

TEACHING EXPERIENCE IN APK

APK 4943 -- 1 -- FALL 2020

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

OFFICE HOURS: Details posted on Canvas.

MEETING TIME/LOCATION: Tuesdays Period 7 (1:55 PM EST – 2:45 PM EST) via Zoom

The Fall 2020 semester will comprise a fully web-based setup for any of the courses you may be an undergraduate teaching assistant (UGTA) for. These include APK 2105C (comprising ~182 students in FA 20), APK 3200 (comprising ~50 students in FA 20), and APK 4115 (comprising two sections of ~50 students each in FA 20).

For APK 2105C: Primary chapter lectures comprise content recorded by Drs. Diba Mani, Joslyn Ahlgren, and Linda Nguyen. Four lecture exams will be proctored virtually. Weekly labs are held live by graduate teaching assistants (TAs). Virtual assignments (PhysioEx modules and homework) will be graded by graduate TAs and automatically, respectively.

If you are serving as the single UGTA for APK 3200 or APK 4115 with me, the course comprises pre-recorded and live lectures, as well as a few assessments. Details may be found in the course-specific syllabi. Please disregard APK 2105C-specific content in this document. However, you may attend some of the weekly meetings with the entire group. Other weeks, you will meet individually with me.

UGTAs are key to ensuring the maintenance of academic honesty in this course by proctoring assessments. 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 APK 2105C or equivalent, previously. You must have successfully passed any other course you are serving as a UGTA for, as well.

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. UGTAs will be given access to the course page in Canvas within the first week of classes, as well as a complimentary access code to the course textbook and online activities (via Pearson) for APK 2105C. 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 are available via Course Reserves.

COURSE FORMAT: Students in this course serve as undergraduate teaching assistants (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	Weekly or biweekly meetings to discuss selected reading(s) and/or course activities (i.e. review documents, assessment logistics)
Identify and discuss various methods (including both recommended practices	Weekly or biweekly meetings to discuss the selected reading(s), as well as discussions of

and those to be avoided) in teaching	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 (synchronous) 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 (synchronous) 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. 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: Given this course is fully online, and, per the UF student computing requirements, “access to and on-going use of a computer is required for all students.” 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 fast,

secure Wi-Fi 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.

How to connect to eduroam:

1. If you can get a Wi-Fi signal at any of the eduroam locations (see below) and your mobile device (laptop, smartphone, or tablet) has already been configured for eduroam, then you will automatically connect.
2. Otherwise, follow the instructions for connecting here: <https://helpdesk.ufl.edu/connecting-to-eduroam-off-campus/>.

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 of the 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. Here's a link to all the eduroam sites in the U.S.: <https://incommon.org/eduroam/eduroam-u-s-locator-map/>.

If you have any problems connecting to eduroam you can call (352-392-HELP/4357) or [email](#) the UF Computing Help Desk.

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.

EXAM MAKE-UP POLICY: No exams for you to take!

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 (DRC) 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. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive; therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

In the case of situations that may impede learning throughout the semester, students may reach out to the Dean of Students Office to provide documentation that will then be directed to the course instructor.

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 for live sessions.

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 consent 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 week 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. At the end of the semester, we will have a closing meeting and complete a Qualtrics survey to gauge how the semester went.

GETTING HELP:

Health and Wellness

- U Matter, We Care: If you or a friend is in distress, please contact umatter@ufl.edu or 352-294-CARE (2273).
- Counseling and Wellness Center: 352-392-1575, <https://counseling.ufl.edu/>
- Sexual Assault Recovery Services (SARS) - Student Health Care Center: 352-392-1161.
- University Police Department: 352-392-1111 (or 9-1-1 for emergencies). <https://police.ufl.edu/>

Academic Resources

- E-learning technical support: 352-392-4357 (select option 2) or e-mail learning-support@ufl.edu: <https://lss.at.ufl.edu/help.shtml>
- Career Connections Center, Reitz Union: 352-392-1601. Career assistance and counseling: <https://career.ufl.edu/>
- Library Support: <http://www.uflib.ufl.edu/help/>. Various ways to receive assistance with respect to using the libraries or finding resources.
- Teaching Center: Broward Hall, 352-392-2010 or 352-392-6420. General study skills and tutoring. <http://teachingcenter.ufl.edu/>
- Writing Studio: 302 Tigert Hall, 352-846-1138. Help brainstorming, formatting, and writing papers. <https://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 expectations for UGTAs for APK 2105C during the semester and the approximate amount of time expect of each component.

Duty/Task	Total Time Commitment
Proctor APK 2105C Exams 1-4*	8 hours
Meet weekly or biweekly for discussion (schedule posted in Canvas)	8 hours
Hold virtual or live office hours for one hour weekly	15 hours
Generate and edit exam questions	4 hours
Create and implement at least two elaborations on a chosen course topic (i.e. develop worksheet on blood flow, record and edit a short video demonstrating different types of muscle contractions)	6 hours
Maintain the Discussion Board on Canvas by responding to student posts and making one novel post (i.e. "Did you know?") each month*	4
Additional grading, assisting with student presentations in upper division APK courses, or special teaching seminar	Varies

attendance (to supplement any missing hours above to meet 45-hr requirement)*	
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*The single UGTAs for APK 3200 and APK 4115 will have their own assessments (quizzes and exams) to proctor, separate from the four exams in APK 2105c. These UGTAs may not attend the same meetings as UGTAs for APK 2105c. Additionally, UGTAs for the upper division courses will have more organizational and grading responsibility than those for APK 2105c. Please plan for individualized conversations on the distinct responsibilities as a UGTA for the different courses.

During weekly sessions, we may discuss readings read through independently the week prior, brainstorm ideas on how to demonstrate certain topics in APK 2105C to our students, and discuss topics UGTAs may be developing presentations on. These presentations will likely be recorded outside of this time and uploaded to Canvas. Proctoring assessments is expected, and opportunities to proctor assessments and lead demonstrations in upper division courses (i.e. APK 3200, APK 4115) is a possibility.

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/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/>.

WEEKLY COURSE SCHEDULE:

The course schedule will be posted to our APK 4943 Canvas. 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 at the designated day and time throughout the entire semester.

SUCCESS AND STUDY 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!