

## APK 4943 - TEACHING EXPERIENCE IN APK

**COURSE SUPERVISOR:**       **Instructor: Matthew Terza, Ph.D.**  
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Office Hours: by appointment

**COURSE MEETING TIME:**    M 9:30 AM

**COURSE LOCATION:**         FLG 132

**GENERAL COURSE DESCRIPTION:** Teaching experience can be obtained by becoming an undergraduate teaching assistant (UGTA). 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.

**COURSE GOALS:** Each course instructor or graduate student supervisor will have course-specific duties and goals. 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
Develop skills in managing and teaching specific to a biomechanics course	Weekly/ biweekly meetings to discuss course content and progress
Identify and discuss various methods of teaching, including both recommended practices and those to be avoided	Weekly or biweekly meetings to discuss the selected reading(s) as well as discussions of practices used directly in this course
Discuss skills in understanding your class and a structuring course to improve engagement.	Weekly/biweekly discussions on select readings and topics.
Generate and present a lecture to a group of undergraduate students, including responding to questions	Virtual or live presentations to currently enrolled biomechanics students.
Lead discussions about course material with undergraduates taking the course	Virtual or live office hours
Advise undergraduates enrolled in the course on best study practices and methods for successful completion of the course	Virtual or live office hours

Generate course content and assessments and evaluate student performance	Assist in form quizzes, exams, and problem sets. Modify and improve existing lecture material. Grade course assessments.
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**REQUIRED AND RECOMMENDED COURSE MATERIALS:** Students enrolled in this teaching experience are expected to obtain the same course materials required of the students they'll be helping to teach. UGTAs will be given access to the course page in CANVAS within the first week of classes.

For discussion excerpts from Nilson, Linda *Teaching at its best: A Research-Based Resource for College Instructors*. 4<sup>th</sup> Ed. (2016) will be used.

**COURSE DUTIES AND GRADING:** During the term, the UGTA will complete 45 hours of teaching experiences. This equates to 3 hours per week during Fall 2019 semester. 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
Proctor four hours of exams/quizzes throughout the term	4 hours
Meet weekly/bi-weekly for discussion (schedule below)	8 hours
Host quiz and exam reviews; Give in class lectures (includes prep)	16 hours
Hold virtual office hours/record online lecture content during the semester (recorded)	10 hours (includes prep)
Grading Exams, Quizzes, and Assignments	7 hours

Each course instructor or graduate student supervisor is responsible for evaluating the student serving as a UGTA throughout the semester and providing feedback for support, encouragement, and growth. UGTAs are expected to check-in and/or formally meet with their course instructor or supervisor on weekly basis, at minimum, throughout the semester. More information on current UF grading policies can be found here:

<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>.

**ABSENCES AND LATENESS:** If the students serving as the 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 or supervisory graduate student within a reasonable amount of time so that alternate arrangements can be made. More information on UF attendance and absence policies can be found here: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

If you are unable to attend your Help Center hours or proctor an exam you signed up for, please try to switch with another UGTA as soon as possible. If you are unable to attend any of the weekly meetings/discussions (planned or unplanned absences) you must review discussed information with other TAs. Two unexcused absences will result in a written reprimand. Three unexcused absences will result in an unsatisfactory grade for the course. Tardiness is not appreciated and chronic offenses will result in warnings, written reprimands, and potentially an unsatisfactory grade in the course.

**Excused and unexcused absences:**

**Excused Absence:** An excused absence is missing class or an assessment for an approved reason (see list below) with appropriate documentation. For an absence to be excused documentation of the excuse must be provided and the instructor must be notified at least 2 weeks in advance for all planned excused absences (e.g. interview, wedding) although extenuating circumstances will be considered (e.g. funeral, illness).

**Excusable Absences:** In general, acceptable reasons for absence from or failure to participate in class include illness, serious family emergencies, special curricular requirements (e.g., judging trips, field trips, professional conferences), military obligation, severe weather conditions, religious holidays, and participation in official university activities such as music performances, athletic competition or debate. Absences from class for court-imposed legal obligations (e.g., jury duty or subpoena) must be excused. Other reasons also may be approved.

**Unexcused Absences:** An unexcused absence is missing class or an assessment for a non-approved reason or because of late notification of an excusable absence.

Reasons that will not be excused: general wedding attendance (not in the wedding party), family vacations, traffic or otherwise poor planning, multiple assessments in one day.

\*Notification (documentation may be after but you have to let me know that you will be missing) of an excused absence **MUST** be given to the instructor before the absence or assessment occurs *even in the case of illness*.

\*The application of these guidelines is up to the instructor's discretion especially for specific cases which may involve ambiguity.

**STUDENTS NEEDING ACCOMMODATIONS:** Students registered for this teaching experience should notify their course instructor or graduate student supervisor of any needed accommodations before the semester begins (if possible). Students requesting classroom accommodation must first register with the Dean of Students Office, who will then provide documentation for the student to give to the course instructor. More information regarding the Dean of Students Office and the Disability Resource Center can be found here:

[www.dso.ufl.edu](http://www.dso.ufl.edu).

**END OF TERM 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/>.

**PROFESSIONALISM AND CONDUCT:** 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. Undergraduate TAs should dress and behave in such a way as to distinguish themselves from the undergraduate students taking the course they are helping teach. 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.

Undergraduate TAs are expected to abide by UF's Honor Code: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>. Accordingly, suspected or known violations of this honor code should be immediately reported to the course instructor.

**STUDENT RESOURCES:** Students needing counseling or mental health resources are encouraged to reach out to the course instructor or graduate student supervisor.

For issues with technical difficulties for CANVAS, please contact the UF Help Desk at:

- [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu) or (352) 392-HELP - select option 2
- <https://at.ufl.edu/service-teams/uf-computing-help-desk/>

Other resources are also available for you:

- Disability resources <https://www.dso.ufl.edu/drc/>
- Ask-a-Librarian <http://cms.uflib.ufl.edu/ask>
- Counseling and Wellness <https://counseling.ufl.edu/>

In case of emergency, students should call 911 or the UF Police Department: 352-392-1111.

## MEETING/TOPICS SCHEDULE:

*The following table represents current plans for the term. Any changes to this plan will be posted in CANVAS as an announcement.*

<b>Week</b>	<b>Dates</b>	<b>Discussion Topic / Reading</b>
1	Jan 6 - Jan10	Introduction to Teaching; Scheduling Office Hours, Proctoring, Lectures Assign Lecture Topics
2	Jan 13 - Jan17	Chapter 1 Understanding your students and how they learn
3	Jan 20 - Jan 24	No Meeting
4	Jan 27 - Jan 31	Course Progress Check-In and Review of Challenging Course Content Planning for Online Lecture Recording
5	Feb 3 - Feb 7	No Meeting
6	Feb 10 –Feb 14	UDL and Strategies for Creating an Inclusive and Engaging Learning Environment
7	Feb 17 – Feb 21	No Meeting
8	Feb 24 - Feb 28	Chapter 2 Outcomes centered course design Course Progress Check Review of Online Lectures Generated
9	Mar 2 – Mar 6	No meeting
10	Mar 9 – Mar 13	Chapter 3 Building critical thinking into course design
11	Mar 16 – Mar 20	Chapter 12 Lecturing for Student Learning
12	Mar 23 – Mar 27	No meeting this week
13	Mar 30 - Apr 3	Chapter 18 Problem Based Learning
14	Apr 6 - Apr 10	No Meeting
15	Apr 13 - Apr 17	No meeting

16	Apr 20 - Apr 24	Review of Course Successes and Opportunities for Improvement
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