

Instructor and Teaching Assistant Manual

Version 5.0

University Programs
Bamfield Marine Sciences Centre

May 2020

**Information is power
Read this manual and you will have the answer...**



bmsc BAMFIELD MARINE
SCIENCES CENTRE



bamfieldmsc.com

1. Human Resources and Finances	4
1.1. Payroll and Tax Deduction	4
1.2. Travel Expenses	4
1.3. Certifications	4
1.3.1. First Aid	4
1.3.2. Marine Transport	5
2. Your Stay at BMSC	6
2.1. Housing	6
2.1.1. Wifi	6
2.1.2. Meals	6
2.2. Community Resources	7
2.2.1. Health Clinic	7
2.2.2. Shopping	7
2.2.3. Mail	7
3. University Courses at BMSC	8
3.1. Course planning and preparation. See also Appendix A. Roles and Responsibilities	8
3.2. Course work	8
3.3. BMSC Orientation	8
3.4. Instructional Space	9
3.5. Instructional Equipment and Supplies	10
3.6. Waste Disposal	12
3.7. Health and Safety	12
3.8. Animal Care	13
3.9. Collections and Permits	14
3.10. Independent Student Projects	14
3.11. Field Trips	14
3.11.1. Marine Trips	15
3.11.2. Terrestrial Trips	15
3.11.3. Camping Trips	15
3.11.4. Kiiix'in Village Historic Site	16
3.11.5. Snorkeling	16

3.12.	BMSC Library.....	17
3.12.1.	Texts and course reserves.....	17
3.12.2.	Access to UVic library.....	17
3.12.3.	Student Reports	17
3.13.	Computers	17
3.14.	Moodle.....	18
3.15.	Seminar Series.....	18
3.16.	Guest speakers.....	18
3.17.	Course Photos	18
3.18.	Course Promotions and Social Media.....	18
3.19.	Telephone	18
3.20.	BMSC T-shirts	19
3.21.	Course wrap-up.....	19
3.31.1.	Student Evaluations	19
3.31.2.	Clean-up/Returns.....	19
3.31.3.	Submit Student Projects	20
3.31.4.	Instructor/TA Debrief.....	20
3.31.5.	Submit Grades.....	20
3.31.6.	Grade reappraisals.....	20
3.31.7.	Auditing students.....	21
4.	Appendix A: Roles and Responsibilities	22

1. Human Resources and Finances

1.1. Payroll and Tax Deduction

- If you would like a portion of your salary allocated to your BMSC research account, notify the University Programs (UP) office before your appointment begins.
- Please bring a void cheque to set up direct deposit. This can typically be accessed from any online banking profile.
- When you arrive (at the instructor/ta meeting), you will receive an HR package with applicable tax and payment forms. Return completed forms to the BMSC Main Office (accounting assistant) as soon as possible.
- For new faculty/TAs, the HR package will also contain a Media Release Form. These should be completed and returned to the librarian or University Programs Coordinator.
- Payment deposits are made (or cheques mailed) on the 15th and last day of each month. Several factors influence how long you will wait for your first deposit/cheque: when we receive your forms, whether your forms are complete, and whether you are a new hire or returning member of staff.
- Federal and Provincial Tax, Canada Pension and Employment Insurance will be deducted from your pay. Vacation pay (4%) will be added to your pay.
- TA Scholarships are deposited separately as a lump sum. No deductions.
- You will be sent information about how to log into your UVic netlink account. By logging into your netlink account you will be able to see details of each pay cheque. This is also where you will access your T4. (Note that in netlink pay cheque records, the time period section refers to the time period you were paid in, not the time period you worked. For example, if you receive back pay, the whole amount paid in a given pay period will show in the pay period that was it was paid and not in the pay period that the back pay relates to.)

1.2. Travel Expenses

- In your HR package is a form permitting BMSC to file a travel claim on your behalf.
- After your arrival, submit inbound receipts to the Main office. Car rentals, ferry reservations, airplane tickets, and bus tickets must be in your name. If traveling by plane, KEEP BOARDING PASSES!
- After you return home, mail us your original outbound receipts and boarding passes and we will file your claim. You will receive your reimbursement by cheque or direct deposit within 4-6 weeks.

1.3. Certifications

1.3.1. First Aid

A First Aid certificate is required for TAs and recommended for Instructors. To operate BMSC boats, Marine Basic First Aid, or a two-day (minimum) first aid course recognized in BC, is

required. The instructor must have First Aid if the course does not have a TA. Please provide a copy of your First Aid certificate to the university programs coordinator for your personnel file.

1.3.2. Marine Transport

Contact Stacey Hrushowy (skipper2@bamfieldmsc.com) to arrange boat training prior and course activity boat scheduling prior to the start of your course. This should be done at least ONE FULL MONTH in advance of boating needs. This early deadline greatly reduces complications and also ensures that you receive the boats you would like to suit your needs. To operate the Raider, Stickleback, twin skiff and Kingfisher (single skiff, Instructors /TAs/Students need:

- Small Vessel Operator Proficiency (SVOP) certificate
- Marine Emergency Duties (MED A-3)
- Transport Canada-approved first aid: Marine Basic First Aid, or any two-day (minimum) first aid course recognized by a province or territory.
- Radio Restricted Operator Certificate with Marine Qualification.

Students operating the 14 and 16' copes need:

- Pleasure Craft Operators Card (PCOC)
- valid Marine Basic First Aid, or any two-day First Aid course recognized in B.C.

1.3.3. Land Transport

- Before driving BMSC vehicles, drivers must submit a driving abstract – easily obtained online through icbc (for free). <https://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx>
- Drivers (Instructors, TAs, students) with a Class 5 Driver's License can drive the BMSC Toyota Tacoma or Grey Van with two middle rows removed to allow for a maximum of 8 passengers + 1 driver.
- After training by BMSC staff, Instructors/TAs with a Class 4 Driver's License can drive BMSC buses and the Grey Van with a maximum of 24 and 15 people respectfully.
- When needed, BMSC staff will assist with transportation. Please try to limit trips requiring bmsc drivers to within weekdays (though exceptions can be made).
- Students may use personal vehicles to reach field sites between BMSC and Pachena Bay. They may not use personal vehicles to reach field sites beyond the pavement at Pachena Bay (no logging road).

1.3.4. Lab Safety – WHMIS

If chemicals will be used, the Instructor or TA must have WHMIS training. Training is available online through UVic. A minimum of 80% on the quiz is required for certification. Students using chemicals must have WHMIS training, or be supervised by someone with WHMIS training. Let the UPC know if you need to complete WHMIS.

2. Your Stay at BMSC

2.1. Housing

Instructors are provided with a private room in a shared cabin. TAs are provided with a shared room in either a cabin or the Seaside Dormitory. As early as possible, at least 30 days before arrival, contact Shirley Pakula (spakula@bamfieldmsc.com) to book accommodation. When you arrive at bmsc, check the bulletin board directly to the right of the main office door in the main building (the building at the end of the traffic circle). This board will have a notice with your name on it, and your room/cabin assignment, as well as a map of campus (also available here: <http://www.bamfieldmsc.com/bmsc-overview/getting-around-campus>).

Instructors/TAs typically arrive the Sunday before courses start. Earlier arrival is possible, subject to housing availability. Arriving early is helpful if you need to visit field sites, practice driving boats, meet with community contacts, etc. In some cases, a separate trip well in advance of the course may be desired. Contact the University Programs Coordinator to discuss. Instructors typically leave the Saturday after the course ends.

2.1.1. Wifi

The wifi security password for the guest accounts throughout most of BMSC is:

<location> = Guest is **84mf13LDm5c**

<location> = Staff is **84mf13LD2016**

2.1.2. Meals

Instructors/TAs are responsible for their own meals. Cabin kitchens are equipped with a fridge (with small freezer), stove, microwave, and coffee maker. Summer TAs stay in Seaside Dorms which has a communal kitchen, with deep-freezer. You may eat in the cafeteria at staff rates (contact info@bamfieldmsc.com for current rates).

Cafeteria meal times:

Breakfast: 7:30 – 8:00am

Lunch: 12:30 – 1:00pm

Dinner: 6:00 – 6:30pm

Everyone working at BMSC is welcome to coffee/tea and muffins/scones. All other food in the cafeteria (seconds, leftovers, salads, fruit, desserts etc.) is for paying guests only.

To eat in the cafeteria, sign-up on the bulletin board (to the right as you enter the building). You must sign-up by 10 am for lunch, 12:30 pm for dinner, and 7 pm for breakfast the next morning. If you did not sign-up in advance, you may eat in the cafeteria if there is food left ½

hour into the meal. If you plan to eat all meals in the cafeteria, let the front office know. They will inform the kitchen prior to your arrival.

To pay for meals, sign a Pay Slip (available at the base of the cafeteria stairs) and pass the slip to your server. You will be invoiced.

When your class is in the field for a bagged lunch or camping trip, you may eat with the class, but you must tell the kitchen in advance so they prepare enough food, and you must sign Pay Slips to pay for those meals.

2.2. Community Resources

2.2.1. Health Clinic

Call: 250-728-3312 after hours 250-735-1151

The Health Clinic is at 353 Bamfield Road.

Open: Monday to Friday 9am – 5pm

The nurse often may leave the clinic to make house calls or deliveries. Call ahead. There is no cell service directly outside the clinic. The closest cell service is south of the clinic, above the hotel/pub.

Bamfield is remote. Consider notifying the clinic Nurse and BMSC First Aid officers of existing medical conditions. The BMSC First Aid Officer is Siobhan Gray (diving@bamfieldmsc.com).

2.2.2. Shopping – <http://www.bamfieldchamber.com>

Bamfield has two grocery stores: The Market (East side) and Bamfield Mercantile and Marine (West side). Both stores sell liquor. East Bamfield also has a café, pub, motel, building supply, and home hardware (some rain gear), a marine supply store (some rain/camping gear), 2 marine gas stations, 2 campgrounds, 2 community parks, and several B&Bs. There are no banks, but there is an ATM at The Market. Both grocery stores offer cash back. The closest automobile gas station is in the Ostram's Gas Bar in Bamfield.

You can have groceries delivered on the Francis Barkley (ferry), from Quality Foods in Port Alberni. Order online through the Quality Foods website the day before a boat day (pay a shopping fee) and specify delivery to the east government dock. You will need to be at the dock by 12:15pm on the boat day to pick up your groceries and pay the ferry charge (\$12.50). Bring cash. Boat days are Tues/Thurs/Sat.

2.2.3. Mail

Mail is delivered to BMSC outside the main office on Monday, Tuesday, and Thursday afternoons. Have mail addressed to:

Your Name
c/o BMSC, University Programs
100 Pachena Road

Bamfield, BC
VOR 1B0

You can purchase stamps and send mail via the Main Office at BMSC. There is also a post office on the west side.

3. University Courses at BMSC

3.1. Course planning and preparation. See also Appendix A. Roles and Responsibilities

Please see the course checklist document (separate document) for planning all course activities and submitting necessary information to UP etc. If you do not have this document, let us know, we will send you another.

3.2. Course work

Course work should be restricted to the course. For example, the U of Calgary is not overly specific about this, other than a policy that any assessment/test must be scheduled within regular class time.

Tests must be scheduled **within regular class time** except in those special cases where prior approval has been obtained from the dean of the faculty offering the course. Unscheduled examinations, assignments, tests, etc., may not be held by instructors after the last day of classes, i.e., during the study break or the examination period at the end of each term. Any such testing should be conducted by the instructor during the regular class periods before the end of a term.

3.3. BMSC Orientation

Summer Courses

First Week

- The UP Office will send you a first week schedule. You can view a sample draft schedule here: http://www.bamfieldmsc.com/wp-content/uploads/2015/05/UP_Sample_First_Week_student_schedule.pdf
- Reserve most of the first day for orientation, tours, and boat training. Instructors, TAs, and students should all attend.
- The UP Office will schedule a mandatory Instructor/TA orientation (~2hrs), typically in the morning on the second day of courses. At this meeting:
 - TAs will be assigned VHS radios and keys
 - Student medical issues will be discussed
 - The Safety officer will issue binders and review contents

Early in the course, book the following as appropriate:

- Librarian to schedule an iNaturalist talk (library@bamfieldmsc.com)
- Animal Care Coordinator (acc@bamfieldmsc.com) to schedule an Animal Care talk.
- Dive Safety Officer (diving@bamfieldmsc.com) to schedule wet-suit fittings for snorkeling (schedule 2-3 hrs, depending on class size).

Fall Program

The first week (Fall Program 101), includes: tours, wetsuit fittings, Library orientation, and safety talk. The UP Office will contact Fall Program TAs to book them for Fall Program 101 activities. Refresher talks (safety, animal care etc.) can be scheduled as needed throughout the semester.

3.4. Instructional Space

Courses are allocated lab and lecture space as needed.

Blank calendars posted on lab/lecture hall doors, are used to indicate when the space will be in use. Housekeeping refers to these calendars and schedule cleaning when it won't interfere with course activities.

Lecture Halls: The three lecture rooms in the Rix Centre (A,B,C) are separated by movable partitions. Each has a white board, digital projector and VCR/DVD capability. Overhead and slide projectors are available upon request. Only Rix A and C have built in speakers. External speakers can be used in Rix B.

Ross Hall: on the upper level of the cafeteria buildings, has blackboards, a digital projector and external speakers.

The Archaeology Lab: (second floor of the main building) has a white board, and digital projector. Max capacity 16 students.

The library has a screen and can be used to lecture.

Teaching wet labs are equipped with projectors and screens. At the same time, running water can make it difficult to hear.

Microbiology Lab: (second floor of the main building)

Teaching Wet Labs:

There are three wet labs, two in the main building and one in the Whale Lab, each equipped with sea tables, running seawater and de-chlorinated freshwater. In addition, there are sea tables in the basement of the main building. Please see the UP Office if you require additional

water tables (i.e. outdoor space). Labs in the Main building include offices for the instructor/TA.

General Information on Sea tables

- Tables in basement of the main building are for invertebrates only.
- Be very careful with toxic material around sea tables.
- All tables containing animals must display a yellow Tank ID Card (organism details, AUP number, and user's contact information).
- Seawater runs through **blue** loc-line, freshwater runs through **black** loc-line.
- Freshwater is very expensive. If you intend to use freshwater, please inform the University Programs Office.

Chemical Room

Most UP chemicals are stored in the chemical room on the second floor. Acids are stored under the fume hood in the hall. Surplus ethanol is stored in the locked chemical cabinet in Science Stores. Chemicals are inventoried and included in the resource database with MSDS .pdfs attached to each record (see Resource Database below). A list of the chemicals used in your lab will be posted on the cork board inside the door, along with relevant MSDS sheets.

Also in the hall outside the chemical room are:

- Ice machine
- Distilled water machine
- Incubator

Research Space

Facilities in buildings other than the Whale Lab and Main Building are for the use of researchers only. On occasion, with permission from both the UP Office and Associate Director, Research, students will be allowed to use these facilities. Students must label any samples and sea tables in research space with 1) their full name, 2) course instructor's name, 3) date, and 4) course name. No samples should be left in Research fridges or freezers without approval of the Research Coordinator.

3.5. Instructional Equipment and Supplies

In April, we will send you an 'Equipment List Template' excel file. The earlier we receive your equipment list, the better we can prepare for your course.

Your list should include:

- Equipment (reusable items – ex. aquaria, microscopes, pipettes)
- Supplies (glue, label tape, nail polish)
- Chemicals (include amount needed)
- Books (list whether it is a required textbook, or on reserve *see BMSC Library section for more details)

- Animals and plants to be collected by diving, including dates needed.

Use our online resource database to see what equipment and chemicals are available.

- http://egw.bamfieldmsc.com/index.php?menuaction=resources.resources_ui.index
- Sign in with username: guest, password: guest
- Filter searches using Categories. For example: Equipment – UP, Chemical – UP, etc.
- Search for multiple terms as: +scale +bathroom
- Ask us to confirm that any specialized equipment is available and in good condition.

Most UP equipment in the resource database is stored in the UP equipment room (basement).

Specialty equipment stored in the UP office includes:

- Mac adaptors to connect to projectors
- Micro-dissection tools
- Six Macbooks
- 5 PC Laptops
- Large water cubes and water jugs for camping
- Water treatment solutions and filters for camping
- Inreach devices for satellite communications and SOS functions
- GoPro Cameras and Accessories
- An extra projector

Each course will be given a “**stationary box**”. These tackle boxes are fully stocked with pens, markers, tape, scissors, post-it notes etc.

Teaching labs are stocked with glassware and other equipment. Lab ware designated for embryology and formaldehyde is stored in tubs in the equipment room. Ask UP staff if you can't find what you need.

UP has a stock of lined **exam booklets**. Let us know if you need any.

Microscopes

Dissecting and compound scopes will be allocated as requested. Instructors should teach/review microscope care/use before first use, and supervise students' use of microscope. We can provide a “microscope use guideline and how-to” document. Please advise the UP Office of problems with 'scope. Video systems, CCD cameras and digital cameras are available for used on both compound and dissecting scopes. There are also demonstration scopes with monitors in the upper and lower teaching labs.

Printing Resources

The photocopier in library can be used by Instructors/TAs for course-related printing/copying. There is a colour printer beside the photocopier and a black and white printer in the

computer lab. Both photocopier and printers can print via USB drive and/or set up to print wirelessly via a personal computer. If the photocopier and printers are unavailable, Instructors/TAs may print in the UP office; log in using the "GUEST" account on the UP computer (no password required). Students are not permitted to use the photocopier.

USB and wireless printing are available for both the Library photocopier and Computer Lab printer. Ask the Systems Administrator for assistance setting up wireless printing.

3.6. Waste Disposal

Plant material can be dumped into the water outflow system located on the ground level at the rear of the main building (the chute).

Dead animal material must be sealed in plastic bags, labelled WASTE, with the contents, date, and course name and placed in the freezer in the basement.

Any chemically treated (e.g., preservative) biological material must be disposed of as hazardous waste. Ask the UP Office for autoclave bags.

Glass and sharps must be disposed of in special containers available in labs and the chemical room.

Chemical waste must be **labeled** and stored. Inform the UPC about waste chemicals left by your course.

3.7. Health and Safety

Instructors/TAs are responsible for student safety in the lab and field. Spend time at the beginning of each course covering safety topics with students.

Students using chemicals have WHMIS, or be supervised by someone with WHMIS training.

Field Safety: <http://www.bamfieldmsc.com/resource/policies-faculty>

UP maintains three safety backpacks, kept in the UP equipment room (basement). These may be signed out by TAs. Early in your course, spread out the contents to show students what is available. Epipens can be added to the safety backpacks as needed.

Each TA will be provided with a VHF radio and charger to be used for marine communication.

Instructors/TAs must be familiar with BMSC Emergency Procedures. The Safety Officer will review these at the Instructor/TA orientation meeting.

Scent-free workplace environment

BMSC has implemented a scent-free workplace environment. Exposure to scented products can adversely affect a person's health. In high concentrations, scented products may trigger negative responses for those with allergies or chemical sensitivities. Students and visitors are asked to be considerate in their use of products such as perfume, make-up, shampoo, deodorant, etc.), or from other products such as air fresheners, cleaners, etc.

3.8. Animal Care

(See <http://www.bamfieldmsc.com/resource/animal-care-up>)

Courses using animals (vertebrate or cephalopod) must have an AUP approved prior to collection.

Field observations do not require an AUP, unless they involve manipulation of animals and/or the animal's environment, or if vertebrates are being observed within the distance of 100 meters.

Any Instructor/TA working with vertebrates must have 'animal user training' certification. An on-line, five hour, 'Experimental Fish Animal User Training' course is available at <http://www.upei.ca/lifelonglearning/experimentalfish>. This course covers certification for research on all vertebrates and cephalopods.

Vertebrate and/or cephalopods AUP and pedagogical merit forms must be submitted 90 days prior to the start of your course.

AUPs must include animals to be collected from dredges, seines, beach collections, dives and lab activities involving animal dissections, observational studies etc. **Due to the time constraints of the AUP review process, student projects involving vertebrates and/or cephalopods also must be covered in course AUPs.**

Approved AUPs are assigned a number used to record collections for communication to the Animal Care Coordinator.

It is the responsibility of the instructor/TA to ensure animals have appropriate habitat, food, air/water flow, etc. This work may be delegated to students but should be checked many times per day. The Animal Care Coordinator is happy to help; please don't hesitate to ask for advice or help.

Most animals should be returned to their collection site. Schedule a time near the end of your course for students to return animals.

The following animals **should not** be returned:

- Animals that appear unhealthy or sick
- Animals exposed to or treated with chemicals
- Non-native and invasive species (ask if unsure)

- Sea-star species susceptible to wasting disease (if there is no record of a species carrying wasting disease, it can be returned – if in doubt, ask)
- Small numbers of small, abundant organisms such as isopods, amphipods, small barnacle species, small mussel species, plankton, and meiofauna.

Euthanizing animals

If an animal will not be returned, it must be euthanized humanely or donated to display (if needed). Check with Animal Care for the most effective method of euthanasia for the organism in question. Some species require an overdose of magnesium chloride or clove oil. SOPs on the BMSC website include methods of euthanasia.

Please allow 30 minutes during your course for a presentation by the Animal Care Coordinator.

3.9. Collections and Permits

Please see the course checklist document (separate document) for collections permits and land use permits information. There are important deadlines and required actions that instructors need to be aware of and fulfill. If you do not have this document, let us know, we will send you another.

3.10. Independent Student Projects

Most summer courses include independent student projects. Instructors/TAs guide students through design, data collection, analysis, and reporting. Students can work independently or in small groups (strongly encouraged). Project reports are printed, bound and held in the BMSC library.

- Diving projects are not common, due to the significant costs and personnel required. The Scientific Diving course is an exception.
- Students may not conduct experiments on vertebrates/cephalopods unless the activities were included in the course AUP.
- Short (summer) and long (fall and summer) Directed Studies project proposal forms are available on the website.
- Once approved by the instructor, BMSC staff approve specific sections of project proposals: The UPC approves the Resources section, the Animal Care coordinator approves the Animal Care section, and the Safety Officer approves the Physical Risks section.

3.11. Field Trips

Ask the UPC about local contacts (i.e. Nova Harvest - onsite geoduck and oyster hatchery, Huu-ay-aht First Nation, and DFO operated Nitinaht salmon hatchery.)

With 48 hours' notice, early cold breakfasts and bag lunches can be arranged by submitting a 'Meal Request' form to the kitchen. Meals for camping trips must be arranged 2 weeks in advance.

3.11.1. Marine Trips

As early as possible (at least one month beforehand), book boats (copes, skiffs, Alta, and Barkley Star) through Stacey Hrushowy (skipper2@bamfieldmsc.com). Your trips will be coordinated with other courses, researchers, and Field Trips to ensure shared access to low tides etc. Students with PCOC and approved First Aid (Marine Basic First Aid, or any two-day First Aid course recognized in B.C.) may sign out small boats for research trips. Boats may only be used for education and research. BMSC boats are not available for recreational or leisure trips.

The MV Alta is available for dredging, trawling, and other class projects. The Barkley Star is available for ROV and other class field trips. Field trips on the MV Alta and Barkley Star that fall outside normal working hours (weekdays after 4:30pm, statutory holidays and weekends) require special permission.

3.11.2. Terrestrial Trips

To facilitate land based trips, BMSC has vehicles, InReach devices, radios, safety backpacks, and maps. See Certifications – Land Transport, for an explanation of who can drive which vehicles. BMSC staff can assist with driving.

At least a month in advance, send vehicle requests to UP (via your course schedule). After courses start, amend reservations by contacting UP staff.

BMSC vehicles and capacity

- Toyota Tacoma – 1 driver + 4 passengers
- Grey van – requires Class IV, pre-trip orientation with BMSC staff, 14 Passengers (no cargo), 1 driver
- OR Class V license if the middle two seats are removed, 8 passengers, 1 driver
- School bus – requires Class IV and pre-trip orientation with BMSC staff, 24 passengers, 1 driver

3.11.3. Camping Trips

Notify UP one month prior to the beginning of the course (in particular, the kitchen needs to prepare). UP has a sample 'camping food list' available.

Wilderness Camping Etiquette

- Fires - We suggest minimizing the use of campfires and using stoves for cooking instead. To preserve vegetation and ground cover, please don't gather firewood from the area around your campsite, if on the beach, use driftwood, and not dead wood from the forest. Dead wood is an important habitat element for many plants

and animals and it adds organic matter to the soil. You can conserve firewood and air quality by keeping your campfire small, or not have one at all. Be prepared to bring a portable stove for cooking.

- Latrines - Where possible, dig latrines 50 m away from the river and other water sources. Try to dig into organic soil. The hole should be at least six inches deep. When finished, instruct participants to mix soil with faeces for quicker decomposition and cover with at least two inches of soil. Camouflage the surface. All toilet paper, sanitary napkins, tampons must be packed out or burned completely.
- Bathing - Bathe in river or ocean using biodegradable soap. Portable showers may be used.

Garbage:

Food - Burn all food scraps completely or pack them out.

Paper - burn completely

Plastic and Foams - Wash to remove food odors and pack out.

Cans – wash well to remove smell, then flatten and pack out.

Toilet Paper and Sanitary Napkins - Burn in a very hot fire or pack out.

Waste Water (from dishes or cooking) - deposit into the fast moving flow of the river or in the ocean.

Campsite Selection - Tents should be pitched in areas with little vegetation. The best location for minimum impact is on the gravel/sand floodplain of a river, or above the high tide line on the beach. Leave your campsite as clean as possible. Never dig trenches, cut trees or move rocks to make the site more pleasant.

Wildlife - Respect the needs of all wildlife. The simplest way to avoid disturbing wildlife is to avoid practices that may attract them, causing them to become dependent on human food and lose their wildness and possibly their lives. Avoid harassing animals. The animal's reaction is excitement, alarm and flight, all of which consume energy needed for growth and reproduction. Learn about the animals in the area; their habits, habitat, nest sites, etc. Armed with this knowledge, make informed decisions about where to travel and camp to avoid undue harassment.

Note: In frequently visited sites, some animals and birds have become scavengers. Keep food sealed in hard, plastic containers to protect it.

3.11.4. Kiiix?in Village Historic Site

This National Historic Site can only be accessed with a guide and permission of the Huu-ay-aht First Nation. Contact UP if you would like to arrange a trip. Trips are limited to course participants (except with special permission). They are led by an HFN elder (and BMSC staff member), Stella Peters.

3.11.5. Snorkeling

Before the start of your course, contact the Diving and Safety Officer (diving@bamfieldmsc.com) to organize wetsuit fittings for students. Advise your class ahead of time if you plan to snorkel and encourage students with personal gear to bring it to BMSC.

Those without snorkeling gear can rent gear from BMSC. There is no need for students to purchase gear before coming to BMSC.

Prior to a snorkeling trip, the TA should ensure students place their snorkeling gear into bags. Plastic bags are available in UP storage above the Dive Shed. Snorkeling gear should be rinsed with fresh water and hung to dry. Plastic bags should be stored in UP equipment above the Dive Shed.

Schedule time later in the day for students to return to the foreshore and put away wetsuits, keeping in mind that snorkeling gear is shared and may be needed by other classes.

Common snorkel sites include: Scott's Bay, Ross Is., Great Tide Pool (when the tide is less than ~2m). Notes from Caroline Fox: "For a full day GTP we have students snorkel 11am-1pm. As long as the tide is less than 2m during that period, it works. I have done tides at 2.5m and it's ok-ish as long as it's calm. When it's rough, tides above 2-2.5 wash over the rocks and literally surge through the channels. Everyone gets warned to stay away from the channels and we warn them that they could get sucked through....and then everyone goes and snorkels right in front of the channels as that's where the 'best' animals are."

3.12. BMSC Library

3.12.1. Texts and course reserves

As described in section 3.5 *Instructional Equipment and Supplies*, list texts and course reserve material on the spreadsheet you provide to UP. We try to ensure one or two copies of each text are available in the library. If we do not have material in our collection, we try to purchase new, or good used copies. If these are not available, we will borrow the material through interlibrary loan.

3.12.2. Access to UVic library

We can sponsor guest access to the UVic library for instructors, TAs and students who do not already have access to an adequate university library. If you need guest access please let us know.

3.12.3. Student Reports

Please see also section 3.9 *Independent Projects*. Student reports are bound for the library and catalogued. The library also collects student data files.

3.13. Computers

PCs in the main building computer room are available to all station users. Most buildings have wireless Internet. If you would like to book the computer room for a class, contact the UP Office ahead of time, and a reservation sign will be posted. During the summer months (especially during the last week of classes), computer use is heavy. As a general rule, a class cannot book the computer room during the last week and sheets may be posted so students can reserve

individual machines. UP also has 5 PC laptops's that can be lent to students on a first-come first-served basis.

3.14. Moodle

Moodle is the course management system used at BMSC. Contact IT (bmsadmin@bamfieldmsc.com) to develop your course Moodle page.

Before courses begin, students will be set-up with Moodle IDs and students will complete Course Evaluations using Moodle at the end of each course.

3.15. Seminar Series

Throughout the summer, BMSC hosts a weekly seminar series. Typically held Tuesday at 4:30 pm, students, Instructors, and TAs are expected to attend.

3.16. Guest speakers – can be hosted via skype. Contact IT (bmsadmin@bamfieldmsc.com).

3.17. Course Photos

BMSC requests Instructors/TAs take photos of class activities and/or collect student photos that BMSC can use for promotion and social media. Please encourage students to upload their favorite photos to a shared DropBox or Google Drive folder, and share with BMSC Communications (happening@bamfieldmsc.com). If possible, identify student photographers in your course that we can put in touch with the Communications Officer. UP has a camera that can be signed out for use by the TAs.

3.18. Course Promotions and Social Media

- We encourage Instructors/TAs to use Twitter and Instagram during the course and tag our Twitter and Instagram ID - **@BamfieldMSC**
- Please notify the UP Office if your class is about to have or has recently had an exciting moment (we know there are lots!) so we can be there to take photos or follow-up with students to get photos for BMSC's Facebook page and Student Blog.
- After your course: it is most appreciated if you write a brief course profile with photos we can post on the website. Alternatively, those who use Twitter, Instagram, and/or Facebook can use Storify to pull the events together. We will then link to your Storify in place of a course Profile. Both are invaluable for providing potential future students with insight into what the course is like.

3.19. Telephone

To make local calls, dial 9, then the number. An account number is required for long distance calls. Course account numbers are available from the UPC. Personal account numbers are available from the Main Office.

3.20. BMSC T-shirts

The BMSC souvenir store has baseball T-shirts (with our logo and octopus design) for sale. A portion of the proceeds from these T-shirts goes towards the Undergraduate Scholarship Fund, managed by the Vancouver Foundation.

Additionally, classes may order custom T-shirts. Usually TAs organize the shirts, however T-shirts are optional and organizing may be delegated to a student.

- Shirts must have the BMSC logo on front, left chest and can have student designs on the back, sleeve(s), and a small amount of wrap on the side(s). It is important to maintain a lot of blank space around the BMSC logo.
- The BMSC logo will be provided to the TA, and may not be altered.
- Shirts are available in many styles, fabrics, and colours. An ordering template is available on the website.
- We recommend pre-collection of money from the students. BMSC is not responsible for reimbursement of t-shirt fees unpaid by students.
- T-shirts should be ordered early (approximately 10 days before the end of the course) to allow time for printing and shipping. We do not mail out T-shirts if they arrive at BMSC late - after the end of the course.
- See the website for ordering information (click t-shirts on this page: <http://www.bamfieldmsc.com/resource/policies-faculty>)

3.21. Course wrap-up

A minimum of half a day should be scheduled for the course wrap-up. Wrap-up includes: coordinating the return of animals, the clean-up of labs, lecture space, equipment, and vehicles used for the course, facilitating Student Course Evaluations, Instructor/TA debrief with the UPC, submitting Student Projects to the Library, submitting grades to the UPC, producing a Course Profile.

3.31.1. Student Evaluations

- All students must complete a BMSC Course Evaluation
- Course Evaluations are filled out on Moodle
- UP will send Instructions to the students, Instructors and TAs
- Time should be allotted for Course Evaluations, otherwise students will not complete them

3.31.2. Clean-up/Returns

- Return animals as required
- Clean and return equipment
- Clean sea-tables and lab benches
- Vehicles? Snorkel gear away?

3.31.3. Submit Student Projects

TAs must:

- ensure students use the template and adhere to the style guide
- submit .doc and data files (.xlsx or .csv) to the library
- adhere to file naming conventions: *Lastname_AbbreviatedCourseYYYY.ext*

3.31.4. Instructor/TA Debrief

Scheduled with the UPC near the end of the course (usually about 1 hour)

3.31.5. Submit Grades

Instructors submit grades to the UP Office as whole percentages using the grades submission template we will provide to you (no decimals please). Grades are then approved by the Associate Director, Education before the UP Office submits them to the member universities. Each of the member universities uses a different grading scheme. These are cross referenced to BMSC percentages in a document known as the BMSC Grading Schedule. All grades must be submitted within the grade template provided to you by the UP office. <http://www.bamfieldmsc.com/university/faculty.html>.

Consult the grading scheme (also available within the grades template) to determine what grade a student will receive on their transcripts in relation to the BMSC percentage you submit.

Please submit grades within a week of the last day of your course. This will enable the UP Office to submit them to member universities within 2 weeks of the course ending.

3.31.6. Grade reappraisals

Our member policies can be quite complex. BMSC should mirror the general policy that grade reappraisals are handled internally (at BMSC). An overly redundant chain from UofC's explains:

1. Students should recognize that reappraisals of term and final grades first occur with the Instructor that originated those decisions.
2. Students should recognize that appeals of grade reappraisals and other academic decisions will be handled at the level of appeal closest to the level at which the decision was made.
3. Students must begin the reappraisal/appeal process at the appropriate level and proceed through successive levels of appeal in order, and with no omissions.
4. At every level, students should attempt, to the utmost of their ability, to present their arguments as effectively and as fully as possible. Mere dissatisfaction with a decision is not sufficient grounds for the appeal of a grade or other academic decision.

5. Following this process, if the student still wishes additional reappraisal, the department of the home university of the student will be forwarded all of the previous information to hear additional appeals relating to academic grades.

6. Additional information on the member university process can be found in the calendar

Minimally, the grade breakdown should be clear. In the absence of a detailed rubric, appeals are more likely if the expectations are unclear or perceived as unfair (although it's a bit of a catch 22 – some students gravitate to rubrics in the search of that elusive extra point – but less so at upper levels).

3.31.7. Auditing students

An auditor is a student who is taking a course without seeking a grade or credit for the course. Students usually audit courses for self-interest and academic exploration. Auditors' participation in courses will be set by the course instructor.

In general, auditing students should be expected to complete all course requirements except the final exam. Auditors do not receive grades.

4. Appendix A: Roles and Responsibilities

Director: (reports to president of WCUMSS)

- chair the academic advisory committee and appoint its members
- appoint instructors
- approve budgets for UP and courses
- final authority for student acceptance
- allocate student scholarships
- approve grades prior to submission to member universities
- communicate emergency information to UPC

Academic Advisory Committee: (reports to president of WCUMSS)

- suggest/approve new courses and instructors
- provide advice and direction to the director and UPC
- approve courses for the following calendar year

Associate Director, Education: (reports to Director)

- prepare and manage annual UP budget
- create or accept new course proposals
- schedule summer and fall programs
- allocate student scholarships
- hire and supervise instructors
- select fall students
- manage UP statistics

UP Coordinators: (reports to Associate Director, Education)

- procure annual permits (MOE, HFN, DFO) for courses
- advertise positions for instructors and TA
- promote summer and fall programs
- prepare UP communication documents
- secure funding for summer assistants and work study students
- hire and supervise assistants and summer work study students
- hire and supervise TAs, with assistance from instructors
- coordinate communication with students, instructors and TAs
- process student application
- select students
- create and manage class lists with assistance from instructors
- procure equipment and supplies for UP
- maintain space, equipment and supplies for UP
- allocate space, equipment and supplies to courses
- coordinate communication between UP and other BMSC departments
- schedule and coordinate first week activities for each course

- coordinate summer and fall seminar series
- coordinate communication with member universities (calendars, course descriptions/codes, student registration, grades)
- manage UP evaluations
- ensure student reports are bound, catalogued and in the library
- communicate emergency information to instructors and TAs
- student safety

Instructors: (report to director)

- write course descriptions
- select course text
- determine course prerequisites and requirements for TAs
- select TAs
- determine course requirements for space, equipment and supplies
- create course syllabus, schedule and grading scheme
- complete AUP form for course
- supervise care of animals used in courses
- review safety procedures for lab and field with students
- supervise student safety in the lab and field
- teach course
- grade students
- communicate emergency information to students

Teaching Assistants: (report to UP Administrators)

- support the instructor as requested
- add course schedules to blank calendars outside labs/lecture halls, so housekeeping knows when to clean
- manage equipment and supplies (sign out, maintain, and return)
- manage snorkel gear fitting, sign out and return
- submit 'Meal Request' forms to the kitchen for field trips
- manage clean-up of lab and class-room space
- submit student reports and data to the library
- transport students in boats and vehicles as required
- field trips: sign out safety equipment and manage field trip communication
- coordinate class T-shirt (optional)
- other duties as required