

Teaching Experience in APK

APK 4943 | Class # 16442 | Section 1643 | 0-1 Credit | FA 25

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Course Info

INSTRUCTOR

Diba Mani, Ph.D.

Email: dmani@ufl.edu

Pronouns: she/her

OFFICE HOURS

Virtual; details posted on Canvas

MEETING TIME/LOCATION

Access course through Canvas on [UF e-Learning](#) and the Canvas mobile app by Instructure. There are no in-person meetings for this course.

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 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 "Title IX" prior to registering for course is mandatory. You must have successfully passed the course you wish to be a UGTA 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:

- APK 2105c Applied Human Physiology with Lab
 - Hold weekly virtual or in-person office hours at a set time (1 hr) and location
 - Provide timely responses to student posts on the Discussion Board, Canvas messaging, and e-mail (if/as appropriate)
 - Provide feedback on course material such as syllabus, assignments, assessments, and lectures
 - Assist with the annual service-learning project development and implementation
 - Proctor closed-book exams (e.g., attend in-person assessments; arrive early and stay through)
 - Hold review sessions for students in advance of four exams
 - Opportunity to develop mini-lectures for the Discussion Board
 - *Fall 2025: Thursdays during Period 8 and Final Exam Week Tuesday 3-5 PM ET*
- APK 4115 Neuromuscular Aspects of Exercise
 - Hold weekly virtual office hours at a set time (1 hr) and assist with SLEs as assigned during this time
 - Provide timely responses to student posts on the Discussion Board, Canvas messaging, and e-mail (if/as appropriate)
 - Review research paper selections and manage presentation preparatory assignments
 - Manage engagement activities
 - Provide feedback on course material such as syllabus, assignments, and lectures
 - Assist with the annual service-learning project development and implementation, if applicable
 - Proctor closed-book exams (e.g., review all Honorlock recordings within 48 hrs of exam completion)
 - Three quizzes (Supplemental Learning Experience (SLE) 3, 6, and 9) and one Final Exam

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

CONTENT ATTESTATION

Instructional materials for this course consist of only those materials specifically reviewed, selected, and assigned by the instructor(s). The instructor(s) is only responsible for these instructional materials.

Course & University Policies

University policies are summarized on the [UF Academic Policies & Resources website](#). This link will direct students to a separate webpage that will provide all required academic policies, such as attendance, grading, personal conduct, DRC and evaluation verbiage, as well as campus academic, health, and wellness resources.

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 attend the meetings or fulfill your responsibilities (e.g., exam proctoring/Honorlock recording review) please contact me and the rest of your peer team (if and as

relevant) immediately, and make arrangements to meet at a different time (pending approval, if and as necessary). 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 on the [Catalogs page](#).

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](#). 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. 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 contact the UF Computing Help Desk.

There are more than 100 Wi-Fi hotspots in Florida, including several state university campuses and community colleges. You may connect to eduroam in other states as well. You don’t have to sit in a car: many locations have open spaces and communal rooms available so you can get online while socially distancing and following CDC guidelines in an air-conditioned space. In Florida, all UF/IFAS Research and Education Centers (REC) are equipped with eduroam, so if you live in a rural area of your county, you can visit an REC to securely watch course videos and take care of your academic needs.

If you have any problems connecting to eduroam you can call (352-392-HELP/4357) or email the UF Computing Help Desk.

MAKE-UP POLICY

Not relevant for assignments for you as a peer mentor! If you can't make a day for your office hour, exam, or review session, reschedule in the Google calendar for an alternate day and/or trade with a classmate, as applicable.

ACCOMMODATING STUDENTS WITH DISABILITIES

Students requesting accommodation for disabilities must first register with the [Dean of Students Office \(DSO\)](#). The Dean of Students Office 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. 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 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.

In the case of situations that may impede learning throughout the semester, students may reach out to the Dean of Students Office to provide documentation that will then be directed to the course instructor.

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](#). Students will be notified when the evaluation period opens and can complete evaluations through the e-mail they receive from GatorEvals or in their Canvas course menu on the [GatorEvals polling page](#).

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).

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 exams and/or Honorlock recordings within 24-48 hours of completion, compete 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 hours 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 throughout the semester. More information on current UF grading policies can be found on the [Catalogs page](#).

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 on the [UF grading policy page](#). 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 details will be posted to our APK 4943 Canvas, for which access will be given by 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. **APK 2105c duties are marked in red**; **APK 4115 duties are marked in green**; **UF holidays are marked in blue**.

Week	Dates	Content
1	August 21-22, 2025	<i>Classes begin Thursday</i> Office hours begin on Thursday
3	September 1-5	<i>Monday, September 1 Labor Day</i> Monday office hours switch to a different day in the Google calendar APK 2105c Exam 1 Review on Thursday during Period 8 APK 4115 SLE 1: Resources for Presentations UGTA (Review by Sept 10)
4	September 8-12	APK 2105c Exam 1 on Thursday during Period 8
5	September 15-19	APK 4115 SLE 3: Quiz Week (Review Honorlock Recordings by Sept 22)
6	September 22-26	
7	September 29-October 3	APK 2105c Exam 2 Review on Thursday during Period 8
8	October 6-10	APK 2105c Exam 2 on Thursday during Period 8 APK 4115 SLE 6: Quiz Week (Review Honorlock Recordings by Oct 13)
9	October 13-17	<i>Friday, October 17 Homecoming</i> Friday office hours switch to a different day in the Google calendar
10	October 20-24	APK 4115 SLE 8: Reflexes UGTA (Review by Oct 29)
11	October 27-31	APK 2105c Exam 3 Review on Thursday during Period 8 APK 4115 SLE 9: Quiz Week (Review Honorlock Recordings by Nov 3)
12	November 3-7	<i>Tuesday, November 11 Veteran's Day</i> Tuesday office hours switch to a different day in the Google calendar APK 2105c Exam 3 on Thursday during Period 8
13	November 10-14	
14	November 17-21	
15	November 24-28	<i>Monday-Friday is Fall/Thanksgiving Break</i> No office hours
16	December 1-5	Closing (Professor Recording) <i>Wednesday is the last day of classes</i> Office hours end on Wednesday APK 2105c Exam 4 Review on Tuesday during Period 8 End-of-Term Meeting via Zoom Feedback Survey
17	December 8-12	Final Exam Week: APK 2105c Exam 4 on Tuesday during Period 8+9 APK 4115 Final Exam December 7 at 11:59 PM ET – Tuesday, December 9 at 11:59 PM ET (Review Honorlock Recordings by Dec 11)

SUCCESS AND STUDY TIPS

- This teaching and learning experience is something unique that can be catered to everyone for maximal benefit. 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 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.
- Do not provide students with faulty information. It is 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.