

Profweb Editorial Policy



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Orientations 2014–2015

The Profweb site is an initiative of MELS (*Ministère de l'Éducation, du Loisir et du Sport*) in collaboration with college network [partners](#). This initiative is part of efforts to ensure increased use of information and communication technologies (ICTs) in college education academic programs. MELS and MEESR (*Ministère de l'Éducation, Enseignement supérieur et Recherche*) have also been involved by providing funding and other support to several organizations and associations whose mandate touches upon information, group moderation, professional development, production of teaching materials, and dissemination of research and tools for teaching personnel. The products developed and services offered have the goal of contributing to student success by enriching teaching and promoting student learning, especially in regard to their ICT skills. Despite the efforts made and the achievements of various organizations, it is apparent that some teachers in the college network are not aware of and consequently do not use services and products available to them to help them develop enriched and stimulating teaching practices. Profweb promotes the value of these services and products.

Teachers are becoming aware of changes occurring within their profession. For example, mobile devices are making their way into their classrooms, learning environments are imbued with new energy, and digital bridges are being built between colleges. For a number of years now, Profweb has been supporting efforts of teachers who are adapting their teaching activities to student realities. In the colleges, information technology is evolving, from the use of learning resources to the integration of technologies embedded within teaching activities. Profweb intends to continue in its mission by exploring technologies that improve and enhance teaching, as well as those that provide solutions for teaching initiatives.

Editorial Policy

Content Dissemination

Profweb is the spokesperson for a number of organizations promoting information technology. This ensures that teachers who are interested in inspirational teaching practices—including integrating ICTs into college teaching and learning—have access to a whole range of practical college-level projects and achievements accessible from one address.

Profweb is a place for pooling acquired expertise:

- By teachers who are asked to share:
 - A teaching experience by means of a story.
 - A skill, know-how, or a tip or trick in an article.
- By pedagogical personnel, notably pedagogical counsellors, who would like to share:
 - Their discoveries or know-how, or a tip in an article.
 - Their thoughts about a particular theme or expertise developed in connection to college teaching and learning in a featured report.
- By partners who are asked to:
 - Disseminate information on the Profweb site whether with articles, news releases, activities, or featured reports or by presentation of a digital tool.
 - Enrich content by interacting in the comments section.

Partners are individuals, groups, associations, or organizations that collaborate in the proper functioning of Profweb. Notably, among these partners are the members of the Consultative Committee for the integration of ICTs into college education (*Comité de concertation en intégration des TIC à l'enseignement collégial*).

The Profweb site does not replace partners in their respective responsibilities. Above all, the site contributes by disseminating their products. To do so, whenever possible, the site arranges automated uploading of information

provided by partners. This information most often consists of references to resources and not the resources themselves. The site is thus not considered to be a space for storage of what partners produce or list with Profweb.

Profweb also seeks to be a place that promotes projects supported by ministry initiatives intended for college teaching personnel. Complementary information and resources make up content available on Profweb, focused always on information likely to be of interest to college teachers.

Site Access

Anybody can access the site at <http://www.profweb.ca/en/>. To use Web Space services, however, you must create an account.

Languages of Communication

Site and content are in English and French. Site structure is similar in both languages but content may vary. A user can switch between the French and the English version at any time, if the information is available in the other language.

Readers

Teachers in the college network

Teachers come to Profweb for inspiration and to explore new pedagogical approaches and to learn how to use them. Teachers seek to find information and to find products and services made available to help them develop enriched and inspiring teaching practices.

Pedagogical counsellors and ICT respondents

Pedagogical counsellors and ICT respondents (pedagogical counsellors part of whose task is to work with teachers in their college to facilitate ICT integration; they are members of the IT Reps/REPTIC network) make up part of the Profweb readership. Pedagogical counsellors visit the Profweb site for exciting new approaches and resources to equip teachers and to launch projects in their respective colleges.

Uploaded Content to the Profweb Site

Profweb was set up to provide greater access to information, services, and products available within the network. **Profweb aims to inspire college network teachers and to help them enrich their teaching by drawing on products and services that have been developed within the network.**

Profweb aims to offer, in one place, access to all the projects and achievements of the college network and its partners in regard to ICTs and their pedagogical integration. It is a place for pooling developed expertise thereby helping to promote initiatives targeting college teachers carried out by teachers, by other pedagogical personnel and partner organizations, and by the supporting ministry. Content provided by these contributors has priority for posting on the Profweb site, while information from other sources complements content available on Profweb.

Copyright and Licence

Every author who has worked on producing material published on Profweb is the primary copyright holder of this material. A copyright licence allows him to reproduce, adapt, publish, and to communicate to the public by whatever means; to translate, execute, or to represent in public the work in question, and this without territorial limits, time limits, or whatever other kind of limit. Furthermore, material thus produced by an author could contain elements on which a third person holds the copyright, but only when said author has obtained a licence from the holder allowing him reproduce, adapt, publish, or communicate to the public by whatever means; to translate, to execute, or to represent in public the elements in question, and this without territorial limits, time limits, or whatever other kind of limit.

Authors authorize Profweb to disseminate their work according to Creative Commons licence conditions attributed by Profweb in the agreement between Cégep Limoilou and MEESR. Authors agree to these conditions by contract with the institution responsible for managing Profweb.

Licences attributed to content must be irrevocable, non-exclusive, transferable to the ministry, or allow him to grant a sublicense and to be compatible with the Creative Commons licence, in the Minister's version of the BY NC SA 4.0 international licence or in the most recent version of this licence.

Site management

Orientation Committee

The Profweb document *Comité d'orientation: règles de fonctionnement* specifies the composition, mandate, and operations of the orientation committee.

The Editorial Policy is subject to the general orientations of Profweb as determined by the agreement between MEESR and the institution responsible for managing Profweb. Consequently, in the case of an overhaul or update, the orientation committee will review it. The coordinator is responsible for applying the Profweb Editorial Policy.

Editorial Committee

The document *Comité éditorial: mandat et fonctionnement* specifies the composition, mandate, and functioning of the orientation committee.

Coordination

The coordinator is the person designated by the institution responsible for managing Profweb to ensure leadership that will enrich the site and see to its full utilization by people working in the colleges. The Profweb coordinator manages the site daily and acts as the chief editor. He ensures compliance with editorial policy and with editorial standards, and ensures the quality of online information. He coordinates the work of editors and directs the activities of the editorial team.

Editorial Team

The editorial team consists of the coordinator and the editors. Editors have the job of ensuring site operation, both in regard to planning various content (soliciting accounts and articles, managing theme files, and production of articles or pages of digital tools or other texts). In regard to the section of the site entrusted to him, the editor can thus assume planning, revision of both content and language, posting content online, and then following up on it.

Author

An author is considered to be any person who publishes an account, article, or theme report on the Profweb site or collaborates with the Profweb editorial team in producing a text to be posted online on the site. It is possible for several individuals or a group to be an author.

When a Profweb employee interviews someone and then writes a text based on the interview, and if the interviewee is able to revise the text, then he too is considered to be an author. Should the person interviewed request it, we will insert the note "Interview conducted by [editor's name]" in the online article.

Site activity period

The site is active generally from August 15 to June 15 of each school year. After that, any request addressed to the Profweb team will receive an automated answer indicating when it will be processed (after August 15).

Accepted content

Content disseminated on Profweb is related to planning and enacting inspirational pedagogical practices, among others, by integrating technologies into the Quebec college network teaching and learning. More specifically, information published must do the following:

- Comply with the rules of the Profweb Editorial Policy
- Be connected to the mission, achievements, products, and services of partner organizations
- Be based on the realities of a single college educational network without comparing the two linguistic communities
- Deal with a pedagogical process that is neither promotional nor commercial when a commercial product or business is involved
- Be in compliance with Profweb editorial standards

Profweb and its partners are in no way liable for the content of articles or of any other documents.

Rejected content

Any information detrimental to human rights will be considered in violation of the Editorial Policy, notably material of the following nature:

- Racist, discriminatory, violent, or inciting ethnic division
- Hateful, offensive, or defamatory
- Gender-biased

Also considered in violation of the Editorial Policy is any information that does not deal with inspiring pedagogies or integration of ICTs in a pedagogical context and unlikely to be of interest to college teachers. In the case of a rejected text, the person or group submitting the text will be advised by e-mail.

Site Content

Homepage

Header

The editorial team selects the texts to appear in headers. Appearing on screen are Profweb published texts (stories, articles, featured reports, digital tools) that the editorial team wishes to promote.

New Publications

Texts recently published on Profweb are placed in the New Publications section (articles, stories, featured reports).

News and Events

Posted in the News and Events section is news about what is happening in the college network that involves teaching and learning and is of interest to readers upon dissemination. News is in the form of a communiqué: items are short and dated and they state their source. News can come from the RSS feeds of a partner or be added manually by the Profweb team. The page All the News presents an overview of the news; items can be filtered by source or by month of dissemination. They can be classified by date, title, source, and recommendation.

Published in the Network

Posted in this section are texts published by partners on their own site. Their content is pedagogical or technical (tricks of the trade or tips). Texts can be from a partner RSS feed or be added manually by the Profweb team.

Official Partners

A list of partners appears at the foot of each page, each partner accompanied by a logo and a brief introduction. A link leads to the partner About page, providing more information about each partner. Clicking on the logo leads to the home page of each partner site.

The About page introduces the partner (logo, mission, introduction, contact information, team) and blocks that show the latest posting to animate the page.

Comments

Profweb users are encouraged to enrich their content by interacting in the Comments section, which enables three kinds of interventions:

- Ask a question
- Share a resource
- Make a general comment

Text authors, teaching personnel, and pedagogical counsellors are invited to contribute to this section. Partners are encouraged to enrich this part of the site, and the Profweb editorial team moderates.

Profweb reserves the right to edit or delete a comment that is not in compliance with accepted content or consists of rejected content, without prior notice. Comments considered as spam will also be deleted without prior notice.

Section–Publications

Profweb’s principal readers are college teachers, who seek a concrete pedagogical result transferable to the classroom. Texts are written by teachers, by pedagogical counsellors, by partners, or by the Profweb Editorial Team.

Texts can be submitted to Profweb at any time and published online throughout the school year. Texts submitted during the holiday period will be processed only when classes begin.

Texts are submitted to the Profweb Editorial Team for review, comments and to propose changes. Changes must be approved by the editorial team and by the authors before being posted online. Should there be any doubt about a text, whether content should be accepted or refused, the text will be submitted to the editorial committee.

Posting generally takes place 5–7 working days after final changes have been made to the reports and articles and, as for the files, at a date agreed on with the authors. So as to maintain a balance among publications, if necessary, publications dealing with the same subject or by the same author will be spread out over time.

A text addressed to both anglophones and francophones is submitted in the working language of its author. If considered appropriate by Profweb team members, adaptation in the other language is carried out by them, except of course when the report is provided in both languages. In this case, it must be adapted to the diverse realities of anglophone and francophone Cégeps.

Stories

These stories are written by teachers or other pedagogical personnel who wish to share a concrete experience of implementing an inspirational pedagogy, especially one attesting to ICT integration into teaching and learning. The purpose of the story is to summarize an activity that could be considered to add value or was intended to add value to teaching and/or to student learning.

A story is written in journalistic style: a headline and a catchy first paragraph that sums up the essence of a text and motivates continued reading.

Some suggested questions the author should consider answering:

- How did you come to develop this teaching activity?
- What are the objectives of the activity?
- What is the role in this project of the pedagogical integration of a technology?

- Which organizational conditions facilitated this project (technical support, pedagogical counsellor, appropriation time, etc.)?
- How did the project affect pedagogical practice (yours, your students, your colleagues, your organization)?
- What do you see as the future of the project?

The story contains about 800–1,000 words. If the project involves several activities, it could lead to several stories.

The author could suggest further resources for the story. These resources will be listed in the section Resources suggested by the author. Resources drawn from databases made available by partners are listed at the end of the report.

Stories published on Profweb are indexed in the VTÉ supported database.

Articles

Articles constitute an editorial space for the Profweb team for disseminating information related to Profweb and to current events in the college network, or about pedagogy in general.

Articles can be short informative texts (about 400 words) or longer explanatory texts (about 800 words).

Profweb partners, pedagogical counsellors, and other personnel of the college network are invited to publish articles.

Among other aspects, an article can do the following:

- Present a procedure involving the use of a tool or application of an approach (summary presentation that is not a presentation of a digital tool).
- Share know-how or a tip about a digital resource.
- Share a trend related to a pedagogical approach.
- Report pedagogical resources or tools that are available to college teachers.
- Report information of interest to teachers appearing on other sites or media.
- Give an account of an event involving pedagogical innovation.

In all cases, an article must demonstrate added value for teaching and student learning.

Featured Reports

A pedagogical report allows for sharing reflections on a special theme or expertise developed in college teaching and learning. The subject of a report is pedagogical in nature, and it is conceptual or applied. If applied, it deals with integration of a tool into teaching (for example, about blogs in pedagogy and not about any particular blog).

Anyone in the college network (teacher, pedagogical counsellor, manager, etc.) having already developed an expertise on a given subject and who wishes to share it can submit a report. The content must be validated by the Profweb coordinator and editorial team. The Profweb editorial team can also publish reports.

The objectives of a report are the following:

- Present a special problem related to college teaching, an aspect of which is related to integration of technologies.
- Provide teachers with ways to help them better integrate technologies into their teaching, and, consequently, to contribute to their own professional development in this area.
- Make the college network aware of the expertise that has been developed, among other ways, in the matter of integrating technologies.

Organizing a theme report

A report is 2,000–2,500 words in length. To facilitate consultation, the report must comply with the following organization of sections:

- **The Issue** (about 1,000 words)

- Description of the pedagogical problem, consideration of a specific theme or expertise developed in connection with college teaching and learning
- State of knowledge: origin, theoretical foundation as basis of the subject
- **Practical Applications** (about 1,000 words)
 - Pedagogical uses with examples or potential uses:
 - By teacher or student
 - Inside the classroom or outside
 - Present pedagogical experiences
 - Present potential pedagogical applications
 - Conditions promoting pedagogical use or integration
 - Possible spinoffs: effects on student success or learning.
- **Useful References**
 - Useful references contain references suggested by the author (at least 3). They are cited in accordance with the APA style (see the reference [APA Citation Style](#)) *and are followed by a short description or justification.*

Section–Digital Tools

The section on digital tools presents tools or services suggested by partners, organizations, or government initiatives. These digital tools are projects that have been completed and are available. Presentation of a tool is technical by nature, and it is accurate and concrete. It involves one specific tool (for example, a specific blog tool and provides resources required to appropriate it and to use it).

Tools developed or suggested by the college network will have priority.

Presentation of a Tool

The page of a tool presents a text that explains the resource:

- General presentation of the tool
- Conditions facilitating integration of the tool (materials, organization, context, etc.)
- Essential documentation for using or integrating the tool (tutorials, links, FAQ, or other)
- Information for technical support related to using the tool

The Presentation of a digital tool should be about 2,000 words long.

Network Resources

Also found on the tool presentation page, in addition to descriptions of various digital tools, is access to banks of college network didactic and pedagogical resources provided by partners, namely Ceres (VTÉ) and the Centre de documentation collégiale (CDC).

Section–Calendar of Activities

The Profweb calendar of activities is a single calendar of accredited professional development activities and activities related to professional practice, along with events, colloquiums, and conferences making a contribution to professional development of network college teachers with a varying degree of interest in ICT integration.

Information on activities and events can come from a partner RSS feed or be added manually by Profweb. Anyone can suggest information about an event or a professional development activity. In the event that transmitted information does not originate from a partner, it will be validated by the editorial team.

Each activity minimally contains a title and a description, and is associated with a date. Activities suggested in the calendar must belong to one of the activity types that enable classification of activities on the Profweb site.

- **Accredited training**, whether course or program, is professional development recognized by a university.
- **Non-credited training** is an activity not recognized by a university; for example, a workshop, colloquium, conference, or pedagogical day.
- An **event** is an activity organized with the goal of attracting a broad audience. It is usually a conference.
- **Conventions** and **colloquiums** are grouped together. A convention is an assembly of a significant number of people meeting to discuss one or more given topics. A colloquium is a meeting of specialists invited to present and discuss their ideas about a given theme.