranged by contacting: 778.782.3910
Email inquiries - TLCENTRE@SFU.CA

SFU Burnaby (main office) Room 7560, Education Building	SFU Surrey Room 2706, Podium 2	SFU Vancouver SGSB 2690

Fraser Valley Real Estate Board Academic Library

Podium 3600 778.782.7411 lib-surrey@sfu.ca www.lib.sfu.ca/surrey/

Reserves

The Reserves collection houses library materials on course reading lists and other materials for which a high demand is anticipated by faculty. Loan periods for these materials are short to provide access to the maximum number of students. If copyright allows, online reserves can be created.

Faculty can request various materials to be placed on reserve

- Books, ebooks, videos, DVDs & games
- photocopies of articles & book chapters
- online journal articles, ebook chapters and web sites
- lecture notes, assignments, solutions, sample exams, etc.
- professors' personal copies of materials.

Textbooks and other material on reading lists are **not** automatically placed on Reserve. **Request Reserves early** – ideally 2 months in advance - to allow time to acquire the materials.

Make reserve requests online at lib-reserves.lib.sfu.ca/rrps/login or email lib-surrey@sfu.ca. For more details and instructions see www.lib.sfu.ca/my-library/services-for-you/placing-reserves.

Media Booking

The Fraser Library has a growing collection of films on DVD and VHS and a larger collection is available at the Bennett Library on the Burnaby Campus. Most of the titles in the film collection are licensed for non-theatrical public performance use at Simon Fraser University and may be booked for classroom viewing by SFU faculty, instructors and students.

Book films for classroom showing online at lib-db1.lib.sfu.ca/MEDREQ/req.cgi or email media@sfu.ca **at least two weeks in advance**. For details see http://www.lib.sfu.ca/media-resource-centre/booking-films.

Library Instruction & Guides

In partnership with faculty, SFU librarians help students develop their research skills within the context of the subjects they are studying. Faculty who have assignments that require use of library resources are encouraged to work with librarians. We can

- help you design research assignments which make effective use of library resources
- create library web guides and tutorials tailored to specific courses or assignments
- teach course- or assignment-oriented library workshops to students.

Assignment-specific guides and workshops will help students analyze their topics, identify the best key resources and develop effective search strategies. Contact a Librarian to arrange for library instruction.

The Library also provides general research guides to selected key information resources, such as print, electronic article databases, e-journals, Internet resources, etc. These guides are arranged by department and are an ideal starting point for researchers: www.lib.sfu.ca/help/subject-guides.

Plagiarism Resources

The SFU Library offers an interactive online tutorial www.lib.sfu.ca/help/tutorials/plagiarism-tutorial to help students learn to recognize plagiarism and develop skills to avoid it, such as correct citation of sources, note-taking, and paraphrasing. If you would like to integrate this tutorial into your WebCT courses, contact Yolanda Koscielski (ysk6@sfu.ca / 778.782.3315).

The library also has guides and online tutorials on how to successfully conduct a research, evaluate Internet and other sources, appropriately cite information, and correctly prepare bibliographies and footnotes, etc. These are linked from the top of: www.lib.sfu.ca/help/subject-guides.

SFU has Academic Honesty and Student Conduct Policies (S10.01 – 10.04) which address the issue of plagiarism. SFU also subscribes to a service called Turnitin, to help instructors detect plagiarism in student essays and term projects. Refer to the guide at http://www.tlcentre.sfu.ca/learninig/technology/turnitin/ for information on how to register for this service. Check www.plagiarism.org, a site specifically designed for educators, for the latest information on Internet plagiarism.

Liaison Librarians

The Library has an information specialist for every academic department. Liaison Librarians develop the print and electronic collection for their departments in consultation with Library Representatives and other faculty; provide reference service and information literacy instruction; and communicate with faculty and students regarding Library resources, services and policies. At Surrey, contact:

Jenna Walsh	Computing Science, Engineering, Science & Business @ Surrey	27419	jmwalsh@sfu.ca
Shane Plante	Interactive Arts and Technology, Criminology	27588	spa61@sfu.ca
Holly Hendrigan	Explorations, World Literature, MATE, Education @ Surrey	28023	holly_hendrigan@sfu.ca

Other Staff

	Campus Librarian	27417	ngjertse@sfu.ca
Mabel Tang	Library Assistant, Equipment & Loans	27422	tang@sfu.ca
Alisa Kuan	Library Assistant, Reserves & Loans	27424	akuan@sfu.ca
Adrian Bisek	Library Assistant, Equipment & Loans	28027	amb4@sfu.ca
Soo Oh	Library Assistant, Equipment & Loans	28027	sooo@sfu.ca

Should you have any questions, concerns, or need more information, please email lib-surrey@sfu.ca or contact a librarian directly.

Resource Scheduling

Requests to book campus resources may be submitted online at: www.surrey.sfu.ca/community/roombooking.html. Bookings requests must be submitted at least three working days in advance. Requests for multiple rooms and other resources should be submitted one to two weeks in advance. Confirmation of the booking will be received by email within three working days. Please direct inquiries to the Campus Space Coordinator at sryssched@sfu.ca or 778-782-7558

1) Casual Room Bookings: This includes classrooms, computer labs and meeting rooms.

Instructional Room	Type	* Capacity
SUR 2600	Lecture Theatre	200
SUR 2710	Seminar Room	27
SUR 2740	Classroom	108
SUR 2750	Classroom	60
SUR 2980	Classroom	39
SUR 2985	Classroom	45
SUR 2990	Tutorial Room	27
SUR 2995	Tutorial Room	27
SUR 3010	Tutorial Room	24
SUR 3040	Seminar Room	30
SUR 3050	Computer Lab (PC)	24
SUR 3090	Lecture Theatre	100
SUR 3100	Studio Lab (PC/MAC)	24
SUR 3120	Tutorial Room	24
SUR 3130	Studio Lab (PC/MAC)	24
SUR 3140	Studio Lab (PC/MAC)	24
SUR 3150	Tutorial Room	24
SUR 3170	Classroom	90
SUR 3200	Classroom	48
SUR 3240	Classroom	58
SUR 3250	Classroom	58
SUR 3260	Tutorial Room	24
SUR 3270	Classroom	48
SUR 3280	Classroom	48
SUR 3290	Tutorial Room	24
SUR 3300	Computer Lab (PC)	24
SUR 3310	Lecture Theatre	100
SUR 3340	Classroom	58
SUR 3350	Studio Workspace	32
SUR 5060	Seminar Room	30
SUR 5080	Classroom	60
SUR 5100	Classroom	60
SUR 5140	Classroom	100
SUR 5240	Classroom	100
SUR 5280	Lecture Theatre	150
SUR 5320	Seminar Room	30
SUR 5360	Classroom	60

* Please note that, for safety reasons, the maximum capacity of room **cannot** be exceeded for any reason.

SFU Surrey also has seven meeting rooms that can be booked for meetings by SFU faculty and staff in SFU Connect. Some of them have AV equipment and some have conference call capabilities. The meeting rooms can be booked online are:

Meeting Room	Capacity	Internet	Data Projector
SUR 2735	10	Yes	Yes
SUR 2746	16	Yes	Yes
SUR 4010	24	Yes	Yes
SUR 4040	24	Yes	Yes
SUR 4260	14	Yes	Yes
SUR 5020	10	Yes	Yes
SUR 5200	10	Yes	Yes

2) <u>Booking Office Hours</u>. There are three offices on Galleria 5 of the campus that can be booked for office hours. Both of these offices are equipped with a computer and a telephone. They can be booked for the term on a first come first serve basis.

Room	Capacity	Telephone
SUR 5302	4	27516
SUR 5304	4	27596
SUR 5306	4	27592

SFU Surrey Student Services

Location**: Mezzanine Level and Galleria Level**

Student Services at SFU Surrey includes the **Registrar & Information Services, Marketing and External Affairs, Student Life, Health and Counselling Centre, Work Integrated Learning (Co-operative Education & Career Services), and Academic Advising.** Most services are found on the Mezzanine Level with the exception of **Student Life** which is located on the Galleria Level 3.

Hours of Operation – Monday to Friday 9:00 am – 4:30 pm
Phone: (778) 782-7400
Fax: (778) 782-7403
Email: stserv@sfu.ca
Website: http://www.surrey.sfu.ca/students/

Registrar & Information Services staff provide front counter services for Simon Fraser University Surrey students including:

- official transcripts
- verification of enrollment
- tuition fee payments and admission deposits
- processing of some financial assistance documents
- SFU Surrey photo ID/Library Card and U-pass production

In conjunction with the various Student Service departments at SFU we offer satellite services to students at Surrey. Information for these resources can be found at the following website: http://www.surrey.sfu.ca/undergraduate/resources.

Enrollment & Recruitment Services provides prospective undergraduate students with information about the people, programs, and campus of Simon Fraser University Surrey. Faculty and Staff are encouraged to contact the Enrollment & Recruitment office for detailed guidance on University undergraduate admission requirements or to find out more about SFU Surrey by taking advantage of campus tours, information sessions, open houses, and presentations.

The **Student Development and Programming** office at Surrey has a full time Student Life Coordinator who supports a variety of campus activities, including orientation, clubs and services days, and student led events/programs. The Student Life Coordinator also promotes volunteerism and building campus community.

The **Recreation and Athletics** office supports recreation activities on the Surrey campus. Access to certain services is currently only available to members of the Surrey campus community. This includes students who have been accepted or approved to programs/majors specifically at Surrey and continuing full-time/part-time staff and faculty.

As part of the **Work Integrated Learning** group, SFU Surrey provides **Co-operative Education** (Co-op) opportunities for students in the areas of Applied Sciences, Arts and Social Sciences, Education, Business, and Science. SFU Co-op program has partnered with industry to develop a wide range of interesting and challenging workplace opportunities for talented and enthusiastic SFU Surrey students. Through this partnership, students have been able to put their “theory into practice” and employers have been able to meet various organizational goals in a highly cost-effective manner. **Career Services** at SFU Surrey offers one-on-one career advising appointments, workshops, and employer events for students.

Whether you're struggling to get over your ex, eating something other than chips for lunch one day this week, or trying to fit more exercise in to your schedule **HCC** is here to help. **Health and Counselling Centre (HCC)** will provide some services for counseling, and health promotion programming for students at SFU Surrey. Other services are available through SFU Burnaby.

Contacts:

Steve Noel – Acting Manager, Registrar & Information Services – (778) 782.7406
Susan Siddall - Information Assistant – Registrar & Information Services – (778) 782.7402
Shaili Ghaimire - Information Assistant – Registrar & Information Services – (778) 782.7400
Candy Ho – Student Life Coordinator (Student Development & Programming) – (778) 782.7407
Rosaline Baik – General Academic Advisor (Academic Advising and Student Success) – (778) 782.7400
Rachel Ridley – Enrolment Coordinator – (778) 782.8082
Matthew Grant – Marketing & External Affairs – (778) 782.7484
Lyndsey Kingston – Marketing & Communication Coordinator, Marketing & External Affairs – (778) 782-7550
Andrew Leung – Web/Graphics Design Technician – (778) 782.8817
Sue Armitage – Recreation and Athletics – (778) 782.7543
Frances McLafferty – Co-op Coordinator – (778) 782.7480
Ryan Macdonald – Co-op – (778) 782.8171
David Lindskoog – Career Advisor - (778) 782.8029
Vicky Howe, Program Assistant – (778) 782.7617
Melissa Chungfat, Coop Student Advisor, (778) 782.8102
Megan Pinfield - Counselling Services – (778) 782.8022

Yosef Wosk Student Learning Commons
Questions & Answers

1) What is the Yosef Wosk Student Learning Commons?
The Yosef Wosk Student Learning Commons (YWSLC) is an academic learning centre providing assistance with academic writing, study and learning strategies, English language support, and more. YWSLC programs and services are open to all SFU students: undergraduate, graduate, international, mature, EAL/ESL, and others.

2) Why do students go to the YWSLC?
Most students visit the YWSLC because they would like to improve some aspect of their academic performance, whether it is writing a better term paper, learning how to take good notes during lectures, or developing effective studying strategies.

3) Can faculty send students to the YWSLC?
Faculty are highly encouraged to recommend that students visit the YWSLC for more writing, learning or other academic help than the course instructor or TAs can provide. Faculty endorsement is highly effective in educating students about the services offered by the YWSLC.
Students can make an appointment online at *http://learningcommons.sfu.ca/*surrey .

4) What kind of help will students get?
The YWSLC offers workshops, individual appointments and drop-in consultations with professional staff and student peers. We are also developing comprehensive online resources to consult on or off campus.

5) What writing and learning topics are covered by the YWSLC?
Writing services include assistance with developing a thesis, appropriate referencing of sources, improving coherence and cohesion, and controlling sentence structure and punctuation. Learning services include assistance with exam strategies, note taking, academic reading, time management and learning from lectures.

6) How does the YWSLC help students write papers or lab reports?
The YWSLC does not edit or proof-read papers, or tutor students on course content. Our goal is to provide students with insights, skills and techniques to improve their own academic performance - including how to edit and proof-read their own work.

7) Who are the YWSLC staff?
At the Surrey campus,
Learning Services Coordinator: Cynthia Wright; cawright@sfu.ca

Cynthia is joined by her colleagues at the Burnaby campus;
SLC Director: Elaine Fairey; efairey@sfu.ca
Learning Services Coordinator: Donna McGee Thompson; dmcthomp@sfu.ca
Writing Services Coordinator: Dr. Amanda Goldrick-Jones; agoldric@sfu.ca

8) Who are the YWSLC Peer Educators and what do they do?
YWSLC Peer Educators are student volunteers selected for their excellent academic and interpersonal skills. The Peers meet with students to help them develop their writing and learning skills, or explore any other academic concerns. If a student needs more specialized assistance, Peers provide a referral to the Learning Services Coordinator or to other appropriate campus services.

9) Where is the YWSLC located?
At SFU Surrey, the Yosef Wosk Student Learning Commons is located in room 3695 on Podium level 3. In Burnaby, the SLC is on the 3rd floor of the Bennett Library. SFU Vancouver programs and services, including appointments with Peers, will be offered in various locations at Harbour Centre.

10) How can faculty work with the YWSLC?

The Learning Services Coordinator enthusiastically welcomes faculty feedback, suggestions, and participation in workshops and other programs. She is also very interested in partnering with faculty and other instructors to tailor programs to specific courses or disciplines. Please drop by the Student Learning Commons to introduce yourself. The Coordinator can be contacted at learning-commons-surrey@sfu.ca or 778.782.7614.

11) More information about the Yosef Wosk Student Learning Commons?

Visit our website at *http://learningcommons.sfu.ca/surrey* for much more information about YWSLC programs and services.

Campus Information

General

Access Cards
SFU Surrey photo ID cards serve as access cards and are provided to faculty, staff and students in Surrey programs. Students in Burnaby programs taking classes at SFU Surrey will require 2 cards. One is their Burnaby Library/ID card which they may already have or need to get from the Registrar and Information Services office at any of the 3 campuses. The second card is a separate SFU Surrey access card provided by the Facilities department through SFU Surrey Security, located on the Mezzanine. Students are asked to return the access cards to Security at the end of the term.

Most of the teaching space on Galleria 3 and 5, the Mezzanine and Podium 3 is open and would not require an access card. Cards are only required to enter certain computer labs, specialty teaching space, office areas, and the main entrance and elevators after hours.

Please report any lost or stolen cards immediately to SFU Surrey Security at extension 27070. The cards can be deactivated to prevent unauthorized usage. This is critical for ensuring the safety of SFU Surrey's premises and that of its neighbours. Replacement access cards can be obtained at Registrar and Information Services. There is a $25.00 charge per replacement card.

Access After Hours
SFU Main entrance: The set of doors at the far right hand side (near Central City Brewing Co.) are open until 11:00 pm each evening.
SFU Rear entrance: There is a card reader at the door.
Mall: There is no after hours access to the Central City Mall.

Bicycle Storage
Bicycle racks for faculty, staff and students are located on level 1 of the Parkade. There is a covered outdoor fenced-in area with a lockable gate. Cyclists may store their bicycles at no charge. Contact Security in the tower lobby area to obtain a punch code for the gate. Bicycles are never to be brought into the building.

Campus Closure
Occasionally some or all of the university's campuses will close due to severe weather conditions. Go to the SFU home page, "www.sfu.ca", for information on the status of administrative and academic operations at the Burnaby, Surrey and Vancouver campuses. Public Affairs and Media Relations will advise local radio stations CKNW (980 AM), CKWX (1130 AM), and CBC Radio One (690 AM). Refer to SFU Policy GP04 Unscheduled Cancellation of classes for full details.

Drop-in Computer Lab
The Surrey Firefighters Computer Lab, room 2300, is located on the Mezzanine. A total of 54 computers are available on a first come, first served basis.

Emergency Evacuation Instructions
SFU Surrey has trained Fire Wardens who will provide instructions during an emergency or a test drill. Fire Wardens work in conjunction with the Central City Emergency Evacuation team, Facilities and Campus Security. Instructors are responsible for ensuring that all of their students are safely evacuated.

On the Galleria, Podium 3, Podium 2, and the Mezzanine, maps are posted in the hallways and lounges. Familiarize yourself with the exit routes and the posted instructions. Elevators will automatically return to the main floor. Fire evacuation drills are conducted annually. All occupants are required to participate in the drill to learn the safety procedures and prepare for an emergency.

Fire Emergency

Fire Alarm

SFU Surrey and the Central City complex are fully protected by sprinklers. In an emergency, alarm bells will be sounded in 2 stages. The first stage is an intermittent alarm which indicates that a situation is occurring elsewhere in the building. The second stage is a rapid alarm which means immediate evacuation is necessary. Announcements over the PA system will provide additional information.

If you see a fire or hear the fire alarm:

Evacuate via the nearest safe emergency exit to the designated emergency assembly area as identified by the Fire Wardens. As you exit, close doors behind you to prevent the fire from spreading. Pull the fire alarm to initiate building evacuation. Provide information about the incident to the Fire Wardens.

Floorplans

Directories are posted in the Grand Hall, Podium 2 and on the Galleria bridges. Electronic copies are available from SFU Surrey's website, www.surrey.sfu.ca/community/.

Health and Safety Committee

A Safety Committee is in place to assist with fostering a consistent safety culture throughout the campus and work areas. For more information, contact the SFU Surrey Safety Committee at surrey-safety@sfu.ca or visit the website at http://www.surrey.sfu.ca/people/safety_committee.html.

Janitorial Service

Janitorial staff is on site Sunday night to Thursday night ensuring that the premises are ready for business Monday to Friday. Janitors enter offices to complete their cleaning duties and lock the offices when finished. Garbage cans and recycling bins in offices are emptied twice a week. Larger garbage cans are located in the kitchens. Kitchens, meeting rooms, washrooms and common areas are cleaned nightly. Any service requests or deficiencies can be reported to Facilities at extension 27495.

Kitchen and Food Services

A microwave, sink, and small seating area are located in the student lounge (room 3396) adjacent to the Simon Fraser Student Society (SFSS) offices on Galleria 3 plus there are small kitchen areas in various faculty departments. It is the users' responsibility to keep the kitchens clean. Kitchens for staff and faculty are available on Galleria 4 near 4010 and in Podium 2 in 2807. A food court and several restaurants are located in, or close to, the Mall.

Library

See Library section above for details.

Facilities

A quiet-study room and a silent-study room
7 group study/meeting rooms (with capacities of 4 – 8 persons) that are bookable online at:
http://roombooking.surrey.sfu.ca/groupstudyrooms
Over 50 computers plus scanners, printers, miniDV decks and photocopiers
A screening room for DVDs and videos
A games room with a range of gaming platforms

Collections

25,000 plus books, journals, DVDs, videos, CDs, and games
Laptops, digital cameras, camcorders and other equipment
Access via delivery to the 2.5 million titles at the other SFU Libraries
Access via the web to over .5 million online books, journals, databases and images – anytime, anywhere

Services and People

Library loans, reserves and interlibrary loans; library assistants to help
Library research assistance, workshops, online guides and tutorials; specialist librarians for each Surrey program
Equipment loans, workshops and online tutorials; media technicians to answer questions
Manages booking of the video production suite, room 3914, and the sound editing suites, rooms 3821 and 3825.
Bookings are made online at: http://roombooking.surrey.sfu.ca/productionrooms

Yosef Wosk Student Learning Commons
The Yosef Wosk Student Learning Commons is dedicated to helping students thrive at all stages of an academic career, by developing a range of support programs and workshops to meet changing academic needs. Learning support specialists and peer-mentors can assist students with writing, mathematics and learning skills.

Mail

There are mail stations located at various locations on Galleria 3, 4, 5, Podium 2 and 3, and the Mezzanine. Mail slots for all Surrey based faculty and staff are generally on the same floor as their offices. Items that are too large to fit in a mail slot will be delivered to the recipient's office provided it is a locked space or held in the Mail Room where the recipient will be contacted.

There is an inter-campus mail service with the Burnaby and Vancouver campuses. Pick-ups occur daily during the morning mail run. Inter-campus envelopes are located at the mail stations. Delivery generally takes up to 2 days.

Canada Post mail is received and sorted daily. Faculty and staff can drop off outgoing mail at a mail station. There is also an outgoing mailbox (one of the Assignment Boxes) located between Podium and Galleria 3 designated as "Faculty/Staff Outgoing Mail" that faculty and staff can use. Postage is covered by the campus budget on a limited basis. More than 4 pieces of letter or flat mail from the same department will be considered bulk as well as any number of packages or parcels. A bulk mailout form is required to be filled out.

The Canada Post and Shipping/Receiving address for SFU Surrey is:

Full Name
Faculty and School/Department/Program
Simon Fraser University Surrey
250 - 13450 - 102 Avenue
Surrey, BC V3T 0A3

For more information, please visit the SFU Surrey Mail Room website at
http://www.sfu.ca/~scfacil/mail/index.html

Maximum Room Occupancy

Occupancy load numbers are posted in each room. For life safety reasons these loads are not to be exceeded.

Medical Emergency and First Aid

Major Injury

Call local SFU Surrey Security at local 27511 or 778-782.7511, or “speed dial 1” in the teaching classrooms/labs. Never 911.
Provide information about the incident location and nature of injury.
Indicate whether an ambulance is required.
Report the incident to your supervisor.

Minor Injury

Direct injured individuals to the Campus Security desk on the Mezzanine. A First Aid Room is adjacent to the Information and Security desk.

Parking

SFU does not own or manage any of the parking lots located at the Surrey campus. ***Please note that the parking passes from SFU Burnaby do not work at SFU Surrey. It is a completely separate system.*** As parking is limited, faculty, staff, students and visitors are encouraged to use public transit whenever possible. The Surrey Centre SkyTrain station and bus loop is just across the street from the campus. All students at SFU receive a transit UPASS.

Faculty, Staff and Visitor Parking
Parking decals are available to full-time Surrey-based faculty and staff through the Facilities office, extension 27495. The decals are valid for one calendar year. The expiry date is printed on the face of the decal. The Facilities Department will notify faculty and staff how and where to collect a decal for the next calendar year.

Temporary day passes for faculty and staff who attend the campus on a part-time basis can be obtained from their home or host department. These passes are valid for the date printed on the pass.

Visitor Parking is available on level P5 of the parkade for guests coming to SFU Surrey for lectures and special events. Parking costs $2 per hour from 6:00 am to 6:00 pm, with an evening flat rate of $3.00 after 6:00 pm Visitors are required to enter the stall number into the meter is inside the stair/elevator vestibule on level P5. The meter accepts coins or credit cards. Voucher tickets are dispensed to be displayed on the dashboard of the vehicle. Stalls on P5 without a number are for permit parking only and are not overflow for pay parking.

Pet Policy
As a building policy, no animals or pets are allowed at SFU Surrey, except for dogs assisting the disabled.

Photocopiers/Printers
A print card dispenser is available on the Mezzanine. Pay photocopiers are available for students in the Library in room 3625, and in the Simon Fraser Student Society area, room 3396. There are 3 pay printer stations for students in rooms 2300, 3064 and 3355 on Galleria 3. Pay printers are also available for students in the Library in room 3625.

For printing assistance, please contact the IT Services' Help Desk at extension 27490. For large print jobs, the services of Document Solutions, which is located on the Mezzanine adjacent to the Westminster Savings Lecture Theatre, are available.

Prayer Area
An inter faith prayer area is located on Mezzanine 5, immediately adjacent to Podium 5. This area is for quiet, respectful activity and is not to be used as a lounge or for study.

Recreation/Fitness
The Recreation and Athletics office supports recreation activities at the Surrey campus. Find out how you can participate in Fitness programs, Rec Sports and Clubs by contacting Sue Armitage at 778-782-5434 or sarmitage@sfu.ca. As a growing department, we welcome your ideas and strategies to expand recreation opportunities at the Surrey Campus. Feel free to pop by the Rec office any time!

Details on how to get access to recreation services at Surrey will be emailed to the community by Registrar and Information Services at the start of each semester.

Recycling and Shredding
Office paper, magazines and newspapers can be recycled by placing them in the paper recycling bins located throughout the campus. There are large blue bins for pop can and drink containers. Confidential materials can be placed in the grey Enviroshed bins located in common areas. The pick up is once a month. Cardboard boxes can also be recycled. Flatten and leave boxes beside a garbage can.

Room Bookings

Group Study Rooms
There are 22 group study rooms for SFU student use. Fifteen are located on Galleria 3, and seven all in the Library on Podium 3. Room capacities range from 4 to 12 persons. SFU Students may book these rooms online at http://roombooking.surrey.sfu.ca/. These rooms are not available to non-SFU students.

Instructional Space
When not being used for teaching, classrooms, computer labs and theatres may be booked by faculty, staff, students and external organizations for special events. Undergraduate students should direct their requests through their instructor (if course related) or through the Student Life Coordinator, Candy Ho (if a student group) at studentlife-surrey@sfu.ca. Graduate students should direct their requests through their instructor or their

departmental assistant. Rental fees are charged for bookings by external groups and some after-hours internal bookings. Booking requests are made online at: www.surrey.ca/community/roombooking.html or through the Surrey Space Scheduler, surrey-scheduler@sfu.ca, 778-782-7556.

Safe Walk

Campus Security may be contacted at 778-782-7070 (local 27070) or at the Security desk in the Grand Hall to escort faculty, staff and students to their vehicles in the Parkade.

Security

SFU Surrey Campus Security General Enquiries 778-782-7070, Emergency Call 778-782-7511

The Campus Information and Security desk is located on the Mezzanine. Security guards are on duty 24 hours per day, 7 days per week. At any given time, one Security guard will be located at the Security desk and others will be patrolling the campus. Personal belongings and offices should always be locked up when unattended. Direct security or safety concerns to Campus Security at 778-782-7070. Dial extension 27070 direct from any SFU phone, except in the classrooms and labs where there is speed dial to Security. Please report any unusual activity. Do not leave any incidents unreported as this will help SFU Surrey monitor activities and make improvements.

Tower Security

Tower Security is separate from SFU Surrey Campus Security, but both teams work together for the benefit of faculty, staff, students and visitors. The main lobby security desk has officers on duty 24 hours a day, 7 days a week. Tower Security may be contacted at 604-588-7855.

Central City Shopping Mall Security

Central City Mall Security is on duty 24 hours a day, 7 days a week.

SFU Bookstore

Textbooks are ordered by instructors through their school/department/program following normal ordering procedures. All texts for courses offered at the Surrey campus are shipped directly to the SFU Surrey Bookstore which is located on the Mezzanine adjacent to Registrar and Information Services. Please note that the Bookstore will only carry books for courses taught at SFU Surrey. Burnaby course books are available at the Burnaby campus or online via the Bookstore's website.

Smoking Policy

SFU Surrey is a non-smoking environment. The City of Surrey Smoking Regulation By-law No. 12993 prohibits smoking in any place of employment, in any mall, in any common public area and in many other locations. Smoking may only take place at prescribed distances from entry doors and windows. Look for posted signs.

Study Space

In addition to the online bookable team study rooms, study space is available in the Library, the Learning Commons, in room 5300 on Galleria 5, the lounge areas adjacent to the Galleria stairwells, and the ends of each wing of the Galleria floors. Classrooms and computer labs are available for study when not in use. Each room's weekly schedule is posted near its door.

Telephones

Telephones with speed dial to Security and the IT Help Desk are located in all classrooms and labs. Pay telephones are located on the Mezzanine.

Temperature Controls and Adjustments

The HVAC system is computer controlled to maximize occupant comfort and minimize energy loads. Standard operating hours on the Galleria, Podiums 3 and 2, and the Mezzanine are 7:30 am to 10:00 pm seven days per week. Temperature concerns should be directed to Facilities at extension 27495.

Transit

SFU Surrey is convenient to public transit. The Surrey Centre SkyTrain station and bus loop is located just across the street and offers fast, convenient connections to New Westminster, Burnaby and Vancouver (by SkyTrain) and to other locations in Surrey and Langley (bus). For more information: www.translink.bc.ca/ All

eligible students at SFU receive a transit UPASS. The U-Pass Program (www.sfu.ca/upass) is a student initiative approved by a Simon Fraser Student Society referendum in November 2002. The program is mandatory for all SFU students and provides unlimited, all zone access to public transit in the GVRD at approximately one-fifth the cost of a regular transit pass. Students with a U-Pass do not have to pay any additional fares to ride TransLink buses (including community shuttles and West Vancouver Blue Buses), SkyTrain or SeaBus, and can purchase WestCoast Express tickets at a discount.

Window Blinds and Drapes

Blinds are standard fixtures on all campus windows. In some classrooms there are additional black out drapes. Adjust the blinds as required for outside light conditions. If repairs are needed, contact Facilities at extension 27495. In the summer months, the blinds and drapes assist with temperature control, providing a sun block barrier. It is beneficial to keep the blinds down, especially on the south side of the building.

Faculty and Staff

Assignment Boxes

Faculty and TAs may book assignment boxes on Galleria 3 and Galleria 5 through Kathleen Lepitzki in Facilities Services at 778-782-8468 or kathleen_lepitzki@sfu.ca. The schools of Computing Science and Engineering Science manage assignment boxes for their faculty and TAs on Galleria 4.

Couriers and Deliveries

Deliveries are received in the campus Mail Room, 1425 in the Basement. Recipients will be notified by email of any packages received. The Mail Clerk can assist faculty and staff with logistics when using a courier; however, the home school/department/program's operating account number is required to bill the charges to. Faculty and staff receiving shipments larger than a standard mail item, such as boxes of books, computers or other equipment, should consult with Arnold Lee, Mail Room Clerk (srymail@sfu.ca or 28021).

Directions to the Mail Room are as follows: From the Central City Tower elevator lobby, proceed through the door to the Parking / Fitness Centre, stay left and head up the ramp, proceed through the large double doors to the loading dock and continue walking to the far end where an SFU Surrey Shipping and Receiving sign is posted. The Mail Room is located on the right side. Use the intercom to contact the Mail Room.

Keys

Each faculty or staff office is individually keyed. Keys are provided by Facilities. Report any lost or stolen keys to Facilities at extension 27495. Filing cabinets are available for faculty and staff upon request. Keys are provided by Facilities. Contact Facilities at extension 27495 if keys need to be cut for a filing cabinet.

Kitchen and Food Services

There are lunchrooms for faculty and staff on Podium 3, Galleria 4 and Podium 2. It is the users' responsibility to keep the kitchens clean. SFU Surrey does not offer any food services. A food court and several restaurants are located in, or close to, the Mall.

Materials and Supplies

The classrooms and labs are supplied with whiteboard markers and erasers. All other teaching supplies are to be purchased by the instructor's home department. Secure storage for faculty and staff can be arranged through the Facilities department.

Offices and Workstations

There is a high demand for office space and all offices are currently occupied. Office space is allocated at the Faculty level and its usage is reviewed annually. Faculties in turn assign space at their discretion. Sessional instructors, teaching assistants and visiting faculty should check with their home department regarding office space. In addition, the campus has the following offices and workstations available:

- Rooms 5302, 5304 and 5306, Galleria 5 – meeting rooms with computers and access to a copier/printer, are available to sessional instructors, teaching assistants and visiting faculty for office hours with students. 5304 and 5306 have telephones. These rooms are booked through the Surrey Space Scheduler, at extension 27558 or surrey-scheduler@sfu.ca.

Photocopiers and Fax Machines

Shared use copiers and fax machines are provided for faculty and staff by their home departments. Photocopiers for faculty and staff are also available in room 3084 on Galleria 3, and in room 351 on the Podium. Access codes are required for photocopiers and may be obtained from Surrey home faculties, or from Maureen McConnell (local 27477, maureen_mcconnell@sfu.ca). Any service issues should be reported to Facilities at extension 28021. Fax machines are available for faculty and staff in their home departments, in the Library, room 3675, in the Mail Room, room 1425, at the Information and Security desk on the Mezzanine.

Printers

Printers for faculty and staff are located in their home departments. There are 4 printer stations for faculty and staff in rooms 3064, 3084, 3355 and 3225 on Galleria 3. For printing assistance, please contact the IT Services Help Desk at extension 27490. For large print jobs, the services of Document Solutions, which is located on the Mezzanine adjacent to the Westminster Savings Lecture Theatre, are available.

Recreation/Fitness

The Central City Office Tower has a fitness centre for Surrey based faculty and staff. Equipment includes treadmills, total body runner, lower body runner, upright cycles, recumbent cycle, stair stepper, rower, multi station weight machine and dumb-bells. The change rooms have day lockers, private showers and hair dryers. An application form for gym access may be obtained from Facilities.

Meeting Rooms

There are 4 meeting rooms available for faculty and staff. Room capacities range from 10 – 20 people. All rooms have telephones. Some have data projectors and teleconferencing capability. Rooms may be booked through SFU Connect or through the Resource Scheduler. See the 'Resource Scheduling' section on page 10 for further info.

Storage

Facilities staff can assist faculty and staff who do not have an office at the Surrey campus with locking cabinets or access to a secure storage room.

Telephones

Faculty and staff should check with their home department regarding telephones for their use. Shared use telephones are also available for faculty and teaching assistants in office hours rooms 5302, 5304 and 5306 on Galleria 5.

Programs

The Surrey Campus Difference

An important part of SFU Surrey's focus is cohort programs – programs which are delivered in smaller classes, which provide students with outstanding academic support, which better encourage students to become a part of a community of learners, and which enhance an intimate campus experience. In a cohort program students are guaranteed access to core (required) courses. SFU Surrey offers five first year cohort programs in Communication, Arts and Technology (TechOne), Applied Science (Systems One), Arts and Social Sciences (Explorations), Business (Business One) and Science (Science Year One).

New, unique programs in Criminology, Regional Development, World Literature, and Mechatronics Systems Engineering are offered in Computing Science, Interactive Arts and Technology, Business Administration, Education, Mathematics, Science, Life Sciences, and Continuing Studies.

Applied Sciences

Computing Science
http://www.cs.sfu.ca/

Mechatronics (Engineering Science)
http://students.surrey.sfu.ca/mechatronics

Arts and Social Sciences

Criminology
http://www.fass.surrey.sfu.ca/crim

Explorations
http://students.surrey.sfu.ca/explorations

World Literature
http://students.surrey.sfu.ca/worldliterature

Business Administration

Business
http://www.surrey.sfu.ca/business

Communication, Art and Technology

Interactive Arts and Technology
http://www.siat.sfu.ca/undergrad

TechOne
http://www.techone.sfu.ca/

Science

Science Year One
http://students.surrey.sfu.ca/science

Life Sciences Year Two
http://students.surrey.sfu.ca/science/yeartwo

Management and Systems Science
http://students.surrey.sfu.ca/mssc

Mathematics

http://students.surrey.sfu.ca/mathematics

Education

Undergraduate Programs
http://ugrad.educ.sfu.ca/

Field Programs
http://www3.educ.sfu.ca/fp/wp/index.php

International Program
http://int.educ.sfu.ca/

Professional Development Program (PDP)
http://www.surrey.sfu.ca/education/pdp

Graduate Programs

Computing Science
http://www.cs.sfu.ca/gradpgm/

Education
http://www.educ.sfu.ca/gradprogs/

Interactive Arts and Technology
http://www.siat.sfu.ca/index.php?q=grad

Master's in Counselling Psychology
http://www.educ.sfu.ca/gradprogs/masters/counselling_psychology/

Masters in Educational Technology
http://www.educ.sfu.ca/gradprogs/masters/curriculum_instruction/education_technology

Life Long Learning (Continuing Studies)

General – Continuing Studies @ Surrey
www.sfu.ca/cstudies/surrey

Business and Management Programs
www.sfu.ca/mpprog

Degree Completion (Part-time, undergraduate, for working adults)
www.sfu.ca/integratedstudies

Free English Language Seminars for International Teaching Assistants, Grad Students and Lab Assistants
www.sfu.ca/cstudies/lang/ITA

Health Education
www.sfu.ca/healthed

Languages – Filipino, Punjabi & Ukrainian (SILP); German (Goethe Zentrum); Cantonese & Mandarin (Chinese); English Communication Skills (ELC)
www.sfu.ca/cstudies/lang/silp
www.sfu.ca/cstudies/lang/Goethe
www.cic.sfu.ca/chinese

www.sfu.ca/elc

Philosophers' Café
www.philosopherscafe.net

Seniors Courses and Forums
www.sfu.ca/seniors

University Prep (Aboriginal)
www.sfu.ca/cstudies/surrey

Urban Issues
www.sfu.ca/city

Writing & Publishing (includes business, creative and technical writing)
www.sfu.ca/wp

Calendar

Academic Calendar of Events
http://students.sfu.ca/calendar/for_students/dates.html

SFU TEACHING POLICIES

Code of Faculty Ethics and Responsibilities
http://www.sfu.ca/policies/_pvw5d0992/print/academic/a30-01.htm

Code of Student Conduct
http://www.sfu.ca/policies/teaching/t10-01.htm

Code of Academic Honesty
http://www.sfu.ca/policies/teaching/t10-02.htm

Academic Dishonesty and Misconduct Procedures
http://www.sfu.ca/policies/teaching/t10-03.htm

Grading Practices and Grade Appeals
http://www.sfu.ca/policies/teaching/t20-01.htm

Final Examinations
http://www.sfu.ca/policies/teaching/t20-02.htm

Retention and Disposal of Student Exams or Assignments
http://www.sfu.ca/policies/print/information/I10-09.htm

SFU's policies are posted at: http://www.sfu.ca/policies/