

Teaching Experience in APK Physiology

APK4943 | Class # 19791 | 1 Credit | Summer 2024

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Course Info

INSTRUCTOR

Max Adolphs, PhD
Office: 106G
Office Phone: (352) 294-1731
Email: madolphs@ufl.edu

OFFICE HOURS

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

MEETING TIME/LOCATION

Thursdays period 3 9:35 – 10:25 am (location TBD)

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 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 APK 2105c.

COURSE FORMAT

Students in this course serve as undergraduate teaching assistants (UGTAs) for APK 2105c. Students will meet once weekly with the course instructor and then will be responsible for assisting students registered in Applied Human Physiology 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 lecture to a group of undergraduate students, including responding to questions	Weekly office hours and Practice Exams
Lead discussions about course material with undergraduates taking the course	Weekly office hours and Practice Exams
Advise undergraduates enrolled in the course on best study practices and methods for successful completion of the course	Weekly 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) 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. UGTAs 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 assessment or learning activity. 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 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 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

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

- Dr. Ashley Smuder, APK IDEA Liaison, asmuder@ufl.edu
- Dr. Rachael Seidler, APK Graduate Coordinator, rachaelseidler@ufl.edu
- Dr. Joslyn Ahlgren, APK Undergraduate Coordinator, 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 (5)	10 hours
Virtual Office Hours (6 weeks, 5 hrs/wk)	30 hours
Proctoring Exams & Practice Exams	6 hours

Weekly Meetings

In these meetings, we discuss how weekly office hours are going, whether or not students are struggling with specific information, and material for the following week.

Virtual Office Hours

UGTAs will sign up for specific hours (same each week) to be present on Zoom for virtual office hours. During office hours, you will present on a specific pre-determined topic and 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.

Proctoring Exams and Practice Exams

UGTAs are responsible for helping to proctor lecture exams as their schedule 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. UGTAs will also put on practice exams which involves meeting with the class outside of regular class hours and presenting practice questions to the students in order to help them prepare for the 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

Week	Date	Meeting Topic
1	May 13 – May 17	Module 1 - meeting 1
2	May 20 - May 24	module 2 - meeting 2
3	May 27 – May 31	Module 2 & 3 – meeting 3
4	Jun 3 – June 7	Module 3 meeting 4
5	Jun 10 – Jun 14	Module 3 & 4 meeting 5
6	Jun 17 – Jun 21	Module 4