

## Saitsa Checklist Support Instructor/Classmate Concerns

Saitsa understands that sometimes there may be instances where you may have a concern that you would like to be heard about your instructor or classmate and are unsure about what steps to take but fear not – Saitsa is here to support you!

This checklist has been designed to support you through the process of an **Instructor/Classmate Concern**. Please review carefully prior to contacting the Saitsa VP Academic, Jasmin K. Bhatti. After reviewing this document, contact Jasmin for further support at [saitsa.vpacademic@edu.sait.ca](mailto:saitsa.vpacademic@edu.sait.ca).

Instructor/Classmate Process			
	Step	Tips & Advice	Done
1.	Prior to booking a meeting with your Instructor, write down your feedback electronically or on a piece of paper in a <b>constructive</b> and <b>objective</b> manner.	Give recommendations and/or actionable bullet points to solve the problem.	<input type="checkbox"/>
2.	<b>Book a meeting with your Instructor</b> to discuss your concerns and try to rectify the situation.	Some Instructors prefer to just talk about student feedback after or before class, so make sure you ask the Instructor what their preferred communication method is.	<input type="checkbox"/>
3.	<b>Book an appointment to see an Academic Advisor</b> for guidance and advice if you do not reach a solution.	If you do not have an Academic Advisor, skip to next section.	<input type="checkbox"/>
4.	<b>Book an appointment to see your Academic Chair</b> to try and rectify the situation.		<input type="checkbox"/>
5.	You have the option of reaching out to the Saitsa VP Academic for support, guidance, and advice if you do not reach a solution or fully understand why a decision was made. <b>Book an appointment with the Saitsa VP Academic.</b> <i>*24-hour notice minimum required.</i>	The VPA can provide you with support, guidance, and advice. Book an appointment here: <a href="https://saitsavpacademic.youcanbook.me">saitsavpacademic.youcanbook.me</a>	<input type="checkbox"/>
6.	<b>2 options:</b> Either another appointment will be scheduled with the Academic Chair or; An appointment with the Dean/Associate Dean will be scheduled.	Depending on the situation, the Saitsa VP Academic may set up another meeting with you and your Academic Chair, or move the situation to the Dean/Associate Dean.	<input type="checkbox"/>



## **Additional Support Services at SAIT:**

SAIT has a variety of excellent support services, be sure to utilize them – they're there to support you through your ups and downs.

- **Student Development and Counselling – AA205 – Heritage Hall**
  - Provides personal support services to help you manage stress and navigate difficult conversations.
- **Lamb Learner Success Centre – MC221 – Stan Grad**
  - Provide academic coaching, student health and learning accommodations, and workshops, such as 'back on track' for those on academic probation.
- **Reg Erhardt Library – MC111 – Stan Grad**
  - Staff in the library can provide referencing/citing support and other academic supports.
- **International Centre – AA206 – Heritage Hall**
  - **Phone:** 403-284-8852
  - **Email:** [international@sait.ca](mailto:international@sait.ca)

## **Saitsa is student-owned and operated.**

We exist to enhance the student experience at every opportunity.

Reach out to your Saitsa VP Academic for support – Saitsa is here for you!

- [Saitsa.vpacademic@edu.sait.ca](mailto:Saitsa.vpacademic@edu.sait.ca)
- [www.saitsa.com](http://www.saitsa.com)