

# Teaching Experience in APK: Anatomy and Physiology

APK4943 | 1 Credit | Spring 2024

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## Course Info

### INSTRUCTOR

**Linda Nguyen, Ph.D.**

Office: FLG 144

Email: linda.nguyen@ufl.edu

Preferred Method of Contact: **Currently enrolled students: please use CANVAS email**

### OFFICE HOURS

There are no official office hours for this course, but students may email the instructor to set up a private meeting in-person or over Zoom at any point if needed.

### MEETING

TBD

### TIME/LOCATION

## 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.

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 completed the respective course you are a UGTA for (Anatomy or Physiology). You must have instructor permission and have completed online training in FERPA and Maintaining a Safe and Respectful Campus before registering for this course.

## REQUIRED AND RECOMMENDED MATERIALS

Because students in this course serve as teaching assistants, they will receive an access code to MasteringA&P. This will be provided to UGTAs through a CANVAS email. UGTAs will have their own CANVAS course shell for THIS course but will also be listed as non-grading TAs in the CANVAS course shell for either APK 2100c or APK2105c. There is no required textbook in this course for this semester.

## COURSE FORMAT

Students in this course serve as undergraduate teaching assistants (UGTAs) for APK 2100c or APK2105c. Students will meet once weekly with the course instructor and then will be responsible for assisting students registered in Applied Human Anatomy according to the duties listed below and timelines agreed upon at the first meeting of the semester.

## COURSE LEARNING OBJECTIVES

By the end of the term, students should be able to:

General Course Goals	Methods of Implementation/Assessment
Identify and discuss various methods of learning	Weekly meetings
Identify and discuss various methods of teaching, including both recommended practices and those to be avoided	Weekly meetings
Generate and present a course material to a group of undergraduate students, including responding to questions	Can be presentations to be posted for registered Anatomy students –clinical correlation example, video answers to end-of-chapter critical thinking questions, recording of exam reviews if over Zoom
Lead discussions about course material with undergraduates taking the course	Anatomy Help Center coverage, discussion board interactions, Group Me interactions, virtual office hours
Advise undergraduates enrolled in the course on best study practices and methods for successful completion of the course	Anatomy Help Center coverage, discussion board interactions, Group Me interactions, virtual office hours

## Course & 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 so that alternate arrangements can be made if needed. If a UGTA is unable to complete their duties at any point during the semester (for example, if they are ill and cannot give a presentation that 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 fulfill a weekly duty you signed up for, please try to switch with another UGTA as soon as possible.

Two unexcused absences to weekly meetings or required duties will result in a written reprimand. Three unexcused absences will result in an unsatisfactory grade and dismissal from the course. Tardiness is not appreciated and chronic offenses will result in warnings, written reprimands, and potentially an unsatisfactory grade in the course as outlined above.

A student experiencing an illness should visit the UF Student Health Care Center or their preferred healthcare provider to seek medical advice and obtain documentation. If you have an illness, family emergency or death, please contact the Dean of Students Office ([www.dso.ufl.edu](http://www.dso.ufl.edu)) and follow the DSO Care Team procedures for documentation and submission of a request for make-up assignment (<https://care.dso.ufl.edu/instructor->

notifications/). The DSO will contact the instructor. Do not provide any documentation to the instructor regarding illness or family emergency. This is your personal and protected information. The DSO is qualified to receive and verify the documents you provide. The instructor will follow the recommendations from the DSO.

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 the same level of professionalism and conduct expected of graduate TAs. Undergraduate TAs should correspond with students and faculty in a manner that portrays competence, maturity, and reliability. 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—period. Any intentional or unintentional leakage of the exam content will result in a U for the course as well as sanctions for violating the UF 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**

I am committed to creating a course that is inclusive in its design. If you encounter barriers, please let me know immediately so that we can determine if there is a design adjustment that can be made or if an accommodation might be needed to overcome the limitations of the design. I am always happy to consider creative solutions as long as they do not compromise the intent of the assessments or learning activities. You are also welcome to contact the Disability Resource Center's Getting Started page at <https://disability.ufl.edu/students/get-started/> to begin this conversation or to establish accommodations for this or other courses. I welcome feedback that will assist me in improving the usability and experience for all students. 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.

## **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/>. Thank you for serving as a partner in this important effort.

## **Getting Help**

### **HEALTH & WELLNESS**

- U Matter, We Care: If you or a friend is in distress, please contact [umatter@ufl.edu](mailto: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](mailto: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

It is my intent that students from all diverse backgrounds and perspectives be well served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength, and benefit. It is my intent to present materials and activities that are respectful of diversity: gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups. In addition, if any of our class meetings or exams conflict with your religious events, please let me know so that we can make arrangements for you.

For suggestions or concerns related to IDEA, please reach out to any of the following:

- Dr. Ashley Smuder, APK Engagement and Culture Committee Liaison, [asmuder@ufl.edu](mailto:asmuder@ufl.edu)
- Dr. Stephen Coombes, APK Graduate Coordinator, [scoombes@ufl.edu](mailto:scoombes@ufl.edu)
- Dr. Joslyn Ahlgren, APK Undergraduate Coordinator, [jahlgren@ufl.edu](mailto:jahlgren@ufl.edu)

## 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 specific expectations for UGTAs during the semester and the approximate amount of time expected of each component.

Duty/Task	Total Time Commitment
Weekly Meetings (13)	13 hours
Monitoring Discussion Boards/Group Me/Emails	2 hours
Anatomy Help Center (open 12 wks, 2 hrs/wk)	24 hours
Proctoring Exams & Exam Set-up/Break-down	4 hours
Clinical Correlation Practice Questions	2 hours

**Weekly Meetings** – In these meetings, we discuss where registered students are as far as course content, whether or not students are struggling with specific information and how to best address that. Students will also be utilizing the weekly meeting times to assist in generating new resources for students.

**Monitoring Discussion Boards/Group Me** – UGTAs will sign up to monitor specific discussion boards (there will be one for each chapter). Each UGTA is responsible for replying to questions posted in a timely manner (24-48 hours is ideal) and to provide students with accurate information that facilitates deeper learning. UGTAs are encouraged (but not required) to engage with registered students using the Group Me app. This is a good place to answer quick questions, post quick announcements, and even advertise when you'll be in the Anatomy Help Center to recruit students to attend.

**Answering Critical Thinking Questions** – UGTAs will sign up to answer specific end-of-chapter critical thinking questions that have been suggested to students in Canvas. Discussion boards for each module dedicated to these critical thinking questions will be set up in Canvas. UGTAs are responsible for recording video answers the questions they signed up for, and posting the videos in the appropriate discussion board.

**Anatomy Help Center/Virtual Office Hours** – Anatomy UGTAs will sign up for specific hours (same each week) to be present in the Anatomy Help Center. While in the Help Center, you will answer questions students have about lecture and/or lab content. You are encouraged to engage with students and make sure you are always approachable (not looking busy with your laptop, etc.). This is considered to be “office hours” for Anatomy UGTAs. The Anatomy Help Center does not apply to Physiology UGTAs. Instead, Physiology UGTAs will hold weekly office hours over Zoom. Please provide a recurring Zoom to Dr. Nguyen so that it can be posted in Canvas for Physiology students.

**Proctoring Exams & Exam Set-up/Break-down** – UGTAs are responsible for helping to proctor both lecture and lab exams (lab exam only applicable for Anatomy UGTAs). During lecture exams, you will help pass out exams, collect exams, answer questions students may have, and be on the lookout for honor code violations. For lab exams, you will help the graduate TAs get the exam set up and broken down. During lab exams, you'll help students correctly advance (make sure they don't get lost) and be on the lookout for honor code violations.

**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/>.

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## Weekly Course Schedule

### CRITICAL DATES & UF OBSERVED HOLIDAYS

- January 16: Martin Luther King Jr. Day (Monday)
- March 11-18: UF Spring Break (Monday-Friday)
- Complete list available here: <https://catalog.ufl.edu/UGRD/dates-deadlines/2022-2023/>

### WEEKLY SCHEDULE

*A weekly course schedule will be posted in Canvas.*

## SUCCESS TIPS

- Make sure you have brushed up on your anatomy/physiology. You are always welcome to attend lectures/labs or watch the recordings that get posted. UGTAs should be reliable sources of information and assistance for our registered students.
- Do not provide students with faulty information. If you don't know something, just help them find the answer or direct them to a grad TA or the course instructor.
- Be familiar with the course syllabus for Anatomy – 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.
- Don't re-lecture to students. Feel comfortable telling them to go back to the reading or lectures if needed.
- Ask students a lot of questions. The Socratic method is fabulous! Get your students THINKING!
- Provide helpful study tips to students. Share what worked for you...*and what didn't*. 😊