

Cover Sheet: Request 10624

MCB4934 Special Topics in Microbiology and Cell Science - add 0 credit option

Info

Process	Course Modify Ugrad/Pro
Status	Pending
Submitter	Oli,Monika moli@ufl.edu
Created	12/14/2015 2:02:30 PM
Updated	2/12/2016 11:41:04 AM
Description	We would like to have for our undergraduate teaching assistants (MCB4934 Special Topics in Microbiology and Cell Science) a 0 credit option. This is a similar request as the 0 credit option for the research credit classes MCB4911 and MCB4915.

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	CALS - Microbiology and Cell Science 514910000	Triplett, Eric		12/15/2015
No document changes					
College	Approved	CALS - College of Agricultural and Life Sciences	Brendemuhl, Joel H	Revisions requested by the CALS CC have been addressed and the proposal is now approved.	1/21/2016
No document changes					
University Curriculum Committee	Comment	PV - University Curriculum Committee (UCC)	Case, Brandon	Added to the February agenda	1/22/2016
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			1/22/2016
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

Course|Modify for request 10624

Info

Request: MCB4934 Special Topics in Microbiology and Cell Science - add 0 credit option

Submitter: Oli,Monika moli@ufl.edu

Created: 1/22/2016 11:48:47 AM

Form version: 4

Responses

Current Prefix: MCB

Course Level: 4

Number : 934

Lab Code : None

Course Title : Special Topics in Microbiology and Cell Science

Effective Term : Earliest Available

Effective Year : Earliest Available

Requested Action : Other (selecting this option opens additional form fields below)

Change Course Prefix?: No

Change Course Level?: No

Change Course Number?: No

Change Lab Code?: No

Change Course Title?: No

Change Transcript Title?: No

Change Credit Hours?: No

Change Variable Credit?: Yes

Current Min and Max Credits: 1-4

Proposed Min and Max Credits: 0-4

Change S/U Only?: No

Change Contact Type?: No

Change Rotating Topic Designation?: No

Change Repeatable Credit?: No

Change Course Description?: No

Change Prerequisites?: No

Change Co-requisites?: No

Rationale: We would like to have for our undergraduate teaching assistants (MCB4934 Special Topics in Microbiology and Cell Science) a 0 credit option. This is a similar request as the 0 credit option for the research credit classes MCB4911 and MCB4915.

MCB 4934 UNDERGRADUATE TEACHING ASSISTANT (UTA) STUDENT CONTRACT

DEPARTMENT OF MICROBIOLOGY AND CELL SCIENCE

STUDENT NAME _____ UFID _____ MAJOR _____

LOCAL PHONE # _____ EMAIL _____ YEAR/COLLEGE _____

EXPECTATIONS:

Lab TA: You are expected to attend every lab. You should arrive at least 20 minutes before the lab starts to set up for the days experiment and stay until the lab is cleaned after the students leave. Communicate with your GTA regularly to know the procedure, modules and exercises are performed on each given day – come prepared. You may be asked to help design exams, teach, deal with Sakai and answer student questions about the lab. You may keep attendance for the lab, lead small discussions or help with any other aspect the GTA needs help with. You directly report to the sections GTA. Your reliability, professionalism and preparedness will determine your grade.

Lecture TA: You are expected to hold office hours each week for 1 hour on campus, during which time students can come and ask you questions. This time can be use to hold review sessions before the exams. You will answer student inquiries per email and help the instructor to work within the Sakai environment. You are expected to proctor each scheduled exam. Other responsibilities maybe assigned to you by the instructor.

INSTRUCTIONS: You must complete this form in its entirety and obtain the appropriate signature from Dr. Oli in Room 1049 or Dr. Asghari in Room 1046, in the Microbiology and Cell Science Building (MCSB) on Museum Road or Dr. Vermerris (Cancer Genetics Building). Once the form is completed and signed, submit the form to Dr. Oli for registration. Please make sure all holds are cleared for registration before submitting this form. Students can TA for labs for 2 semesters only, one lab/lecture per semester. You will be registered for MCB 4934 "SUPERVISED TEACHING - TBA" and the final grade will be posted on your UF transcript.

Please check the lab/course you will be a TA for: Only Microbiology majors can TA for MCB 3023L and MCB 4034L or for any other lab of their choice. Non-micro majors must pick MCB 2000L, MCB 3020L, MCB 2000/3020 lecture only.

To find a section that fits into your schedule go to the Microbiology course listing @ <http://www.registrar.ufl.edu/soc/>

Prerequisite: You must have taken the microbiology lab to TA in a lab section. For MCB 3020/2000 lecture you must complete the course first with a grade of "A" to apply

Date: _____ Student Signature: _____

(Your signature on this form indicates you have read and understand the expectations)

Instructor's Signature _____ Date _____

Fall and Spring Semesters	Summer Semester
<p>Lab TA:</p> <p>TA for Oli: 1 credit MCB 2000L <input type="checkbox"/></p> <p>TA for Oli: 1 credit MCB 3020L <input type="checkbox"/></p> <p>TA for Oli: 2 credits MCB 3023L <input type="checkbox"/></p> <p>TA for Vermerris: 1 credit MCB 4034L <input type="checkbox"/></p> <p>Day/time available _____</p> <p>Lecture TA:</p> <p>TA for Asghari: 1 credit MCB 2000 <input type="checkbox"/></p> <p>TA for Asghari: 1 credit MCB 3020 <input type="checkbox"/></p>	<p>Lab TA (summer A):</p> <p>TA for Oli: 1 credit MCB 2000L <input type="checkbox"/></p> <p>TA for Oli: 1 credit MCB 3020L <input type="checkbox"/></p> <p>Lab TA (summer B accelerated):</p> <p>TA for Oli: 1 credit MCB 3020L <input type="checkbox"/></p> <p>TA for Oli: 1 credit MCB 3023L <input type="checkbox"/></p> <p>Day/time available _____</p> <p>Lecture TA:</p> <p>TA for Asghari: 1 credit MCB 2000 summer A <input type="checkbox"/></p> <p>TA for Asghari: 1 credit MCB 3020 summer A <input type="checkbox"/></p>
<p>How many times have you previously been a TA ____ For what lab/lecture? ____ When? ____</p>	

For official use only: Date form received: _____ Registered by: _____ Date: _____

TA online signup form

PREREQUISITE

- You must have taken the microbiology lab – and should have enjoyed the experience - to TA in a lab section.
- You should be available 15 min before your assigned lab starts

INSTRUCTIONS:

- You must complete this form in its entirety. **Please make sure all holds are cleared for registration before submitting this form.**
- Students can TA for labs for 2 semesters only. You will be registered for MCB 4934 “SUPERVISED TEACHING - TBA” and the final grade will be posted on your UF Transcript.
- Please select below the lab you want to TA for: Only Microbiology majors can TA for MCB 3023L or for any other lab of their choice. Non-micro majors must pick MCB 2000L or MCB3020L. To find a section that fits into your schedule go to the Microbiology course listing @ <http://www.registrar.ufl.edu/soc/>
- You will be registered for 1CR (MCB2000L, MCB3020L) or 2CR (MCB3023L)

TA positions will be filled on a first come first serve basis – so sign up early.

EXPECTATIONS:

Lab TA: You are expected to attend every lab. You should arrive at least 20 minutes before the lab starts to set up for the days experiment and stay until the lab is cleaned after the students leave. Communicate with your GTA regularly to know the procedure, modules and exercises are performed on each given day – come prepared. You may be asked to help design exams, teach, deal with Sakai and answer student questions about the lab. You may keep attendance for the lab, lead small discussions or help with any other aspect the GTA needs help with. You directly report to the sections GTA. Your reliability, professionalism and preparedness will determine your grade.

Please fill out the form for EACH semester you are interested to teach.

STUDENT INFORMATION

Today's date _____

STUDENT NAME _____

UFID (no dash or space) _____

MAJOR (can this be a dropdown list for the most common majors?) _____

LOCAL PHONE # _____

E-MAIL _____

YEAR/COLLEGE _____

Semester you want to teach [drop down box, select one]

Fall 2014

Spring 2015

Summer 2015

I am interested in teaching (check all that apply)

MCB 2000L

MCB3020L

MCB3023L

Your availability for Lab sections (indicate your available day and time)

.....

Optional: I would like to be TA for section..... [fill in the 4 digit section code]

How many times have you previously been a TA [drop down menu 1,2,3, 4 times]

For what course?

Which semester?

[Checkbox] By submitting the form you **confirm you have read and understand the expectations** and agree to the requirements and expectations of being a TA for the microbiology labs.

[Note to students after submission]

Thank you for your interest in becoming a TA for microbiology labs. We need the support of motivated students like you!

You will be notified about availability shortly. Please check your ISIS if MCB4934 (TBA, sections vary for each semester) appears in your schedule.

If you are chosen to TA, you will be notified of your section assignment and the GTA in charge about 1-2 weeks before the beginning of the semester

You will be invited to a mandatory training session just prior to semester start.

For any more questions please contact me directly at moli@ufl.edu