

TEACHING EXPERIENCE IN APK

APK 4943 -- 1 -- SPRING 2020

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

OFFICE HOURS: Posted on Canvas

MEETING TIME/LOCATION: Mondays 12-1 PM in FLG 100C

Dr. Mani's APK 2105C is a web-based course for Spring 2020 (comprising about 260 students), which means the primary course lecture has been pre-recorded by Dr. Ahlgren. In addition to these video uploads, Dr. Mani records weekly intro videos and elaborates on content. Exams 1-4 and laboratory sections are LIVE. Exams 1-3 will be held on various Thursdays during Period 1 (7:25-8:15 AM) and Exam 4 will be held for two hours during Final Exam Week. The exams are located in TURL L007.

Opportunity to assist in Dr. Mani's APK 3200 and APK 4115 (comprising up to 50 students per section; one UGTA per course) also exists, pending UGTA interest and involvement. If you have enrolled in APK 4943 to serve as a UGTA for either of these courses, please disregard APK 2105C-specific content. You may attend some of the weekly meetings with the entire group. Other weeks, you will individually with me. Additional information can be found on the respective course syllabi.

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

PREREQUISITE KNOWLEDGE AND SKILLS: Instructor permission and completion of online training in FERPA and Maintaining a Safe and Respectful Campus prior to registering for course. Must have successfully passed APK 2105C or equivalent, previously. Must have successfully passed any other course 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). Additionally, should we be reviewing chapters of teaching books, students may need to borrow from the library or purchase. 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)
Identify and discuss various methods (including both recommended practices and those to be avoided) in teaching	Weekly or biweekly meetings to discuss the selected reading(s), as well as discussions of practice used in undergraduate science courses
Generate and present a lecture to a group of undergraduate students, including responding to questions	Virtual or live presentations to currently enrolled Human Physiology (APK 2105C) students
Lead discussions about course material with undergraduates taking the course	Virtual or live office hours with currently enrolled Human Physiology (APK 2105C) students
Advise undergraduates enrolled in the course	Virtual or live office hours with currently enrolled

on best study practices and methods for successful completion of the course	Human Physiology (APK 2105C) students
Provide input to course content	Develop practice and exam questions, and providing feedback on course documents

COURSE AND UNIVERSITY POLICIES:

ATTENDANCE POLICY: UGTAs are responsible for attending weekly meetings, minimum. If you are unable to attend the meetings, then contact the course instructor immediately and make arrangements to meet with them at a different time (pending approval). If a UGTA is unable to complete their duties at any point during the semester (i.e. they are ill and cannot give a presentation 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 office hours or proctor an exam you signed up for, please switch with another UGTA as soon as possible. More information on UF attendance and absence policies can be found here: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

We're a small group and flexible communication is imperative. If you can't 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 upon the first meeting.

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.

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: None for you to take!

ACCOMMODATING STUDENTS WITH DISABILITIES: If possible, students registered for this teaching experience should notify their course instructor of any needed accommodations before the semester begins. 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.

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 the University'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 expectations for UGTAs during the semester and the approximate amount of time expect of each component.

Duty/Task	Total Time Commitment
Proctor APK 2105C Exams 1-4	(up to) 5 hours
Meet biweekly for discussion (schedule below)	9.5 hours
Hold virtual or live office hours for one hour weekly	14 hours
Generate and edit exam questions	4 hours
Create and implement at least two virtual or live presentations/elaborations on a chosen course topic (i.e. expand on how to learn blood flow or demonstrate different types of muscle contractions with loads)	8 hours
Additional grading, proctoring, evaluating student presentations in upper division APK courses, or special teaching seminar attendance	4.5 hours

During weekly sessions, we will 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 appropriately on CANVAS. Proctoring Exams 1-4 for APK 2105C is expected, and opportunities to proctor quizzes and even lead demonstrations in upper division courses taught by Dr. Mani (APK 3200 and 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—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/academicregulations/grades-grading-policies/>.

WEEKLY COURSE SCHEDULE:

The following is the tentative course overview. Readings will be posted on Canvas*. This schedule is subject to modification; any changes will be posted in Canvas and/or communicated via UF email. The schedule has been designed specifically for the semester’s APK 2105C course needs.

Additional notes for APK 3200 and 4115:

- Jan 27-31: Scientific Presentations and Peer Evaluation
 - UGTA article approvals and organization, grading
- Feb 3-7: APK 3200, 4115 Presentations Begin
 - UGTA peer evaluation compilation, discussion board moderation
- Apr 20-24: Final Exams (Wed, April 22, Periods 1 (4115) and 2 and 8 (3200))
 - UGTA proctor responsibility
- Narrative Quizzes (3200) and open-book Supplemental Learning Experiences (4115)
 - Selection and grading

Week	Dates	Discussion Topics
1	Jan 6-10	Courses begin January 6 th - No class meeting Logistics (registration, meeting scheduling, module certifications)
2	Jan 13-17	Course Introduction & Logistics Seminar Opportunities Introductions Holding Review Sessions or Review Worksheets (Exam 1) 12-12:30 PM in FLG 100C; Recording Studio at HUB 12:30-1:30 PM
3	Jan 20-24	MLK, Jr. Day - No class meeting

4	Jan 27-31	Pre Exam 1: Developing Questions Demo and Experiment Recordings APK 2105C Exam 1: Thurs, Jan 30 7:25-8:15 AM
5	Feb 3-7	APR* - No class meeting
6	Feb 10-14	Electrical Nerve Stimulation Demo Muscle Contractions Demo
7	Feb 17-21	Holding Review Sessions or Review Worksheets (Exam 2)
8	Feb 24-28	Pre Exam 2: Developing Questions APK 2105C Exam 2: Thurs, Feb 27 7:25-8:15 AM
9	Mar 2-6	Spring Break - No class meeting
10	Mar 9-13	Blood Pressure Demo
11	Mar 16-20	APR - No class meeting Urinary Experiment
12	Mar 23-27	Pre Exam 3: Developing Questions Holding Review Sessions or Review Worksheets (Exam 3)
13	Mar 30-April 3	APR - No class meeting APK 2105C Exam 3: Thurs, Apr 2 7:25-8:15 AM
14	April 6-10	Pre Exam 4: Developing Questions Holding Review Sessions or Review Worksheets (Exam 4)
15	April 13-17	APR - No class meeting
16	April 20-24	Course Relevance Interviews Reading Days: Thurs, April 23 and Fri, April 24
17	April 27-May 1	Final Exam Week - No class meeting APK 2105C Exam 4: Wed, April 29, 5:30-7:30 PM

*Annual Performance Review Faculty Committee Scheduling Conflict

SUCCESS AND STUDY TIPS:

- This teaching and learning experience is really 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 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!