

Teaching Experience in APK: Applied Human Anatomy w/ Lab

APK4943 | Class # 10361 | 1 Credit | Fall 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 TBA

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 developing a Growth Mindset, as both leaders and learners. We'll be using this required text to guide our conversations: Mindset: The New Psychology of Success by Dr. Carol S. Dweck, ISBN: 9781588365231

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.

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

Details for all UF Course Policies can be found [HERE](#).

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 all 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 an unsatisfactory grade 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 an unsatisfactory grade 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, 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.
- ***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
- Dr. Demetra Christou (she/her), APK Department Vice Chair, ddchristou@hnp.ufl.edu
- Dr. Steve Coombes (he/him), APK Graduate Coordinator, scoombes@ufl.edu
- Dr. Anna Gardner (she/her), APK Undergraduate Coordinator, akgardner@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 (satisfactory) or U (unsatisfactory) grade based on hours completed and the 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	Aug 18 – Aug 22	Classes begin on Thurs Aug 21 Ch 1 – Intro to the Body	No Lab – Drop/Add Week
		Fri Aug 22 - Introductions & Planning – bring your calendar with you!	
2	Aug 25 – Aug 29	Ch 2 - Cells Ch 4 – Tissues	Lab 1 - Axial Skelton (Textbook Ch. 7, there is a HW)
		Fri Aug 29 – Book Discussion – Ch 1	
3	Sep 01 – Sep 05	No class or lab on Monday Ch 4 - Tissues continued Ch 5 – Integumentary System	Lab 2 - Appendicular Skeleton (Textbook Ch. 8, there is a HW) Monday labs attend a diff section
		Fri Sep 05 – Book Discussion – Ch 2	
4	Sep 08 – Sep 12	Ch 5 – Integumentary System continued Lecture Exam 1 – Wed 9/10/25 (Ch 1, 2, 4, 5) Ch 6 – Skeletal System	Skeleton Continued
		Fri Sep 12 no meeting – I am out of town this day	
5	Sep 15 – Sep 19	Ch 6 – Skeletal System continued Ch 9 – Articulations	Lab 3 – Muscles: Upper Body
		Fri Sep 19 – Book Discussion – Ch 3	

6	Sep 22 – Sep 26	Ch 10 – Muscular System Ch 11 – Muscles of the Body	Lab 4 – Muscles: Lower Body
	<i>Fri Sep 26 – Set Up Mock Exam</i>		
7	Sep 29 – Oct 03	Ch 11 – Muscles of the Body continued Lecture Exam 2 – Fri 10/3/25 (Ch 6, 9-11)	Review and Mock Lab Exam
	<i>Fri Oct 03 – Set Up Lab Exam 1</i>		
8	Oct 06 – Oct 10	Ch 12 – Introduction to Nervous System Ch 13 – Central Nervous System	Lab Exam 1: Mon-Wed Sign-up for a date/time in Help Center
	<i>Fri Oct 10 – Book Discussion – Ch 4</i>		
9	Oct 13 – Oct 17	Ch 14 – Peripheral Nervous System No class or lab on Friday	Lab 5 – Skin/Joints/Eyes/Ears Friday labs attend a diff section
	<i>Homecoming – No meeting this week – GO GATORS!!</i>		
10	Oct 20 – Oct 24	Ch 15 – Autonomic Nervous System Lecture Exam 3 – Wed 10/22/25 (Ch 12-15) Ch 19 – The Heart	Lab 6 – Nervous System
	<i>Fri Oct 24 – Book Discussion – Ch 5</i>		
11	Oct 27 – Oct 31	Ch 19 – The Heart continued Ch 20 – Blood Vessels	Lab 7 – Cardiovascular System
	<i>Fri Oct 10 – Book Discussion – Ch 6</i>		
12	Nov 03 – Nov 07	Ch 22 – Respiratory System	Labs 8 & 9 – Respiratory and Digestive Systems
	<i>Fri Nov 07 – Book Discussion – Ch 7</i>		
13	Nov 10 – Nov 14	Ch 23 – Digestive System	Labs 9 & 10 – Digestive and Urinary/Reproductive Systems Tuesday labs attend a diff section
	<i>Fri Nov 14 – Book Discussion – Ch 8 (last chapter)</i>		
14	Nov 17 – Nov 21	Ch 24 – Urinary System Lecture Exam 4 – Fri 11/21/25 (Ch 20, 22-24)	No labs this week – please make good use of the Anatomy Help Center!
	<i>Fri Nov 07 – Set Up Lab Exam 2</i>		
15	Nov 24 – Nov 28	Fall Break Week – no lab or lecture	No labs this week
	<i>Thanksgiving – Enjoy your break – GOBBLE GOBBLE!!</i>		

16	Dec 01 – Dec 05	Ch 25 – Reproductive System (will be on final) Thurs & Fri are Reading Days	Lab Exam 2: Mon-Wed Sign-up for a date/time in Help Center
	<i>Reading Day - If you have time to help take down the lab exam, that would be helpful...not mandatory.</i>		
	Comprehensive Final Exam – Thurs, Dec 11 at 7:30-9:30am – WEIM 1064		
<i>I'll need two proctors for the 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 all issues related to the body and dismantling outdated, inaccurate anatomical/medical information which negatively affects some individuals.

Also, it is important to me that you feel welcome and safe in this class; and that you are comfortable communicating with your classmates, our students, and me. 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!!