

Supervised Teaching
ENU 6940
S/U
Academic Term: Spring 2025

Instructor:

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Teaching Assistants:

N/A

Course Description

ENU 6940 Supervised Teaching - This is a practicum course to provide students with supervised teaching experience on developing effective instructional methods and materials in engineering education and effective mentoring skills in a professional setting.

Course Pre-Requisites / Co-Requisites

Pre-req: NES_PHD, Co-req: EGS 6056.

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 and commonly encountered situations during weekly meeting with faculty member.

Materials and Supply Fees

The teaching supervisor may assign readings relevant to the assignment.

Required Textbooks and Software

None

Recommended Materials

None

Required Computer

UF student computing requirement: <https://news.it.ufl.edu/education/student-computing-requirements-for-uf/>

Course Schedule

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

Attendance Policy, Class Expectations, and Make-Up Policy

Attendance to assigned teaching activities is required. Excused absences must follow university policies in the Graduate Catalog and require appropriate documentation.

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent

with university policies. Click here to read the university attendance policies:
<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>

Guidelines for Students

1. **Objective:** The primary goal of Supervised Teaching is to provide participants with hands-on experience in instruction and mentoring at the college or professional level. By engaging in instructional practices, Supervised Teaching Students (STSs) contribute to the educational experience of the students enrolled in the course. Each STS is expected to maintain an average of at least one contact hour per week with their students. Contact hours may include activities such as delivering lectures, holding office hours, leading recitation sessions, supervising laboratory work, and similar tasks.
2. **Training:** Students are required to complete two pieces of training prior to working with students. They can be accessed at <https://mytraining.hr.ufl.edu/>. Links to an external site. Submit proof of taking the training courses on the corresponding assignment.
 - [FERPA Basics \(UF PRV802 OLT\)](#)
 - [Maintaining a Safe and Respectful Campus: Sexual Violence, Harassment and Discrimination Awareness and Prevention \(UF GET803v OLT\)](#)
3. **Responsibilities:** Under the supervision of a faculty member, STSs are generally responsible for supporting course delivery and student learning, as well as evaluating student performance. These responsibilities may include, but are not limited to:
 - Preparing and grading homework assignments.
 - Developing course content.
 - Setting up and cleaning up laboratory experiments.
 - Assisting with the preparation and grading of exams.
 - Delivering lectures or attending them.
 - Offering office hours and leading recitation sessions.
 - Supervising laboratory sessions.
 - Completing other reasonable tasks assigned by the course instructor.Specific expectations are outlined in the plan provided below.
4. **Time Commitment:** For every credit hour they are enrolled in this course, STSs are expected to dedicate, on average, no more than three hours per week to their responsibilities over the full 15-week semester (or a prorated period if the course duration is shorter). The time commitment may fluctuate throughout the semester. Both the instructor and the STS should discuss and agree on time commitments, including periods of peak workload, at the start of the course. If the workload significantly exceeds the agreed expectations, the STS should address the matter with the course instructor. If the issue remains unresolved, the STS should bring it to the attention of the department chair.
5. **Pre-Term Coordination:** At least two weeks before the term begins, STSs must coordinate with the course instructor to outline their responsibilities, timing, and expectations. They must also complete and submit the Supervised Training Plan.
6. **Weekly Meetings:** STSs must meet with the course instructor for approximately 30 minutes each week to discuss teaching and mentoring details. These meetings will also cover the progress of the course, interactions with students, and alignment with pre-semester expectations. If the instructor cannot attend a scheduled meeting due to travel or other commitments, they must notify the STS in advance.
7. **Issue Resolution:**
 - If an STS encounters an issue with a student or a fellow STS in their course, they should promptly contact the course instructor. The course instructor is ultimately responsible for handling all issues related to student and STS conduct within their assigned courses.
 - Any unresolved issues related to the STS assignment should be brought to the attention of the department chair.

Guidelines for Faculty

1. **Mentorship Role:** Faculty members are expected to serve as mentors for the teaching activities outlined in the supervised teaching plan. Their mentorship responsibilities include modeling instructional activities, supervising and assessing the STS's performance, and providing constructive feedback.

2. **Introductory Meeting:** Faculty should arrange an initial meeting with their STSs approximately one week before the start of the term. During this meeting, faculty should:
 - Outline course-specific expectations and assignments for the STS.
 - Provide a general overview of expected time commitments, including identifying peak workload periods, if possible.
 - Share faculty contact information.
 - Provide a complete syllabus for the course and/or lab protocols (if applicable).
 - Set up student login credentials for any necessary online platforms (e.g., Canvas).
3. **Assignment of Responsibilities:** Faculty must adhere to the guidelines regarding the STS's time commitment, ensuring that assigned responsibilities average approximately three hours per week per credit hour of the course over the semester. If additional contact hours or responsibilities are required, faculty should consult with the department chair to adjust credit allocations appropriately.
4. **Instructor Responsibilities:** While STSs are expected to assist with teaching and course activities, the preparation and delivery of course materials and the evaluation of student performance remain the primary responsibilities of the course instructor. Instructors should remain actively engaged in all aspects of the course, including those supervised by the STSs.
 - For lecture courses, instructors are expected to deliver most of the lectures.
 - For laboratory courses, instructors should deliver any associated lectures, participate regularly in the lab sessions, provide supervisory training for the STS on each experiment, and oversee the STS's performance throughout the course.
5. **Weekly Meetings:** Faculty must meet with their STS for approximately 30 minutes each week to discuss mentoring and teaching details, review course progress, evaluate student interactions, and ensure alignment with pre-semester expectations. If a meeting cannot take place due to scheduling conflicts or travel, faculty must notify the STS in advance of the cancellation.

Evaluation of Grades

The grade format is S/U. The instructor will evaluate the Supervised Teacher and assign a grade of Satisfactory (S) or Unsatisfactory (U) to the Supervised Teacher based on the following criteria:

1. **Teaching Proficiency:** The Supervised Teacher is expected to be well-prepared in delivering instructional materials. This includes demonstrating a thorough understanding of the subject matter and the ability to present content clearly and concisely.
2. **Grading Proficiency:** The Supervised Teacher is responsible for grading assignments and exams promptly. Unless otherwise directed by the instructor, graded assignments should be returned within one week. Grading must also be consistent, fair, and aligned with the standards set by the instructor.
3. **Professionalism and Attendance:** The Supervised Teacher is expected to adhere to the attendance policy established by the instructor. As a role model for students, they must exhibit professional and ethical behavior, including punctuality and consistent attendance.
4. **Development of Instructional Materials:** The Supervised Teacher is responsible for creating course materials as assigned by the instructor. These materials may include individual lectures, homework assignments and solutions, quizzes and solutions, exams and solutions, or class handouts.
5. **Evaluation Criteria:** Individual instructors will determine the specific weight assigned to each criterion.

More information on UF grading policy may be found at:
[UF Graduate Catalog](#) [Grades and Grading Policies](#)

Students Requiring Accommodations

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting <https://disability.ufl.edu/students/get-started/>. 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 Evaluation

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by
Supervised Teaching, ENU6940
N.A. Wall, Spring 2025

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/>.

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.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

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/process/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 varied perspectives and lived experiences within our community and is committed to supporting the University’s core values, including the elimination of discrimination. It is expected that every person in this class will treat one another with dignity and respect regardless of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information, and veteran status.

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 Coordinator
- HWCoe Human Resources, 352-392-0904, student-support-hr@eng.ufl.edu
- Pam Dickrell, Associate Dean of Student Affairs, 352-392-2177, pld@ufl.edu
- Toshikazu Nishida, Associate Dean of Academic Affairs, 352-392-0943, 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>

Campus Resources:

Health and Wellness

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 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: <https://counseling.ufl.edu>, 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](#), located at Yon Hall Room 427, 1908 Stadium Road, (352) 273-1094, 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/>.

Academic Resources

E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu.
<https://elearning.ufl.edu/>.

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.
<https://teachingcenter.ufl.edu/>.

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.
<https://writing.ufl.edu/writing-studio/>.

Student Complaints Campus: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>; <https://care.dso.ufl.edu>.

On-Line Students Complaints: <https://distance.ufl.edu/getting-help/>; <https://distance.ufl.edu/state-authorization-status/#student-complaint>.