

TEACHING EXPERIENCE IN APK

APK 4943 -- 1 -- SUMMER 2021

INSTRUCTOR: **Diba Mani, Ph.D.**
Office: FLG 131
Email: dmani@ufl.edu
Preferred Method of Contact: E-Mail
Pronouns: she/her/hers

OFFICE HOURS: Details posted on Canvas.

MEETING TIME/LOCATION: Mondays Period 9 (4:05-4:55 PM EST) alternating in-person in FLG and via Zoom

Undergraduate teaching assistants (UGTAs) will be considered for the Summer 2021 semester of APK 2105c: Applied Human Physiology with Lab, which enrolls up to 25 students through UF Online.

Primary chapter lectures comprise content recorded by Drs. Diba Mani, Joslyn Ahlgren, and Linda Nguyen. Four lecture exams will be proctored via Honorlock. Virtual assignments and laboratory simulations will be completed and submitted online.

UGTAs are key to ensuring the maintenance of academic honesty in this course by proctoring assessments and serving as a “peer” who has succeeded in the course they are instructing. It is highly recommended that you watch all lecture material so that you are in sync with what students are taught.

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 a 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. This course can be taken for zero or one credit per semester.

PREREQUISITE KNOWLEDGE AND SKILLS: Instructor permission and completion of online trainings in “FERPA” and “Maintaining a Safe and Respectful Campus” prior to registering for course is mandatory. You must have successfully passed the course you wish to TA for, preferably under my instruction (Dr. Mani).

Students enrolling in this course must have at least the following minimum technical skills to succeed:

- General computer literacy is expected in this course. Ensure that your internet browser and extension are up to date before taking any exams.
- Using the learning management system, Canvas
- Using e-mail with attachments
- Microsoft Office: Word, PowerPoint
- Using Zoom video conferencing
- Downloading and installing software such as Google Chrome with extension for HonorLock
- Problem solving any download issues for our statistical software, SAS JMP (directions provided in Canvas)
- Incorporating applications associated with Canvas, such as Flipgrid and VoiceThread

REQUIRED AND RECOMMENDED 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. All UGTAs will be given access to the course page in Canvas within the first week of classes, if not earlier for the Summer 2021 term. UGTAs for APK 2105c will receive complimentary access code to the course textbook and online activities (via Pearson). Additionally, should we be reviewing chapters of teaching books or additional resources, you will be provided complimentary access to the respective text. All general course textbooks may be available via Course Reserves through UF Libraries.

COURSE FORMAT: Students in this course serve as UGTAs for the instructor's courses. Students will be responsible for assisting currently enrolled students in the course instructor's courses per the duties listed below.

COURSE LEARNING OBJECTIVES: 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 be able to:

General Course Goals	Methods of Implementation and Assessment
Identify and discuss various methods of learning	Biweekly meetings and/or e-mail communications to discuss selected reading(s) and/or course activities (i.e. review documents, assessment logistics)
Identify and discuss various methods (including both recommended practices and those to be avoided) in teaching	Biweekly meetings and/or e-mail communications to discuss the selected reading(s), as well as discussions of practice used in undergraduate science courses
Respond to undergraduate student questions, possibly generate and present a lecture to a group	Maintenance of Discussion Boards on Canvas, possible virtual presentation to students enrolled in the course
Lead discussions about course material with undergraduates taking the course	Virtual office hours with students enrolled in the course
Advise undergraduates enrolled in the course on best study practices and methods for successful completion of the course	Virtual office hours with students enrolled in the course
Provide input to course content	Develop practice and exam questions, provide feedback (edit, contribute) on course documents

COURSE AND UNIVERSITY POLICIES:

ATTENDANCE POLICY: UGTAs are responsible for attending all meetings scheduled relevant to the class they are instructors for. If you are unable to attend the meetings, please contact me immediately and make arrangements to meet at a different time (pending approval, if and as necessary). If you are unable to complete your duties at any point during the semester (i.e. you are ill and cannot give a presentation planned), it is your responsibility to notify me within a reasonable amount of time so that alternate arrangements can be made. If you are unable to attend your office hours or proctor an exam you signed up for, please switch with another UGTA as soon as possible, and let the team know of the change. More information on UF attendance and absence policies can be found here:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

We are a small group and flexible communication is imperative – the small group size is intentional. If you cannot make it to a regularly scheduled office hour, switch with another UGTA or, if not possible, let the instructor and any of your “usual” students know in advance. We will also make an Announcement on Canvas. A “Contact List” will be created during our first live meeting.

UF STUDENT COMPUTING REQUIREMENTS: General computer literacy is required. Since this course has some, or all, contents online, and per the UF student computing requirements, UF does not recommend students relying on/regularly using tablet devices, mobile phones, or Chromebook devices as their primary computer, as these may not be compatible with specific platforms used in this course or other UF courses (<https://it.ufl.edu/policies/student-computing-requirements/>). Access to a fast, secure internet network will be necessary for this course. If a student is in an area with limited internet access, UF students can access eduroam for free with their GatorLink log-in credentials. If you have any problems connecting to eduroam, you can contact the UF Computing Help Desk.

There are more than 100 Wi-Fi hotspots in Florida, including several state university campuses and community colleges. You may connect to eduroam in other states as well. You don't have to sit in a car: many locations have open spaces and communal rooms available so you can get online while socially distancing and following CDC guidelines in an air-conditioned space. In Florida, all UF/IFAS Research and Education Centers (REC) are equipped with eduroam, so if you live in a rural area of your county, you can visit an REC to securely watch course videos and take care of your academic needs.

PERSONAL CONDUCT POLICY: UGTAs are expected to demonstrate the same level of professionalism and conduct expected of graduate TAs. UGTAs should correspond with students and faculty in a manner that portrays competence, maturity, and reliability. UGTAs 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. 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.

Please adhere to Netiquette Guidelines during Zoom meetings and in responding to posts on Canvas. Please reach out to me prior to posting an Announcement to Canvas. If you are a UGTA for a course where you have access to the content that reveal student information such as grades, please recognize that you are held to a standard of

maintaining the respect of full privacy of content. Please do not make changes to course content or Canvas templates.

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.

MAKE-UP POLICY: No exams for you to take or make up!

INCLUSION, DIVERSITY, EQUITY, AND ACCESS (IDEA): All individuals, irrespective of their gender, gender identity, gender expression, sexual identity, sexual orientation, race, ethnicity, religious affiliation, physical or mental ability, political affiliation, or any other perceived generalized differentiator, are welcome in this course. It is expected that we treat each other with respect and as equals. Treat one another as you want to be treated so that we can have valuable discussions in this course. Intolerant, inflammatory, or insulting behavior or speech is not acceptable and may lead to dismissal from the course. Please do reach out for assistance regarding accommodations – I do not want inaccessibility to keep anyone from the opportunity to learn and grow.

ACCOMMODATING STUDENTS WITH DISABILITIES: Students requesting accommodation for disabilities must first register with the Dean of Students Office (<http://www.dso.ufl.edu/drc/>). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. Given we are a small course with the "S" and "U" grading scheme, communicating this information candidly with me is an appropriate place to start.

PREFERRED NAME: It is important to the learning environment that you feel welcome and safe in this class, and that you are comfortable participating in class discussions and communicating with me on any issues related to the class. I would like to acknowledge your preferred name, and pronouns that reflect your identity. Please let me know how you would like to be addressed in class, if your name and pronouns are not reflected by your name on the class roster.

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.

Please do keep your preferred name (first and last, if possible) visible when engaging in course activities online.

PRIVACY (FERPA): Aspects of course content may be audio and visually recorded for students in the class to refer back to. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. By enrolling in this course, you will be required to have audio and video enabled for your group presentation. If you do not want your image in any recording pertaining to course content (i.e. presentations, demonstrations), please let me know within the first couple weeks of class so that we may seek an accommodation. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

COURSE EVALUATIONS: At this time, students in this course do not complete GatorEvals. However, your feedback is appreciated throughout the term.

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: <https://uflib.ufl.edu/find/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 should 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 expectations for UGTAs for APK 2105C during the semester and the approximate amount of time expect of each component.

Duty/Task	Expected Total Time Commitment
Proctor Exams 1-4 by reviewing Honorlock recordings	8 hours
Meet live for discussion with Dr. Mani and/or maintain quick responsiveness in e-mail communications to discuss relevant items	8 hours
Hold virtual office hours for one class period weekly	13 hours
Create and implement a review activity for each of the four exams (i.e. develop worksheets, record mini lectures, and/or hold review sessions)	8 hours
Assist in grading student submissions and editing documents, contribute to and maintain the Discussion Board on Canvas by responding to student posts	8 hours
Total	45 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 a regular basis (i.e. weekly) throughout the semester. More information on current UF grading policies can be found here:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.

GRADING SCALE: Students will receive an “S” (satisfactory) or “U” (unsatisfactory) grade for this course; 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/academicregulations/grades-grading-policies/>.

Ultimately, it is expected that you engage and complete your tasks by the expected deadline while upholding strong academic integrity.

WEEKLY COURSE SCHEDULE:

The course schedule will be posted to our APK 4943 Canvas, for which access will be given by or on the first official day of the semester. The schedule is subject to modification; any changes will be posted in Canvas and/or UFL e-mail. It is expected that UGTAs will be available to meet virtually via Zoom when meetings are scheduled, and to be prompt in responding to messages (i.e. <24 hr turnaround during weekdays).

SUCCESS TIPS:

- This teaching and learning experience is something unique that can be catered to each individual for maximal benefit. As a small group with likely different learning styles, it is important to verbalize ideas and step forward to apply them, if we want to be effective to our peers’ learning, and to improve our own teaching capabilities.
- Review course content and voice any suggestions before the final version comes to print or gets posted online. We are human – errors in grammar or selecting the correct answer in a quiz posted on Canvas is absolutely possible.
- Practice any presentations ahead of time with the course instructor and/or another UGTA so you make certain it runs smoothly.
- Make sure audio and video are working well for any virtual sessions. Make sure your internet connection is strong and that you record your session.
- Do not provide students with faulty information. It is absolutely ok to say, “I’m not sure. I’ll get back to you on that.”
- Be familiar with the course syllabus for whatever class you are working with.
- Be approachable. Aim to encourage students and help ease their anxiety about what can be a rigorous course.

- You don't need to lecture students on material. Feel comfortable telling them to go back to the reading or lectures, if needed.
- Be responsible in attending your office hours and presentations on time (ahead of time!). You are the mature individuals to whom students look up to; to your behavior impacts your peers... and how they perceive you.
- Provide helpful study tips to students. You've likely been where they are – share what worked for you, as well as what didn't!