

# University of British Columbia

## Technology Teacher Education Program

Students who have concerns or questions about curriculum or instruction within a course are advised to follow procedures outlined within the respective Department and Teacher Education Office. If these concerns and questions are related to assessment (i.e., a mark or grade), including Practicum assessment, the first point of contact is the Instructor. If this cannot be resolved, an Appeal process can be initiated (see *Handbook*).

For concerns or questions about curriculum or instruction that are not assessment appeals, the procedure for resolving issues begins again with the Instructor: 1) Talk with the Instructor (Theresa Magee, Lesley Liu, Yu-Ling Lee); 2) Talk with the Technology Program Coordinator (Stephen Petrina), who also coordinates the technology education courses; 3) Talk with the Department Undergraduate Coordinator (Donal O Donoghue) or Head (Peter Grimmett); 4) Talk with the Secondary Program Coordinator (Bette Shippam) in the Teacher Education Office who will then move concerns or questions through the Office as necessary.

### If a concern arises:

### Notes:

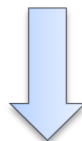
1. Talk with the Instructor: What is the concern?



2. Talk with the Technology Program Coordinator: What is the concern? What has the Instructor said or done to remediate the concern?



3. Talk with the Department Undergraduate Coordinator or Head: What is the concern? What has the Instructor said or done to remediate the concern? What solutions has the Coordinator offered?



4. Talk with the Secondary Program Coordinator in the Teacher Education Office: What is the concern? What has the Instructor said or done to remediate the concern? What solutions has the Coordinator offered? Has the Department Undergraduate Coordinator or Head offered additional solutions?

