**UF** | **College of Health & Human Performance**
*Department of Applied Physiology and Kinesiology*
**UNIVERSITY** *of* **FLORIDA**

## TEACHING EXPERIENCE IN APK:
## RESEARCH METHODS

APK 4943  ~  1 CREDIT  ~  SPRING 2021

| | |
|---|---|
| **INSTRUCTOR:** | **Demetra Christou, PhD, FAHA** |
| | Office: FLG 118 |
| | Office Phone: 352-294-1715 |
| | Email:  ddchristou@ufl.edu |
| | Preferred Method of Contact: email at ddchristou@ufl.edu |
| | |
| **OFFICE HOURS:** | M 2:30-3:30 pm and by appointment |
| | |
| **MEETING TIME:** | MWF 4:05-4:55 pm virtual meetings with APK 4050 students |
| | Virtual meetings with instructor-time TBA |

**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 online training in FERPA and Maintaining a Safe and Respectful Campus before registering for this course.

**REQUIRED AND RECOMMENDED MATERIALS:** UGTAs will have their own CANVAS course shell for this course, but will also be provided access to the CANVAS course for APK 4050 and class materials including PPT slides and assignments. UGTAs will need a computer with a camera and good internet connection for attending virtual meetings.

**COURSE FORMAT:** Students in this course serve as UGTAs for APK 4050. Students will meet regularly with the course instructor and will be responsible for assisting students registered in APK 4050 according to the duties 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 | Virtual meetings |
| Identify and discuss various methods of teaching, including both recommended practices and those to be avoided | Virtual meetings |
| Present material to a group of undergraduate students, including responding to questions | Virtual meetings |
| Lead discussions about course material with undergraduate students taking the course | Virtual meetings |
| Advise undergraduates enrolled in the course on best study practices and methods for successful completion of the course | Virtual meetings |

## COURSE AND UNIVERSITY POLICIES:

**ATTENDANCE POLICY:** UGTAs are responsible for attending all scheduled meetings. If you are unable to attend a meeting, then you must contact the course instructor immediately and make arrangements to meet with your group 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 attend class), it is their responsibility to notify the course instructor 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.

**TECHNOLOGY CONSIDERATIONS:** Instruction will be delivered synchronously using Zoom during the scheduled days/times (see APK 4050 schedule for topics). During Zoom

meetings, UGTAs are required to have their webcam engaged at all times and be ready to actively participate. Please keep your cell phone on silent. Recording of Zoom meetings including lectures, group discussions and other activities is strictly prohibited. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited. Students found in violation of these policies will be subject to discipline under UF's Conduct Code. The content of this course may not be used for any commercial purpose.

**PERSONAL CONDUCT POLICY:** UGTAs are expected to demonstrate a high level of professionalism and responsibility. 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 materials for the course including quizzes. You are not permitted to share that content with anyone else—period. Any intentional or unintentional sharing of the 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 with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center by visiting their Get Started page at https://disability.ufl.edu/students/get-started/. 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. For optimal consideration, students must see the instructor within the first week of class. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

**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/

### INCLUSION, DIVERSITY, EQUITY, AND ACCESSIBILITY RESOURCES
I am committed to providing a learning environment that supports inclusion, diversity, equity and accessibility (IDEA) and promotes respect for individuals of <u>all</u> identities. For suggestions or concerns related to IDEA, please reach out to me or any of the following:
- Dr. Leo Ferreira, APK IDEA Liaison, ferreira@hhp.ufl.edu
- Dr. Rachael Seidler, APK Graduate Coordinator, rachaelseidler@ufl.edu
- Dr. Joslyn Ahlgren, APK Undergraduate Coordinator, jahlgren@ufl.edu

## GRADING:

During the term, the UGTA will complete 45 hours of teaching experiences. 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 |
|---|---|
| Meetings with instructor | 5 hours |
| Meetings with students in or outside of class | 30 hours |
| Instructional support | 10 hours |

**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 | Jan 11 | Group organization and support Application #1: how to read a research article |
| 2 | Jan 18 | Support Application #2: how to conduct a literature search, download articles as pdf files, look up journal impact factors and whether a journal is peer reviewed |
| 3 | Jan 25 | Support Application #3: how to critically read and critique a research article |
| 4 | Feb 1 | Support Application #4: how to identify study variables and threads to validity |
| 5 | Feb 8 | No meeting – provide students support as needed regarding online training and saving/submitting training certificates |
| 6 | Feb 15 | Support Application #5: how to identify study designs |
| 7 | Feb 22 | No meeting – provide students support as needed |
| 8 | Mar 1 | Support Application #6: how to use Excel to calculate descriptive statistics and correlations |
| 9 | Mar 8 | Support Application #7: how to use Excel to calculate t-tests |
| 10 | Mar 15 | Support Application #8: how to select appropriate statistical tests |
| 11 | Mar 22 | No meeting – provide students support as needed for Quiz 9 |

| 12 | Mar 29 | Support group presentations and study proposals |
|----|--------|--------------------------------------------------|
| 13 | Apr 5  | Support group presentations and study proposals |
| 14 | Apr 12 | Support group presentations and study proposals |
| 15 | Apr 19 | Support group presentations and study proposals |

## SUCCESS TIPS:

- Make sure you are prepared for each week's topic. Review the class materials and reach out to the course instructor for help as needed.
- Do not provide students with inaccurate information. If you do not know something, then direct them to the course instructor.
- Be familiar with the course syllabus and weekly schedule for Research Methods and monitor all announcements.
- Be friendly, approachable, and exude positivity. You should aim to encourage students and help ease their anxiety about this rigorous course.
- Feel comfortable telling them to go back to the reading or lectures if needed.
- Provide helpful study tips to students. Share what worked or did not work for you.