# UF | College of Health & Human Performance

*Department of Applied Physiology and Kinesiology*

# UNIVERSITY *of* FLORIDA

## TEACHING EXPERIENCE IN APK: ANATOMY

### APK 4943  ~  01 CREDIT  ~  FALL 2020

**INSTRUCTOR:**

**Joslyn Ahlgren, Ph.D, ACSM C-EP**
Office:  FLG 108        Office Phone:  352-294-1728
Email:  jahlgren@ufl.edu
***Currently enrolled students: please use CANVAS email***

**OFFICE HOURS:**

There are no official office hours for this course, but students may email the instructor to set up a private zoom meeting at any point if needed.

**MEETING TIME/LOCATION:**  TBD / Zoom

Due to the unique circumstances surrounding the covid-19 pandemic, this course will be offered via remote instruction.  Please know that your course instructor has been teaching online for seven years and is confident that you will have an outstanding learning experience—*even if online courses are not your favorite*.

**FERPA:** Aspects of this course may be recorded for students in the class to revisit.  If you participate with your camera engaged or utilize a profile image, you are agreeing to have yourself/image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image during recorded sessions. Students who un-mute during class and participate orally during recorded sessions are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded, you will need to keep your mute button activated and communicate using the "chat" feature.

**COURSE DESCRIPTION:** Experience teaching as an undergraduate assistant; responsibilities meet the needs of the particular course and instructor, including, but not limited to, giving short lectures, holding study/discussion sections, grading, and helping with exam/quiz/assignment preparation and proctoring.

UGTAs work under the supervision of a faculty or graduate student instructor to learn about college-level teaching in an APK course. Each UGTA experience is unique, tailored to both the student's skills and knowledge as well as the instructor's needs. Independent of the particular course or instructor, UGTAs will benefit intellectually by developing their communication and leadership skills and by gaining a better understanding of the ways in which people learn.

**PREREQUISITE KNOWLEDGE AND SKILLS:** You must have instructor permission and have completed online training in FERPA and Maintaining a Safe and Respectful Campus before registering for this course.

**REQUIRED AND RECOMMENDED MATERIALS:** Because students in this course serve as teaching assistants, they will receive an access code to MasteringA&P (via CANVAS). This will be provided to UGTAs through a CANVAS email.    UGTAs will have their own CANVAS course shell for THIS course, but will also be listed as non-grading TAs in the CANVAS course shell for APK 2100c.  UGTAs will need a computer with a camera and good internet connection for holding virtual office hours.  We will also be going through this book:

Hamond, Zaretta. (2015). *Culturally Responsive Teaching & The Brain: Promoting Authentic Engagement and Rigor Among Culturally and Linguistically Diverse Students*. Thousand Oaks, CA: Corwin Publishing.

**COURSE FORMAT:** Students in this course serve as undergraduate teaching assistants (UGTAs) for APK 2100c.  Students will meet once weekly with the course instructor (this semester via Zoom) and then will be responsible for assisting students registered in Applied Human Anatomy according to the duties listed below and timelines agreed upon at the first meeting of the semester.

**COURSE LEARNING OBJECTIVES:** By the end of the semester, regardless of the course, students participating in this teaching experience should at least be able to:

| General Course Goals | Methods of Implementation/Assessment |
|---|---|
| Identify and discuss various methods of learning | Weekly meetings |
| Identify and discuss various methods of teaching, including both recommended practices and those to be avoided | Weekly meetings |
| Generate and present a lecture to a group of undergraduate students, including responding to questions | Virtual office hours and explanations of the critical thinking questions. |
| Lead discussions about course material with undergraduates taking the course | Virtual office hours and discussion board interactions |

| Advise undergraduates enrolled in the course on best study practices and methods for successful completion of the course | Virtual office hours and discussion board interactions |
|---|---|

## COURSE AND UNIVERSITY POLICIES:

**ATTENDANCE POLICY:** UGTAs are responsible for attending weekly meetings. If you are unable to attend the weekly meeting, then you must contact the course instructor immediately and make arrangements to meet at a different time. If a UGTA is unable to complete their duties at any point during the semester (for example, if they are ill and cannot give a presentation that they had planned), it is their responsibility to notify the course instructor within a reasonable amount of time so that alternate arrangements can be made. If you are unable to fulfill a weekly duty you signed up for, please try to switch with another UGTA as soon as possible.

Two unexcused absences to weekly meetings or required duties will result in a written reprimand. Three unexcused absences will result in an unsatisfactory grade and dismissal from the course. Tardiness is not appreciated and chronic offenses will result in warnings, written reprimands, and potentially an unsatisfactory grade in the course as outlined above. Because we'll meet via Zoom this semester, please make sure to give yourself enough time to log in.

More information on UF attendance and absence policies can be found here: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.

**PERSONAL CONDUCT POLICY:** UGTAs are expected to demonstrate the same level of professionalism and conduct expected of graduate TAs. Undergraduate TAs should correspond with students and faculty in a manner that portrays competence, maturity, and reliability. Any issues surrounding unprofessional behavior or conduct will be addressed immediately with a written or verbal warning. Further incidences of the same nature may result in assignment of a U grade (unsatisfactory) and immediate dismissal. As a part of the teaching team, you will have access to exams for the course. You are not permitted to share that content with anyone else—period. Any intentional or unintentional leakage of the exam content will result in a U for the course as well as sanctions for violating the honor code.

Like all students at UF, UGTAs are expected to abide by UF's Honor Code: https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/.

Suspected or known violations of this honor code by fellow UGTAs or students registered in the primary course should be immediately reported to the instructor.

**EXAM MAKE-UP POLICY:** There are no exams for this course. ☺

**USABILITY, DISABILITY AND DESIGN:** I am committed to creating a course that is inclusive in its design. If you encounter barriers, please let me know immediately so that we can determine if there is a design adjustment that can be made or if an accommodation might be needed to overcome the limitations of the design. I am always happy to consider creative solutions as long as they do not compromise the intent of the assessment or learning activity. You are also welcome to contact the Disability Resource Center's Getting Started page at https://disability.ufl.edu/students/get-started/ to begin this conversation or to establish accommodations for this or other courses. I welcome feedback that will assist me in improving the usability and experience for all students. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

**COURSE EVALUATIONS:** Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at https://gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at https://gatorevals.aa.ufl.edu/public-results/.

## GETTING HELP:

**HEALTH AND WELLNESS**
- U Matter, We Care: If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575
- Counseling and Wellness Center: https://counseling.ufl.edu/, 352-392-1575
- Sexual Assault Recovery Services (SARS) - Student Health Care Center, 392-1161
- University Police Department, 392-1111 (or 9-1-1 for emergencies) http://www.police.ufl.edu/

**ACADEMIC RESOURCES**
- E-learning technical support, 352-392-4357 (select opti on 2) or e-mail to Learning-support@ufl.edu. https://lss.at.ufl.edu/help.shtml
- Career Connections Center, Reitz Union, 392-1601. Career assistance and counseling. https://career.ufl.edu/

- Library Support, http://cms.uflib.ufl.edu/ask.  Various ways to receive assistance with respect to using the libraries or finding resources.
- Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring. http://teachingcenter.ufl.edu/
- Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. http://writing.ufl.edu/writing-studio/
- Student Complaints On-Campus: https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/  On-Line Students Complaints: http://distance.ufl.edu/student-complaint-process/

## GRADING:

During the term, the UGTA will complete 45 hours of teaching experiences. This equates to 3 hours per week during Spring and Fall semesters, 3.75 hours per week during Summer C, and 7.5 hours per week during Summer A or Summer B.  At the end of the semester, the instructor will assign the UGTA an S or U grade based on the hours completed and the satisfactory achievement of the course goals.  The following table outlines specific expectations for UGTAs during the semester and the approximate amount of time expected of each component.

| Duty/Task | Total Time Commitment |
|---|---|
| Weekly Meetings (14) | 14 hours + 2 hours prep time |
| Monitoring Discussion Boards | 4 hours |
| Virtual Office Hours | 14 hours |
| Explaining Critical Thinking Questions | 4 hours |
| Honor Lock Reviews | 4 hours |
| Helping with Exam Reviews/Student Consultations | 3 hours |

Weekly Meetings – We will be discussing working through a pedagogical book in line with President Fuchs' commitment to dedicate the next academic year at UF to building awareness and taking action for equity.  Each UGTA will help lead a weekly discussion. To prepare for leading a discussion, UGTAs should do a little research/reading in order to provide some content, context, examples, etc.

Monitoring Discussion Boards – UGTAs will sign up to monitor specific discussion boards (there will be one for each chapter).  Each UGTA is responsible for replying to questions posted in a timely manner (24-48 hours is ideal) and to provide students will accurate information that facilitates deeper learning.

Virtual Office Hours – UGTAs will be available via Zoom for one hour each week.  This is a time when students can ask you questions about content or get advice on studying and/or applying what they are learning, etc.

– UGTAs will sign up to post video explanations of some of the end-of-chapter critical thinking/application questions found in the textbook. These videos will be posted in a specific discussion board for students to access throughout the semester.

– UGTAs will help the course instructor review heavily flagged student exam recordings in Honor Lock. This will help ensure the highest levels of integrity are adhered to during exams. It is imperative that privacy standards are strictly adhered to in this process. UGTA are prohibited from discussing their exam reviews with anyone other than the course instructor (including other UGTA or TAs for the course).

– UGTAs will help the instructor facilitate exam reviews when needed and be available to meet with students who need targeted assistance or advice on the course. These sessions will be arranged by the course instructor via canvas email.

**GRADING SCALE:** Students will receive an S (satisfactory) or U (unsatisfactory) grade for this course—so this grade does not have an impact on GPA. More information on current UF grading policies can be found here: https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/.

## WEEKLY COURSE SCHEDULE:

| Week | Date (5:10pm EST) | Meeting Topic |
|------|-------------------|---------------|
| 1 | Aug 31 | Introductions, syllabus, sign-ups, zoom tips/tricks/best practices |
| 2 | Sep 07 | Holiday, no class this week |
| 3 | Sep 14 | Ch. 1 – Climbing out of the gap |
| 4 | Sep 21 | Ch. 2 – What's culture got to do with it? |
| 5 | Sep 28 | Ch. 3 – This is your brain on culture |
| 6 | Oct 05 | Ch. 4 – Preparing to be a culturally responsive practitioner |

| | | |
|---|---|---|
| 7 | Oct 12 | How can we apply this to Anatomy in Higher Ed? |
| 8 | Oct 19 | Ch. 5 – Building the foundation of learning partnerships |
| 9 | Oct 26 | Ch. 6 – Establishing alliance in the learning partnership |
| 10 | Nov 02 | Ch. 7 – Shifting academic mindset in the learning partnership |
| 11 | Nov 09 | How can we apply this to Anatomy in Higher Ed? |
| 12 | Nov 16 | Ch. 8 – Information processing to build intellective capacity |
| 13 | Nov 23 | Ch. 9 – Creating a culturally responsive community for learning |
| 14 | Nov 30 | How can we apply this to Anatomy in Higher Ed? |
| 15 | Dec 07 | Wrap up meeting |

## SUCCESS TIPS:

- Make sure you have brushed up on your anatomy. You are always welcome to attend zoom lectures or watch the recordings that get posted. UGTAs should be reliable sources of information and assistance for our registered students.
- Practice getting your zoom conferencing down ahead of time with the course instructor or with another UGTA so that you can make certain it will run smoothly.
  - Make sure both audio and video are working well
  - Make sure your internet connection is strong
  - **Make sure to record your session**
- Do not provide students with faulty information. If you don't know something, just help them find the answer or direct them to a grad TA or the course instructor.
- Be familiar with the course syllabus for Anatomy – students will likely have questions about all of it.

- Be friendly, approachable, and exude positivity.  You should aim to encourage students and help ease their anxiety about this rigorous course.
- Don't re-lecture to students.  Feel comfortable telling them to go back to the reading or lectures if needed.
- Ask students a lot of questions.  The Socratic method is fabulous!  Get your students THINKING!
- Provide helpful study tips to students.  Share what worked for you…*and what didn't*.  ☺


## PERSONAL NOTE FROM DOC. A:

If you are totally overwhelmed by the stresses of your semester and feel like you just can't handle the pressure, please contact me or someone at UF's Counseling and Wellness center.  I genuinely care for my students' wellbeing.  Without you, I would have no one to teach…and that's uncool.

Also, it is important to me that you feel welcome and safe in this class; and that you are comfortable participating in class discussions and communicating with me.  If your preferred name is not what shows on the official UF roll, please let me know.  I would like to acknowledge your preferred name and pronouns that reflect your identity.  You may also change your "Display Name" in Canvas. Canvas uses the "Display Name" as set in myUFL.  The Display Name is what you want people to see in the UF Directory, such as "Ally" instead of "Allison."   To update your display name, go to one.ufl.edu, click on the dropdown at the top right, and select "Directory Profile." Click "Edit" on the right of the name panel, uncheck "Use my legal name" under "Display Name," update how you wish your name to be displayed, and click "Submit" at the bottom.  This change may take up to 24 hours to appear in Canvas.   This does not change your legal name for official UF records.

Let's ROCK this semester, yeah?!

Doc. A