

# Teaching Experience in APK: Applied Human Anatomy w/ Lab

APK4943 (\_\_\_\_) | 1 Credit | Spring 2025

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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 107B

## 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 COURSE MATERIALS

This semester, we'll be focusing on understanding, appreciating, and effectively teaching Anatomy to students from different generations. We'll be using [this required textbook](#) to guide our conversations:

*The Defining Decade: Why Your Twenties Matter—And How to Make the Most of Them Now* by Dr. Meg Jay, ISBN: 978-1538754238.

Because students in this course serve as teaching assistants in APK 2100c, 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.

## 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.

## 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, their selected help center hours, and any exams they sign up to proctor. If a UGTA needs to be absent to any of these, they are expected to provide notice to the course instructor in a reasonable amount of time (preferably in advance) and find coverage by another UGTA or Grad TA if possible. UGTAs should use Group Me to coordinate absences/coverage. It is IMPERATIVE that you use the Group Me for the entire teaching team for Help Center absences so that both anatomy instructors know to announce this to students.

Two unexcused absences to weekly meetings or any 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](#) and follow the [DSO Care Team procedures](#) for documentation and make sure you are communicating with your instructor. More information on UF attendance and absence policies can be found [here](#).

## 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 may 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, immediate dismissal, and a report 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.

## 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.

## 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](#) 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 [here](#). 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 [this website](#). Summaries of course evaluation results are available to students at that site.

## Getting Help

### HEALTH & WELLNESS

- ***U Matter, We Care:*** If you or someone you know is in distress, please contact [umatter@ufl.edu](mailto: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](mailto: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](mailto:vcourt@ufl.edu)
- Dr. Demetra Christou (she/her), APK Department Vice Chair, [ddchristou@hhp.ufl.edu](mailto:ddchristou@hhp.ufl.edu)
- Dr. Steve Coombes (he/him), APK Graduate Coordinator, [scoombes@ufl.edu](mailto:scoombes@ufl.edu)
- Dr. Joslyn Ahlgren (she/her), APK Undergraduate Coordinator, [jahlgren@ufl.edu](mailto: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 around 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 hours
Engaging with registered students (emails/group me/etc.)	3 hours
Anatomy Help Center (open 12 weeks, 2 hrs/week)	24 hours
Proctoring Exams	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. We will also use several of these meetings to set up and break down the mock and actual lab exams.

*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, headphones, etc.).

*Proctoring Exams* – UGTAs are responsible for helping to proctor both lecture and lab exams as their schedules permit. 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. 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. Following that row for each week is the plan for UGTA weekly meeting discussions (orange). Any changes to this plan will be posted in CANVAS as an announcement.

Week	Dates	Lecture Schedule (Text Chapters/Topics)	Lab Schedule (Topics)
1	Jan 13 – Jan 17	Ch 1 – Intro to the Body Ch 2 - Cells	<i>No Lab – Drop/Add Week</i>
	<i>Fri Jan 17 - Introductions, Syllabus, Book Chapter Assignments, Sign-ups – please bring your planner!</i>		
2	Jan 20 – Jan 24	<i>Jan 20 – MLJK Day – no class/lab</i> <i>Ch 4 – Tissues (this chapter will be introduced this week but will be reinforced across the term)</i> Ch 5 – Integumentary System	Lab 1 - Axial Skelton (Textbook Ch. 7, there is a HW) <i>Mon labs will receive email from TA to arrange make-up time if wanted</i>
	<i>Fri Jan 24 - Book Discussion</i>		
3	Jan 27 – Jan 31	Ch 6 – Skeletal System	Lab 2 - Appendicular Skeleton (Textbook Ch. 8, there is a HW)
	<i>Fri Jan 31 - Book Discussion</i>		
4	Feb 03 – Feb 07	<b>Lecture Exam 1 – Mon 2/3/25 (Ch 1, 2, 5, 6)</b> Ch 9 - Articulations	Skeleton Continued
	<i>Fri Feb 07 - Book Discussion</i>		
5	Feb 10 – Feb 14	Ch 10 – Muscular System (Skeletal Muscle)	Lab 3 – Muscles: Upper Body
	<i>Fri Feb 14 (Valentine’s Day!!) Book Discussion</i>		
6	Feb 17 – Feb 21	Ch 11 – Muscles of the Body	Lab 4 – Muscles: Lower Body
	<i>Fri Feb 21 – set up mock lab exam</i>		

7	Feb 24 – Feb 28	<b>Lecture Exam 2 – Mon 2/24/25 (Ch 9-11)</b> Ch 12 – Introduction to Nervous System	Review and Mock Lab Exam
	<i>Fri Feb 28 – set up lab exam</i>		
8	Mar 03- Mar 07	Ch 13 – Central Nervous System Ch 14 – Peripheral Nervous System	<b>Lab Exam 1: Mon-Wed</b> <i>Sign-up for a date/time in Help Center</i>
	<i>Fri Mar 07 – take down lab exam <u>and</u> Book Discussion</i>		
9	Mar 10 – Mar 14	Ch 14 – Peripheral Nervous System Continued Ch 15 – Autonomic Nervous System	Lab 5 – Skin/Joints/Eyes/Ears
	<i>Fri Mar 14 – no class meeting this week</i>		
10	Mar 17 – Mar 21	<b>Spring Break – do what you need to do to be mentally healthy and academically successful</b>	<b>Rest – Study – Exercise – Sleep</b>
	<i>Fri Mar 21 – no class meeting this week</i>		
11	Mar 27 – Mar 28	<b>Lecture Exam 3 – Mon 3/27/25 (Ch 12-15)</b> Ch 19 – The Heart	Lab 6 – Nervous System
	<i>Fri Mar 28 – Book Discussion</i>		
12	Mar 31 – Apr 04	Ch 20 – Blood Vessels Ch 22 – Respiratory System	Lab 7 – Cardiovascular System
	<i>Fri Apr 04 – Book Discussion</i>		
13	Apr 07 – Apr 11	Ch 22 – Respiratory System continued Ch 23 – Digestive System	Lab 8 & 9 – Respiratory and Digestive Systems
	<i>Fri Apr 11 – Book Discussion – Last Chapter</i>		
14	Apr 14 – Apr 18	Ch 23 – Digestive System Continued Ch 24 – Urinary System	Labs 9 & 10 – Digestive Continued and Urinary/Reproductive Systems
	<i>Fri Apr 18 – set up lab exam</i>		
15	Apr 21 – Apr 25	<b>Lecture Exam 4 – Mon 4/21/25 (Ch 20, 22-24)</b> Wed – no class – watch Ch 25 lecture videos Thurs & Fri are Reading Days – no class/lab	<b>Lab Exam 2: Mon-Wed</b> <i>Sign-up for a date/time in Help Center</i>
	<i>Fri Apr 25 – take down lab exam if you are available on this reading day</i>		
<b>Comprehensive Final Exam – Thurs, May 1 at 12:30-2:30pm – In the Lecture Hall</b>			
<i>I'll need two proctors for this final exam</i>			



## 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!!**