

# Teaching Experience in APK: Applied Human Anatomy w/ Lab

APK4943 | Class #10636 | 1 Credit | Spring 2023

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## Course Info

### INSTRUCTOR

**Joslyn Ahlgren, PhD (she/her/hers)**

**\*Personal note from Doc. A are on the last page.\***

**Office:** FLG 108

**Office Phone:** 352-294-1728

**Email:** jahlgren@ufl.edu

**Preferred Method of Contact:** Canvas email if you are a current student

### OFFICE HOURS

There are no office hours for this course, but please feel free to reach out to Doc. A via cell phone, group me, or email to schedule a meeting as needed/wanted.

### MEETING TIME & LOCATION

Wed Period 8 (3-3:50pm), FLG 225

## 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 up-to-date online training in both 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. 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.

## COURSE FORMAT

Students in this course serve as undergraduate teaching assistants (UGTAs) for APK 2100c. Students will meet once weekly with the course instructor 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 term, students should be able to:

General Course Objectives	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	Chapter reviews with enrolled students
Lead discussions about course material with undergraduates taking the course	Anatomy Help Center coverage, discussion board interactions, Group Me interactions, review sessions
Advise undergraduates enrolled in the course on best study practices and methods for successful completion of the course	Anatomy Help Center coverage, discussion board interactions, Group Me interactions

## Course & 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 so that alternate arrangements can be made if needed. 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.

A student experiencing an illness should visit the UF Student Health Care Center or their preferred healthcare provider to seek medical advice and obtain documentation. If you have an illness, family emergency or death, please contact the Dean of Students Office ([www.dso.ufl.edu](http://www.dso.ufl.edu)) and follow the DSO Care Team procedures for documentation and submission of a request for make-up assignment (<https://care.dso.ufl.edu/instructor-notifications/>). The DSO will contact the instructor. Do not provide any documentation to the instructor regarding illness or family emergency. This is your personal and protected information. The DSO is qualified to receive and verify the documents you provide. The instructor will follow the recommendations from the DSO.

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. UGTAs should communicate and interact 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. It is expected that all exam-related information will be kept confidential and not shared with anyone outside of the course instructor or other current UGTAs. Any intentional or unintentional leakage of the exam content will result in a U for the course as well as sanctions for violating the UF 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. 😊

## ACCOMMODATING STUDENTS WITH DISABILITIES

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 assessments or learning activities. 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 & WELLNESS

- U Matter, We Care: If you or a friend is in distress, please contact [umatter@ufl.edu](mailto: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 option 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/>

## INCLUSION, DIVERSITY, EQUITY, AND ACCESSIBILITY (IDEA) RESOURCES

For suggestions or concerns related to IDEA, please reach out to any of the following:

- Dr. Ashley Smuder, HHP IDEA Liaison, [asmuder@ufl.edu](mailto:asmuder@ufl.edu)
- Dr. Rachael Seidler, APK Graduate Coordinator, [rachaelseidler@ufl.edu](mailto:rachaelseidler@ufl.edu)
- Dr. Joslyn Ahlgren, APK Undergraduate Coordinator, [jahlgren@ufl.edu](mailto:jahlgren@ufl.edu)

## Grading

### COURSE COMPONENTS & CALCULATING YOUR GRADE

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	Approximate Time Commitment
Weekly Meetings (13)	13 hours
Engaging with registered students (emails/group me/etc.)	4 hours
Anatomy Help Center (open 12 weeks, 2 hrs/week)	24 hours
Proctoring Exams & Lab Exam Set-up/Break-down	4 hours

*Weekly Meetings* – In these meetings, we discuss where registered students are as far as course content, whether or not students are struggling with specific information and how to best address that, and the assigned reading if applicable.

*Engaging with Registered Students* – UGTAs are expected to answer emails from registered students in a timely manner (24-48 hours is reasonable). UGTAs are encouraged (but not required) to engage with registered students using the Group Me app. This is a good place to answer quick questions, post brief announcements, and even advertise when you'll be in the Anatomy Help Center.

*Anatomy Help Center* – UGTAs will sign up for specific hours (same each week) to be present in the Anatomy Help Center. While in the Help Center, you will answer questions students have about lecture and/or lab content. You are encouraged to engage with students and make sure you are approachable at all times (not looking busy with your laptop, cell phone, etc.).

*Proctoring Exams & Exam Set-up/Break-down* – UGTAs are responsible for helping to proctor both lecture and lab exams as their schedules permits. During lecture exams, you will help pass out exams, collect exams, answer questions students may have, and be on the lookout for honor code violations. Prior to lab exams, you will help the graduate TAs get the exam set up and broken down. During lab exams, you’ll help students correctly advance (make sure they don’t get lost) and be on the lookout for honor code violations. Arriving 10-15 minutes early to exams you are proctoring is necessary for smooth transitions between TAs (for lab exams) and for delivering exam instructions and handing out paper exams (for lecture exams).

## 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

### CRITICAL DATES & UF OBSERVED HOLIDAYS

- Jan 16 – Martin Luther King Jr. Day
- Mar 11-19 – Spring Break
- Apr 27-28 – Reading Days

### WEEKLY SCHEDULE

The following table shows what topics registered students will cover in both lecture and lab (orange). Following that row for each week is the plan for UGTA weekly meeting discussions (blue). Any changes to this plan will be posted in CANVAS as an announcement.

Week	Dates	Lecture Schedule (Chapters/Topics)	Lab Schedule (Topics)
1	Jan 09 – Jan 13	Ch.1 – Intro to the Body Ch. 2 – Cells	<i>No Lab (use this time to locate the lab and print/download your lab slides)</i>
UGTAs		Syllabus review, introductions, Help Center sign-ups, game planning for the term/teams	
2	Jan 16 – Jan 20	<i>Mon is a holiday...no class or labs</i> Ch. 2 – Cells cont. & Ch. 4 – Tissues	<i>Mon labs attend a different section</i> Lab 1 - Axial Skelton (Ch. 7)
UGTAs		Discuss upcoming review sessions, Help Center expectations, team updates	
3	Jan 23 – Jan 27	Ch. 4 cont. Ch. 5 – Integumentary	Lab 2 - Appendicular Skeleton (Ch. 8)
UGTAs		Discuss upcoming exam lec exam 1, Help Center updates, team updates	

4	Jan 30 – Feb 03	<b>Lec Exam 1, Mon, Jan 30, CSE A101, 10:40am</b> Ch. 6 – Skeletal	Bones Continued
UGTAs		Discuss upcoming review sessions, Help Center updates, team updates	
5	Feb 06 – Feb 10	Ch. 9 – Articulations & Ch. 10 – Muscular	Lab 3 - Muscles: Upper Body
UGTAs		Discuss upcoming review sessions, Help Center updates, team updates	
6	Feb 13 – Feb 17	Ch. 10 – Muscular cont. & Ch. 11 – Muscles	Lab 4 - Muscles: Lower Body
UGTAs		Discuss upcoming lec exam 2, upcoming review sessions, Help Center and team updates	
7	Feb 20 – Feb 24	Ch. 11 – Muscles cont. <b>Lec Exam 2, Fri, Feb 24, CSE A101, 10:40am</b>	Review and Practice Practical
UGTAs		Discuss upcoming lab exam, Help Center updates from everyone, team updates	
8	Feb 27 – Mar 03	Ch. 12 – Intro to Nervous & Ch. 13 – CNS	<b>Lab Exam 1: Mon/Tues/Wed</b> <b>Help Center Closed</b>
UGTAs		Discuss upcoming review sessions, Help Center updates, team updates	
9	Mar 06 – Mar 10	Ch. 13 – CNS cont. & Ch. 14 – PNS	Lab 5 - Articulations, Skin, Eyes/Ears
UGTAs		Discuss upcoming review sessions, Help Center updates, team updates	
10	Mar 13 – Mar 17	<i>Spring Break – no classes</i>	<i>Spring Break – no labs</i> <i>Help Center Closed</i>
UGTAs		Enjoy your spring break!	
11	Mar 20 – Mar 24	Ch. 14 cont. & Ch. 15 – ANS	Lab 6 - Nervous System
UGTAs		Discuss upcoming exam lec exam 3, Help Center updates, team updates	
12	Mar 27 – Mar 31	<b>Lec Exam 3, Mon, Mar 27, CSE A101, 10:40am</b> Ch. 19 – Heart & Ch. 20 – Vessels	Lab 7 – Circulatory System
UGTAs		Discuss upcoming review sessions, Help Center updates, team updates	
13	Apr 03 – Apr 07	Ch. 20 – Vessels cont. Ch. 22 – Respiratory	Labs 8 & 9 – Respiratory & Digestive Systems
UGTAs		Discuss upcoming review sessions, Help Center updates, team updates	
14	Apr 10 – Apr 14	Ch. 23 - Digestive Ch. 24 - Urinary	Labs 9 & 10 – Digestive & Urinary/Reproductive

UGTAs		Discuss upcoming lec exam 4, Help Center updates, team updates	
15	Apr 17 – Apr 21	Ch. 23 – Urinary cont. <b>Lec Exam 4, Fri, Apr 21, CSE A101, 10:40am</b>	Review and Practice Practical
UGTAs		Discuss upcoming lab exam, Help Center updates, final team updates	
16	Apr 24 – Apr 28	Ch. 25 – Repro <i>Thurs/Fri are reading days – no lecture or labs</i>	<b>Lab Exam 2: Mon/Tues/Wed</b> <b>Help Center Closed</b>
UGTAs		Final class meeting, PARTAY!!!, wrap up the term, discuss fall term ideas	
<b>Final Exam for Anatomy Students – CSE A101 – Tues, May 02, 3-5pm</b>			

### SUCCESS TIPS

- Make sure you have brushed up on your anatomy. You are always welcome to attend lectures/labs or watch the recordings that get posted. UGTAs should be reliable sources of information and assistance for our registered students.
- Provide students with ACCURATE information only. If you don't know something, help students find the answer or direct them to a grad TA or the course instructor. Sometimes it's MORE helpful to show students how to find accurate information for themselves.
- 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.
- Feel comfortable telling students to go back to the reading or lectures if needed. Straight re-lecturing to students is a waste of your time and theirs...and can promote poor attendance to lectures.
- 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

Finally, as a teacher or a teaching assistant, it is imperative that we recognize the power differential between us and our students and the negative implications that could have on learning for some students. I am committed to using this course content to help students feel more comfortable, competent, and caring when discussing controversial issues related to the body and dismantling systems which put some students at a greater disadvantage than others. If at any point you have ideas for me along these lines or feel uncomfortable by our discussions, I'd absolutely love to hear your perspectives and have a discussion with you.

Also, it is important to me that you feel welcome and safe in this class; and that you are comfortable communicating with me, your fellow undergrad and grad TA, and the students you are assisting. If your preferred name is not what shows on the official UF roll, please let me know—I'm happy to show you how to change your name in CANVAS so that you can be addressed in a way that affirms you.

**It's going to be a GREAT semester full of learning, teaching, and (best of all) BODY PARTS!! Let's GO!!**