Supervised Teaching
ENU 6940
S/U
Academic Term: Spring 2026

Instructor:
Nathalie A. Wall
Nathalie.Wall@UFL.EDU
Office Phone: 352-273-0279
Office 100D RHN

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 meetings with faculty members.

Materials and Supply Fees
The teaching supervisor may assign readings relevant to the assignment.

Required Textbooks and Software
None

Recommended Materials
None

Required Computer
Recommended Computer Specifications: https://it.ufl.edu/get-help/student-computer-recommendations/
HWCOE Computer Requirements: https://www.eng.ufl.edu/students/advising/fall-semester-checklist/computer-requirements

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

Attendance Policy, Class Expectations, and Make-Up Policy
Attendance at 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://gradcatalog.ufl.edu/graduate/regulations/

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), except for laboratory courses featuring multiple sections. 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 NE Director.

5. **Pre-Term Coordination**: STSs must coordinate with the course instructor before the term begins 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 NE Director.

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 (except for multiple-section laboratory courses). If additional contact hours or responsibilities are required, the faculty should consult with the NE Director 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 STS and assign a grade of Satisfactory (S) or Unsatisfactory (U) to the Supervised Teacher based on the following criteria:
1. **Teaching Proficiency**: The STS 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 STS 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 STS 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 STS 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

Academic Policies & Resources
To support consistent and accessible communication of university-wide student resources, instructors must include this link to academic policies and campus resources: https://go.ufl.edu/syllabuspolicies. Instructor-specific guidelines

for courses must accommodate these policies. **Graduate Level Attendance and Grading Policies:**
https://gradcatalog.ufl.edu/graduate/regulations/

Commitment to a Positive 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.

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