

Teaching Experience in APK

APK 4943 | Class # 20176 | Section 3A11 | 3 Credits | SP 23

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Course Info

INSTRUCTOR

Diba Mani, Ph.D.
Email: dmani@ufl.edu
Method of Contact: UFL e-mail
Pronouns: she/her

OFFICE HOURS

Virtual; details posted on Canvas

MEETING TIME/LOCATION

Access course through Canvas on UF e-Learning (<https://elearning.ufl.edu/>) and the Canvas mobile app by Instructure. There are no in-person meetings aside from potential service-learning opportunities.

COURSE DESCRIPTION

Experience teaching as an undergraduate assistant; responsibilities meet the needs of the 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.

Students accepted for and enrolled in this course during the Spring 2023 (SP 23) semester are considered peer mentors, aiding as undergraduate teaching assistants (UGTAs) for their respective undergraduate course.

Teaching experience can be obtained by becoming a 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 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 0 (auditing; volunteering) or 1 credit per semester.

PREREQUISITE KNOWLEDGE AND SKILLS

Instructor permission and completion of online trainings in "FERPA" and "Maintaining a Safe and Respectful Campus" prior to registering for course is mandatory. You must have successfully passed the course you wish to TA for, preferably under my instruction (Dr. Mani).

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. All UGTAs will be given access to the course page in Canvas within the first week of classes. All general course textbooks may be available via Course Reserves through UF Libraries.

COURSE FORMAT

Students in this course serve as UGTAs for the instructor's courses. Students will be responsible for assisting currently enrolled students in the class 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:

1. Identify and discuss various methods of learning
2. Identify and discuss various methods (including both recommended practices and those to be avoided) in teaching
3. Augment understanding of course content
4. Communicate course content more effectively
5. Provide input to course content and organization

Course & University Policies

ATTENDANCE POLICY

UGTAs are responsible for attending all meetings scheduled relevant to the class they are instructors for – these will take place biweekly via Zoom. If you are unable to complete your duties at any point during the semester (e.g., you are ill and cannot give a presentation planned), it is your responsibility to notify me 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, and let the team know of the change. 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 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.

Please adhere to Netiquette Guidelines during Zoom meetings and in responding to posts on Canvas. Please reach out to me prior to posting an Announcement to Canvas. If you are a UGTA for a course where you have access to the content that reveal student information such as grades, please recognize that you are held to a standard of maintaining the respect of full privacy of content. Please do not make changes to course content or Canvas templates.

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.

STUDENT COMPUTING POLICY

Since this course and the one you will be TAing for are fully online, and per the UF student computing requirements, UF does not recommend students relying on/regularly using tablet devices, mobile phones, or Chromebook devices as their primary computer, as these may not be compatible with specific platforms used in this course or other UF courses (<https://it.ufl.edu/policies/student-computing-requirements/>). Access to a fast, secure internet network will be necessary for this course. If a student is in an area with limited internet access, UF students can access eduroam for free with their GatorLink log-in credentials. If you have any problems connecting to eduroam you can call (352-392-HELP/4357) or email the UF Computing Help Desk.

ACCOMMODATING STUDENTS WITH DISABILITIES

Students requesting accommodation for disabilities must first register with the Dean of Students Office (DSO, <http://www.dso.ufl.edu/drc/>). The DSO will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking exams. In the case of situations that may impede learning throughout the semester, students may reach out to the DSO to provide documentation that will then be directed to the course instructor. Accommodations are not retroactive; therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations. Students registered with the Disability Resource Center (DRC): It is strongly recommended that you submit your accommodation requests through the DRC in the first week of classes to ensure that they are approved in time.

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 e-mail they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>.

Getting Help

HEALTH & 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 on 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/>

INCLUSION, DIVERSITY, EQUITY, AND ACCESSIBILITY RESOURCES

All individuals, irrespective of their gender, gender identity, gender expression, sexual identity, sexual orientation, race, ethnicity, religious affiliation, physical or mental ability, political affiliation, or any other perceived generalized differentiator, are welcome in this course. It is expected that we treat each other with respect and as equals. Treat one another as you want to be treated so that we can have valuable discussions in this course. Intolerant, inflammatory, or insulting behavior or speech is not acceptable and may lead to dismissal from the course. Please do reach out for assistance regarding accommodations – I do not want inaccessibility to keep anyone from the opportunity to learn and grow.

PREFERRED NAME

It is important to the learning environment that you feel welcome and safe in this class, and that you are comfortable participating in class discussions and communicating with me on any issues related to the class. I would like to acknowledge your preferred name, and pronouns that reflect your identity. Please let me know how you would like to be addressed if your name and pronouns are not reflected by your name on the class roster. Please kindly correct me if I forget or make a mistake.

You may also change your "Display Name" in Canvas. Canvas uses the "Display Name" as set in myUFL. The Display Name is what you want people to see in the UF Directory, such as "Ally" instead of "Allison." To update your display name, go to one.ufl.edu, click on the dropdown at the top right, and select "Directory Profile." Click "Edit" on the right of the name panel, uncheck "Use my legal name" under "Display Name," update how you wish your name to be displayed, and click "Submit" at the bottom. This change may take up to 24 hours to appear in Canvas. This does not change your legal name for official UF records. Please keep your preferred name (first and last, if possible) visible when engaging in course activities online (e.g., virtual office hours).

NameCoach is an online tool that provides students, faculty, and staff the ability to record the pronunciation of their names. You are encouraged to record this information in our Canvas course; instructions may be found on <https://it.ufl.edu/resources/namecoach/>.

PRIVACY

Aspects of course content may be audio and visually recorded for students in the class to refer to. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. By enrolling in this course, you will be required to have audio and video enabled for certain activities (e.g., poster presentation). If you do not want your image in any recording pertaining to course content, please let me know within the first couple weeks of class so that we may seek an accommodation. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

Grading

During the term, the UGTA should 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. Specific contributions include: proctoring/reviewing all Honorlock recordings within 24-48 hours of completion, complete with a report; moderating the Discussion Boards; completing grading contributions, if and as assigned; assist in editing documents; contribute to Discussion Board; hold virtual office hours for one hour weekly; communicate with Dr. Mani with 24-48 hrs (e.g., respond to emails).

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 a regular basis (i.e. weekly) 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; 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/>. Ultimately, it is expected that you engage and complete your tasks by the expected deadline while upholding strong academic integrity.

Weekly Schedule

The course schedule will be posted to our APK 4943 Canvas, for which access will be given by or on the first official day of the semester. The schedule is subject to modification; any changes will be posted in Canvas and/or UFL e-mail. It is expected that UGTAs will be available to meet when meetings are scheduled, and to be prompt in responding to messages (e.g., <24 hr turnaround during weekdays). Some of the expected scheduling:

- January 2023: record introductory video for class
- January-April 2023: hold weekly virtual office hours; proctor any closed-book assessments within 48 hrs
- April 2023: service-learning project at local high school; proctor final exam within 48 hrs

SUCCESS AND STUDY TIPS

- This teaching and learning experience is 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 to 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 are 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.
- Don’t provide students with faulty information. It’s 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.