EMA6941 - Supervised Teaching

EMA 6941 Supervised Teaching

Fall 2023

Instructor:

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Course Description

Practicum course to provide students with supervised teaching experience on developing effective instructional methods and materials in engineering education as well as effective mentoring skills in a professional setting.

Recommended Complementary Courses

EMA6920 Professional Development

Course Objectives

- Learn teaching, assessment, and mentoring practices under direct mentorship by a faculty member
  - Assist instructors in the development, preparation, and execution of instructional activities.
  - Prepare and deliver course material and/or instructional activities effectively
  - Assess student learning through the development and/or grading of appropriate assessments related to learning outcomes for the course
  - Discuss teaching and mentoring strategies as well as commonly encountered situations during weekly meeting with faculty member

Required Textbooks and Software

The teaching supervisor may assign readings relevant to the assignment.

Course Schedule

Course schedule varies by assignment. Specific assignments are listed on the supervised teaching plan.

Our only course lecture will be held Wednesday, August 23, 2023; 1:55PM-2:45 PM [Ben 0328]

Attendance Policy, Class Expectations, and Make-Up Policy

Attendance to assigned teaching activities is required. Excused absences must be in compliance with university policies in the Graduate Catalog (**http://gradcatalog.ufl.edu/content.php? catoid=10&navoid=2020#attendance** ⤴ **(http://gradcatalog.ufl.edu/content.php? catoid=10&navoid=2020#attendance)**) and require appropriate documentation.

Guidelines for Students

1. The primary objective of Supervised Teaching is to expose the participant to the practice of instruction/mentoring at a college or professional level. Through their practice of instruction, supervised teaching students also affect the educational experience of students enrolled in the course. As such, it is expected that all Supervised Teaching Students (STS)s target a minimum of 1 contact hour with their students per week, on average. Contact hours include tasks such as delivering lectures, holding office hours and recitation sessions, supervising students in the laboratory, etc.

2. Under the guidance of the faculty supervisor, supervised teaching students are generally expected to assist in the preparation and delivery of course material, the supporting of student learning, and in the evaluation of student performance. This may include, but is not limited to, preparing and grading homework assignments, preparing course content, experimental setup/cleanup, contributing to the preparation and grading of exams, attending and/or delivering lectures, offering office hours and recitation sessions, supervising laboratories, and other reasonable responsibilities assigned by the course instructor. Expectations are listed in the plan below.

3. Students are expected to devote no more than 3 hours per week, on average, to STS responsibilities for the full 15-weeks (or prorated if duration is shorter) for every credit hour they are enrolled in this course. It is expected that the amount of time devoted to supervised teaching responsibilities will vary throughout the semester. It is expected that the instructor and the STS will explicitly discuss time commitments and expected timing of peak hours at the beginning of the course. If hours greatly exceed these defined expectations, the student should discuss this with the course instructor. If their concerns are not resolved after discussing with the course instructor, the student should contact the department chair.

4. Students are expected to coordinate responsibilities, timing, and expectations with the instructor of the course at least two weeks prior to the start of the term. Fill out and submit the **Supervised Training Plan (https://ufl.instructure.com/courses/488240/assignments/5730866)** .

5. Students will be required to meet for approximately 30 minutes per week with the instructor to discuss details of mentoring/teaching as well as how the course is progressing and how their interactions with students in the course are going, and how the weekly responsibilities are matching to the pre-start of the semester expectations. If the instructor cannot meet on a certain week due to scheduling or travel, the student must be notified beforehand of the cancellation of the meeting.

6. Students are required to complete two trainings prior to working with students. They can be accessed on **https://mytraining.hr.ufl.edu/.** ⤷ **(https://mytraining.hr.ufl.edu/)** Submit proof of taking the training courses on the corresponding assignment.

    - **FERPA Basics (UF_PRV802_OLT) (https://ufl.instructure.com/courses/488240/assignments/5730867)**
    - **Maintaining a Safe and Respectful Campus: Sexual Violence, Harassment and Discrimination Awareness and Prevention (UF_GET803v_OLT) (https://ufl.instructure.com/courses/488240/assignments/5730868)**

7. If a student has an issue with a student or fellow STS in their course, they should immediately contact the course instructor. The course instructor is ultimately responsible of all issues related to student and STS conduct in their assigned courses.

8. Any unresolved issues regarding the STS assignment should be brought to the attention of the department chair.

Guidelines for Faculty

1. Faculty are to serve as mentors for the teaching activities listed on the supervised teaching plan. Expectations for mentoring are to model the activities, supervise and assess, and give feedback to the student.

2. Faculty should coordinate an introductory meeting with their supervised teaching students approximately one week before the beginning of the term. At this meeting, faculty should outline the following:

    1. Course-specific expectations and assignments of the supervised teaching student
    2. General outline for expected time commitments with identification of peak hours, if possible
    3. Faculty contact information
    4. A complete syllabus for the course and/or lab protocols (if applicable)
    5. Create student login information for any necessary web portals (e.g. Canvas)

3. In assigning responsibilities to STSs, faculty should observe the above guidelines regarding expectations of student time commitment to the course. Specifically, the STS's assignments must be manageable at approximately 3 hours per week per credit of this course. Faculty must respect the recommended effort expectations of ~3 hr/week per credit averaged over the semester (see "Credit Allocation" above). If an instructor feels that more credit is required to provide increased contact hours, they should speak with the department chair.

4. While STSs are expected to contribute to these activities, the preparation and delivery of course materials and the evaluation of student performance is ultimately the responsibility of the instructor assigned to the course. Instructors should remain engaged in all aspects of the course, even those aspects supervised by STSs. For lecture courses, it is expected that the majority of the lectures will be delivered by the course instructor. For laboratory courses, it is expected that the instructor will deliver associated lectures, participate regularly in the lab course, provide appropriate supervisory training to the STS for each experiment conducted in the lab, and be responsible for the overall supervision of the STSs performance.

5. Faculty will be expected to meet with the STS once a week for 30 minutes to discuss details of mentoring/teaching as well as how the course is progressing and how their interactions with students in the course are going, and how the weekly responsibilities are matching to the pre-start of the semester expectations. If the faculty cannot meet on a certain week due to scheduling or travel, the STS must be notified beforehand of the cancellation of the meeting.

Evaluation of Grades and Grading Policy

Grade format is S/U. Grades will be assigned to the Supervised Teacher based on the following criteria:

- Teaching proficiency: The Supervised Teacher is expected to demonstrate adequate preparation in the delivery of instructional materials, including a proficient understanding of the material and an ability to deliver content clearly and concisely.
- Grading proficiency: The Supervised Teacher is expected to grade assignments and exams in a timely manner. Unless otherwise specified by the instructor, graded assignments should be returned within a week. The Supervised Teacher is also expected to grade assignments consistently and fairly.
- Professionalism and attendance: The Supervised Teacher is expected to follow the attendance policy of the instructor. It is assumed that the Supervised Teacher will be a role model to students and demonstrate professional and ethical behavior, including punctual attendance.
- Production of instructional materials: The Supervised Teacher is expected to develop course materials, which may include individual lectures, homework assignments and solutions, quizzes and solutions, exams and solutions, or class handouts, as determined by the instructor.

Individual instructors will define the specific weights assigned to each individual criterion. The instructor will assign a Satisfactory (S) or Unsatisfactory (U) grade to the student based on these criteria.

More information on UF grading policy may be found at: **http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#grades** ▤ **(http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#grades)**

Students Requiring Accommodations

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, https://www.dso.ufl.edu/drc) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Course Evaluation

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at **https://evaluations.ufl.edu/evals** ▤ **(https://evaluations.ufl.edu/evals)** . Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at **https://evaluations.ufl.edu/results/** ▤ **(https://evaluations.ufl.edu/results/)** .

University Honesty Policy

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (**https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/** ⊟→ **(https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/)**) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Commitment to a Safe and Inclusive Learning Environment

The Herbert Wertheim College of Engineering values broad diversity within our community and is committed to individual and group empowerment, inclusion, and the elimination of discrimination. It is expected that every person in this class will treat one another with dignity and respect regardless of gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture.

If you feel like your performance in class is being impacted by discrimination or harassment of any kind, please contact your instructor or any of the following:

- Your academic advisor or Graduate Program Coordinator
- Robin Bielling, Director of Human Resources, 352-392-0903, **rbielling@eng.ufl.edu (mailto:rbielling@eng.ufl.edu)**
- Curtis Taylor, Associate Dean of Student Affairs, 352-392-2177, **taylor@eng.ufl.edu (mailto:taylor@eng.ufl.edu)**
- Toshikazu Nishida, Associate Dean of Academic Affairs, 352-392-0943, **nishida@eng.ufl.edu (mailto:nishida@eng.ufl.edu)**

Software Use

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

Student Privacy

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see: **https://registrar.ufl.edu/ferpa.html** ⊟→ **(https://registrar.ufl.edu/ferpa.html)**

Campus Resources:

<u>Health and Wellness</u>

U Matter, We Care:

Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact **umatter@ufl.edu (mailto:umatter@ufl.edu)** so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

Counseling and Wellness Center: http://www.counseling.ufl.edu/cwc ⮕ **(http://www.counseling.ufl.edu/cwc)** , and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Discrimination, Harassment, Assault, or Violence

If you or a friend has been subjected to sexual discrimination, sexual harassment, sexual assault, or violence contact the **Office of Title IX Compliance** ⮕ **(https://titleix.ufl.edu/)** , located at Yon Hall Room 427, 1908 Stadium Road, (352) 273-1094, **title-ix@ufl.edu (mailto:title-ix@ufl.edu)**

Sexual Assault Recovery Services (SARS)

Student Health Care Center, 392-1161.

University Police Department at 392-1111 (or 9-1-1 for emergencies), or **http://www.police.ufl.edu/** ⮕ **(http://www.police.ufl.edu/)** .

<u>Academic Resources</u>

E-learning technical suppor*t*, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu. **https://lss.at.ufl.edu/help.shtml** ⮕ **(https://lss.at.ufl.edu/help.shtml)** .

Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling. **https://www.crc.ufl.edu/** ⮕ **(https://www.crc.ufl.edu/)** .

Library Support, **http://cms.uflib.ufl.edu/ask** ⮕ **(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. **https://teachingcenter.ufl.edu/** ⮕ **(https://teachingcenter.ufl.edu/)** .

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.
https://writing.ufl.edu/writing-studio/ ⤷ **(https://writing.ufl.edu/writing-studio/)** .

Student Complaints Campus: **https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf** ⤷
(https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf) .

On-Line Students Complaints: **http://www.distance.ufl.edu/student-complaint-process** ⤷
(http://www.distance.ufl.edu/student-complaint-process) .

Course Summary:

Date	Details	Due
Fri Aug 25, 2023	📝 **Complete Supervised Teaching Plan with your assigned instructor (https://ufl.instructure.com/courses/488240/assignments/5730866)**	due by 11:59pm
	📝 **Take training: "FERPA Basics" (UF_PRV802_OLT) (https://ufl.instructure.com/courses/488240/assignments/5730867)**	due by 11:59pm
	📝 **Take training: "Maintaining a Safe and Respectful Campus: Sexual Violence, Harassment and Discrimination Awareness and Prevention" (UF_GET803v_OLT) (https://ufl.instructure.com/courses/488240/assignments/5730868)**	due by 11:59pm
	📅 **University of Florida GatorEvals – Spring 2023 Main Project (https://ufl.instructure.com/calendar?event_id=2865396&include_contexts=course_488240)**	