

TEACHING EXPERIENCE IN APK: RESEARCH METHODS

APK 4943 ~ 01 CREDIT ~ SPRING 2020

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OFFICE HOURS: By appointment

MEETING TIME/LOCATION: Weekly class meetings with APK 4050 students
F 4:05-4:55, FLG 265
Weekly meetings with instructor-time and location TBA

COURSE DESCRIPTION: Experience teaching as an undergraduate assistant; responsibilities meet the needs of the particular course and instructor, including, but not limited to leading group discussions, helping with proctoring the quizzes and providing support for take home quizzes and oral presentations.

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 before registering for this course.

REQUIRED AND RECOMMENDED MATERIALS: UGTAs will be listed as non-grading TAs in the CANVAS course for APK 4050. Access to class materials including PPT slides and assignments will be provided.

COURSE FORMAT: Students in this course serve as UGTAs for APK 4050. Students will meet once weekly with the course instructor and will be responsible for assisting students registered in APK 4050 according to the duties assigned every week by the instructor.

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 with instructor
Identify and discuss various methods of teaching, including both recommended practices and those to be avoided	Weekly meetings with instructor
Present material to a group of undergraduate students, including responding to questions	Leading group applications in class
Lead discussions about course material with undergraduate students taking the course	Leading group discussions in class
Advise undergraduate students enrolled in the course how to prepare an effective oral presentation and successfully complete the course	In class

COURSE AND 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 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 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>.

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 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 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 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. 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 with instructor	10 hours
Meetings with group in or outside of class	35 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/>.

SUCCESS TIPS:

- Make sure you are prepared for each week's topics. Review the text and the lecture notes as needed.
- Do not provide students with faulty information. If you don't know something, just help them find the answer or direct them to the course instructor.
- Be familiar with the course syllabus for Research Methods—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 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.