

APK 4943 - TEACHING EXPERIENCE IN APK

COURSE SUPERVISOR: **Instructor: Linda Nguyen, Ph.D.**
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Office Hours: by appointment

COURSE MEETING TIME: TBD

COURSE LOCATION: FLG 107B

GENERAL COURSE DESCRIPTION: 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.

COURSE GOALS: 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 at least be able to:

General Course Goals	Methods of Implementation/Assessment
Identify and discuss various methods of learning	Weekly or biweekly meetings to discuss the selected reading
Identify and discuss various methods of teaching, including both recommended practices and those to be avoided	Weekly or biweekly meetings to discuss the selected reading as well as discussions of practices used directly in this course
Generate and present a lecture to a group of undergraduate students, including responding to questions	Virtual or live presentations to currently enrolled anatomy students
Lead discussions about course material with undergraduates taking the course	Virtual or live office hours and time spent in the Help Center
Advise undergraduates enrolled in the course on best study practices and methods for successful completion of the course	Virtual or live office hours and time spent in the Help Center

REQUIRED COURSE 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.

COURSE DUTIES AND 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
Proctor 2 lecture exams and assist with lab exams as needed	3 hours
Meet biweekly to discuss the course material	6 hours
Attend the Help Center 2 hours/week	24 hours
Edit exams (30 min/exam x 4 exams)	2 hours
Help with lab exam set up and clean up	2 hours
Hold virtual office hours 3x during the semester	3 hours
Hold review sessions for 2 lecture exams prior to exams (live or virtual)	2 hours
Generate practice questions and exam questions	3 hours

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>.

ABSENCES AND LATENESS: If the students serving as the 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 or supervisory graduate student 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>.

If you are unable to attend your Help Center hours or proctor an exam you signed up for, please try to switch with another UGTA as soon as possible. If you are unable to attend any of the weekly meetings/discussions (planned or unplanned absences), then you are expected to produce a 1-2-page, single-spaced summary of the reading and identify applications of that

information for teaching and/or learning anatomy. That document will be due within 3 days of the absence and should be emailed to the course instructor. Two unexcused absences will result in a written reprimand. Three unexcused absences will result in an unsatisfactory grade for the course. Tardiness is not appreciated and chronic offenses will result in warnings, written reprimands, and potentially an unsatisfactory grade in the course.

STUDENTS NEEDING ACCOMMODATIONS: 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.

END OF TERM COURSE EVALUATIONS: At the end of the semester, students registered for this teaching experience are expected to provide feedback on the quality of instruction and supervision in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. The results of feedback obtained in these online assessments helps to ensure quality learning and teaching experiences for students wishing to take this course in the future.

PROFESSIONALISM AND CONDUCT: 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. Undergraduate TAs 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— 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 honor code.

Undergraduate TAs are expected to abide by UF's Honor Code: <http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>. Accordingly, suspected or known violations of this honor code should be immediately reported to the course instructor.

STUDENT RESOURCES: Students needing counseling or mental health resources are encouraged to reach out to the course instructor or graduate student supervisor. Additionally, UF has services available at <http://www.counseling.ufl.edu/cwc/Default.aspx>.

In case of emergency, students should call 911 or the UF Police Department: 352-392-1111.

MEETING/TOPICS SCHEDULE:

Tentative schedule for the semester TBA

