

TEACHING EXPERIENCE IN APK: ANATOMY

APK 4943 ~ 1 CREDIT ~ SUMMER B 2020

INSTRUCTOR:

Linda Nguyen, Ph.D

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Preferred Method of Contact: CANVAS email for student currently registered in a course

OFFICE HOURS:

A schedule of weekly office hours will be posted in CANVAS during the first week of classes.

MEETING TIME/LOCATION: Tuesdays 12:30-1:45 PM (Period 4) / Zoom

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.

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.

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 emailed to UGTAs on or before the first day of classes. 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 via Zoom. Other than that, no other materials or texts are required this semester.

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 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/virtual exam reviews
Lead discussions about course material with undergraduates taking the course	Virtual office hours/virtual exam reviews
Advise undergraduates enrolled in the course on best study practices and methods for successful completion of the course	Virtual office hours/virtual exam reviews

COURSE AND UNIVERSITY POLICIES:

ATTENDANCE POLICY: UGTAs are responsible for attending weekly Zoom meetings. If you are unable to attend the weekly meeting, then you must contact the course instructor immediately and make arrangements to meet with them 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 attend your virtual office hours or exam review, 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.

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. 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.

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: 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.

COURSE EVALUATIONS: Students in this class are participating in GatorEvals. This evaluation system is designed to be more informative to instructors so that teaching effectiveness is enhanced and to be more seamlessly linked to UF's CANVAS learning

management system. Students can complete their evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Thank you for serving as a partner in this important effort.

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 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/>

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 (6)	7.5 hours
Write-up/explanations of practice exam answers	~ 1-2 hours
Anatomy discussion boards	~2-3 hours
Review session	~ 1-3 hours
Virtual office hours	6 hours

Weekly Meetings – We will be discussing a variety of teaching and learning topics this semester. Each UGTA is responsible for leading one weekly discussion. Pairs of UGTAs will need to lead together with senior UGTAs should partner with a new UGTA. To prepare for leading a discussion, UGTAs should do a little research/reading in order to provide some content, context, examples, etc. If you wish to provide an article for the other UGTAs to read (or any kind of media resource; i.e. YouTube video), it should be emailed out at least 3 days ahead of the class meeting. All UGTAs are expected to engage and actively participate in the weekly discussions.

Write-up/explanations of answers on the practice exam questions – UGTAs will receive a copy of the practice questions for each lecture exam (3) and for each practice question, UGTAs will provide explanations for both incorrect and correct answer choices. UGTAs will sign up for sets of questions to ensure there is no overlap of questions for each UGTA. These will be due to Dr. Nguyen one week prior to the lecture for review and Dr. Nguyen will publish them for students in Canvas thereafter.

Generation of worksheets/practice questions – UGTAs will generate additional practice questions prior to each lecture exam. UGTAs may work individually or in groups and should provide a document with at least 10 questions with answer choices and include an answer key to Dr. Nguyen 3 days prior to an exam. UGTAs will submit practice questions for all 3 lecture exams. Dr. Nguyen will review all practice questions; some will be published to students as additional practice and some may be incorporated into a lecture exam.

Anatomy Discussion Board in Canvas – A discussion board for each chapter will be generated in Canvas that students can post questions for that particular chapter. Each UGTA will sign up for at least 2 discussion boards to monitor on a daily/every other day basis (all chapters must have at least one UGTA). This will allow for student content questions to be addressed quickly. It is highly advised that UGTA subscribe/pin their respective discussion boards to receive immediate notification should a student post a question. UGTAs may also post any personal study materials (completely voluntary) for that particular chapter in this discussion board.

Exam Review Sessions – Each UGTA should host an online (Zoom) review session for students the before each exam (i.e. within 1-3 days of the exam). Multiple UGTAs (but no more than 3 UGTAs) may facilitate/host an exam review together. This should be a

Q&A session...not a presentation. You may, if you choose, identify a FEW “hot topics” to focus on and produce ppt slides, but simply re-lecturing content is not the best use of these review sessions. You will sign up for the day and time...so please make sure that you select a day/time that you can commit to.

Virtual Office Hours – Each UGTA is responsible for holding virtual office hours on a weekly basis. You will sign up for a weekly day and time (1 hour) that you will be available via Zoom to assist students with either lecture or lab material – so please make sure you are prepared for both. This schedule will be published to students so they know when you will be available to assist.

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	Meeting Topic
1	July 7	Introductions, syllabus, sign up virtual office hours, review sessions, and leading discussions
2	July 14	Discussion Topic: The Forgetting Curve <i>Lecture Exam 1 is this Fri. (July 17th)</i>
3	July 21	Discussion Topic: The Testing Effect <i>Lab Exam 1 opens on Tues. (July 21st)</i>
4	July 28	Discussion Topic: Cheating
5	Aug 4	Discussion Topic: Strategy vs. Learning <i>Lecture Exam 2 is on Mon. (Aug. 3rd)</i>
6	Feb 11	Semester wrap-up <i>Lab Exam 2 opens on Tues. (Aug. 11th)</i> <i>Lecture Exam 3 is this Fri. (Aug. 14th)</i>

SUCCESS TIPS:

- Make sure you are prepared for each week’s topics.

- Prior to your virtual review session, 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.
- Provide helpful study tips to students. Share what worked for you...and what didn't. 😊

PERSONAL NOTE FROM DR. NGUYEN:

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!

Dr. N