

Teaching Experience in APK: Applied Human Anatomy w/ Lab

APK4943 (10490) | 1 Credit | Fall 2024

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Course Info

INSTRUCTOR

Joslyn Ahlgren, PhD (she/her/hers)

Personal note from Doc. A are on the last page.

Office: FLG 108

Office Phone: 352-294-1728

Email: jahlgren@ufl.edu

Preferred Method of Contact: Canvas email if you are a current student

OFFICE HOURS

There are no office hours for *this* course, but feel free to reach out to Doc. A via cell phone, Group Me, or email to schedule a meeting as needed/wanted. UGTAs have access to the office hours intended for APK 2100c students.

MEETING TIME & LOCATION

Fridays Period 8 (3:00-3:50pm)
Room FLG 107A

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 instructor permission and have up-to-date online training in both 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 APK 2100c. You will not have to purchase any materials associate with this course.

COURSE FORMAT

Students in this course serve as undergraduate teaching assistants (UGTAs) for APK 2100c. Students will meet once weekly with the course instructor and 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. **This semester, we will be working to reorganize and minimize lectures in order to make time for in-class discussion and critical thinking practice.**

COURSE LEARNING OBJECTIVES:

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

General Course Objectives	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 lecture to a group of undergraduate students, including responding to questions	Weekly meetings and possible topic tutorials
Lead discussions about course material with undergraduates taking the course	Anatomy Help Center coverage, discussion board interactions, Group Me interactions, possible topic tutorials
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

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, please try to switch with another UGTA as soon as possible—and please also notify your instructor.

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) and follow the DSO Care Team procedures for

documentation and make sure you are communicating with your instructor (<https://care.dso.ufl.edu/instructor-notifications/>).

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. UGTAs should communicate and interact 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. It is expected that all exam-related information will be kept confidential and not shared with anyone outside of the course instructor or other current UGTAs. 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.

University of Florida students are bound by the Honor Pledge. On all work submitted for credit by a student, the following pledge is required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The [Student Honor Code and Conduct Code \(Regulation 4.040\)](#) specifies a number of behaviors that are in violation of this code, as well as the process for reported allegations and sanctions that may be implemented. All potential violations of the code will be reported to Student Conduct and Conflict Resolution. If a student is found responsible for an Honor Code violation in this course, the instructor will enter a Grade Adjustment sanction which may be up to or including failure of the course.

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/>.

APPROPRIATE USE OF AI TECHNOLOGY

The UF Honor Code strictly prohibits *cheating*. The use of any materials or resources prepared by another person or Entity (inclusive of generative AI tools) without the other person or Entity's express consent or without proper attribution to the other person or Entity is considered *cheating*. Additionally, the use of any materials or resources, through any medium, which the Faculty / Instructor has not given express permission to use and that may confer an academic benefit to a student, constitutes *cheating*.

IN-CLASS RECORDING

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

There are no lectures in this course, only discussions. Therefore, any recording is strictly prohibited.

EXAM & ASSIGNMENT MAKE-UP POLICY

There are no exams or graded assignments for this course. 😊 Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

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/>.

Getting Help

HEALTH & WELLNESS

- ***U Matter, We Care:*** If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.
- ***Counseling and Wellness Center:*** Visit the [Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.
- ***Student Health Care Center:*** Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the [Student Health Care Center website](#).
- ***University Police Department:*** Visit [UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).
- ***UF Health Shands Emergency Room / Trauma Center:*** For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; or visit the [UF Health Emergency Room and Trauma Center website](#).
- ***GatorWell Health Promotion Services:*** For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the [GatorWell website](#) or call 352-273-4450.

ACADEMIC RESOURCES

- ***E-learning technical support:*** Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at helpdesk@ufl.edu.
- ***Career Connections Center:*** Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.
- ***Library Support:*** Various ways to receive assistance with respect to using the libraries or finding resources.
- ***Teaching Center:*** Broward Hall, 352-392-2010 or to make an appointment 352-392-6420. General study skills and tutoring.
- ***Writing Studio:*** 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.

- **Student Complaints & Grievances:** Students are encouraged to communicate first with the involved person(s), but [here](#) is more information on the appropriate reporting process.

APK ADMINISTRATORS

For suggestions or concerns related to APK courses or programming, please reach out to any of the following:

- Dr. David Vaillancourt (he/him), APK Department Chair, vcourt@ufl.edu
- Dr. Demetra Christou (she/her), APK Department Vice Chair, ddchristou@hhp.ufl.edu
- Dr. Steve Coombes (he/him), APK Graduate Coordinator, scoombes@ufl.edu
- Dr. Joslyn Ahlgren (she/her), APK Undergraduate Coordinator, jahlgren@ufl.edu

Grading

COURSE COMPONENTS & CALCULATING YOUR GRADE

During the term, the UGTA will complete ~45 hours of “course work” and 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	Approximate Time Commitment
Weekly Meetings (15)	15 hours
Engaging with registered students (emails/group me/etc.)	3 hours
Anatomy Help Center (open 12 weeks, 2 hrs/week)	24 hours
Proctoring Exams & Lab Exam Set-up/Break-down	3 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, and the assigned reading if applicable.

Engaging with Registered Students – UGTAs are expected to answer emails from registered students in a timely manner (24-48 hours is reasonable). 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 brief announcements, and even advertise when you’ll be in the Anatomy Help Center.

Anatomy Help Center – 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 approachable at all times (not looking busy with your laptop, cell phone, etc.).

Proctoring Exams & Exam Set-up/Break-down – UGTAs are responsible for helping to proctor both lecture and lab exams as their schedules permits. 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. Prior to 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. Arriving 10-15 minutes

early to exams you are proctoring is necessary for smooth transitions between TAs (for lab exams) and for delivering exam instructions and handing out paper exams (for lecture exams).

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

WEEKLY SCHEDULE

The following table shows what topics registered students will cover in lecture and lab (orange). Following that row for each week is the plan for UGTA weekly meeting discussions (orange boxes). Any changes to this plan will be posted in CANVAS as an announcement.

Week	Dates	Lecture Schedule (Chapters/Topics)	Lab Schedule (Topics)
1	Aug 22 – Aug 23	<i>Classes begin on Thurs, Aug 22</i> Ch. 1 – Intro to the Body	<i>No Lab (use this time to locate the lab and print/download your lab slides)</i>
		UGTAs: Introductions, syllabus review, plan readings and topic tutorials for the semester (bring your planner)	
2	Aug 26 – Aug 30	Ch. 2 – Cells & Ch. 4 – Tissues	Lab 1 - Axial Skelton (Ch. 7)
		UGTAs: working on lecture reorganization and in-class critical thinking practice	
3	Sep 2 – Sep 6	<i>No lecture on Monday - holiday</i> Ch. 4 cont. & Ch. 5 – Integumentary	Lab 2 - Appendicular Skeleton (Ch. 8) <i>Mon labs attend a different lab section</i>
		UGTAs: working on lecture reorganization and in-class critical thinking practice	
4	Sep 9 – Sep 13	Ch. 5 cont. Lec Exam 1, Wed, Sep 11, WEIM 1064, 8:30am Ch. 6 – Skeletal	Bones Continued
		UGTAs: working on lecture reorganization and in-class critical thinking practice	
5	Sep 16 – Sep 20	Ch 6 Cont. & Ch. 9 – Articulations	Lab 3 - Muscles: Upper Body
		UGTAs: working on lecture reorganization and in-class critical thinking practice	
6	Sep 23 – Sep 27	Ch. 10 – Muscular & Ch. 11 – Muscles	Lab 4 - Muscles: Lower Body
		UGTAs: Set up practice lab exam in FLG 107A	
7	Sep 30 – Oct 4	Ch. 11 cont. Lec Exam 2, Fri, Oct 04, WEIM 1064, 8:30am	Review and Practice Practical <i>Fri labs attend a different lab section</i>

		UGTAs: Set up Lab Exam 1 in FLG 107A	
8	Oct 7 – Oct 11	Ch. 12 – Intro to Nervous & Ch. 13 – CNS	Lab Exam 1: Mon/Tues/Wed Sign up in the Help Center <i>Help Center closed this week</i>
		UGTAs: Take down Lab Exam 2	
9	Oct 14 – Oct 18	Ch. 13 – CNS cont. & Ch. 14 – PNS <i>No lecture on Friday - homecoming</i>	Lab 5 - Articulations, Skin, Eyes/Ears
		UGTAs: working on lecture reorganization and in-class critical thinking practice	
10	Oct 21 – Oct 25	Ch. 14 cont. & Ch. 15 – ANS	Lab 6 - Nervous System
		UGTAs: working on lecture reorganization and in-class critical thinking practice	
11	Oct 28 – Nov 1	Lec Exam 3, Mon, Oct 30, WEIM 1064, 8:30am Ch. 19 - Heart	Lab 7 – Circulatory System
		No meeting this week	
12	Nov 4 – Nov 8	Ch. 20 – Vessels & Ch 22 – Respiratory	Labs 8 & 9 – Respiratory & Digestive Systems
		UGTAs: working on lecture reorganization and in-class critical thinking practice	
13	Nov 11 – Nov 15	<i>No lecture on Monday – Veteran’s Day</i> Ch. 22 Cont. & Ch. 23 - Digestive	Labs 9 & 10 – Digest & Urinary/Repro <i>Mon labs attend a different lab section</i>
		UGTAs: Set up practice lab exam in FLG 107A	
14	Nov 18 – Nov 22	Ch. 23 Cont. & Ch. 24 – Urinary Lec Exam 4, Fri, Nov 22, WEIM 1064, 8:30am	Review and Practice Practical
		UGTAs: Set up Lab Exam 2 in FLG 107A	
15	Nov 25 – Nov. 29	<i>Mon-Fri – Thanksgiving Holiday – no lecture</i>	<i>No labs this week – enjoy your holiday!</i>
		UGTAs: No meeting this week – enjoy your Thanksgiving! Gobble, Gobble!	
16	Dec 2- Dec 4	Ch. 25 – Repro & Review For Final (if time) <i>No lecture on Thurs-Fri – Reading Days</i>	Lab Exam 2: Mon/Tues/Wed Sign up in the Help Center <i>Help Center closed this week</i>
		UGTAs: Take down Lab Exam 2	
Final Exam – WEIM 1064 – Thurs, Dec 12 at 10am-12pm			

SUCCESS TIPS

- Make sure you have brushed up on your anatomy. 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.
- Provide students with ACCURATE information only. If you don't know something, help students find the answer or direct them to a grad TA or the course instructor. Sometimes it's MORE helpful to show students how to find accurate information for themselves.
- 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.
- Feel comfortable telling students to go back to the reading or lectures if needed. Straight re-lecturing to students is a waste of your time and theirs...and can promote poor attendance to lectures.
- Ask students a lot of questions. The Socratic method is fabulous! Get students THINKING!
- Provide helpful study tips to students. Share what worked for you...*and what didn't*. 😊

PERSONAL NOTE FROM DOC. A

Finally, as a teacher or a teaching assistant, it is imperative that we recognize the power differential between us and our students and the negative implications that could have on learning for some students. I am committed to using this course content to help students feel more comfortable, competent, and caring when discussing controversial issues related to the body and dismantling systems which put some students at a greater disadvantage than others. If at any point you have ideas for me along these lines or feel uncomfortable by our discussions, I'd absolutely love to hear your perspectives and have a discussion with you.

Also, it is important to me that you feel welcome and safe in this class; and that you are comfortable communicating with me, your fellow undergrad and grad TA, and the students you are assisting. If your preferred name is not what shows on the official UF roll, please let me know—I'm happy to show you how to change your name in CANVAS so that you can be addressed in a way that affirms you.

It's going to be a GREAT semester full of learning, teaching, and (best of all) BODY PARTS!! Let's GO!!