

Cover Sheet: Request 11423

MCB 4XXX - Supervised Teaching in Microbiology and Cell Science

Info

Process	Course New Ugrad/Pro
Status	Pending
Submitter	Oli,Monika moli@ufl.edu
Created	1/25/2017 10:03:55 AM
Updated	4/25/2017 11:54:44 AM
Description of request	New Undergraduate course request for teaching assistants who be part of the dedicated MCS teaching team.

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	CALS - Microbiology and Cell Science 514910000	Triplett, Eric		2/21/2017
No document changes					
College	Recycled	CALS - College of Agricultural and Life Sciences	Brendemuhl, Joel H	This course was recycled at the 3/17/17 CALS CC meeting. Edits required have been sent to the submitter.	4/6/2017
No document changes					
Department	Approved	CALS - Microbiology and Cell Science 514910000	Triplett, Eric		4/9/2017
Replaced UTA syllabus 1-17 generic.docx					4/9/2017
Replaced UTA syllabus 4-6-17 microbiology.docx					4/9/2017
College	Approved	CALS - College of Agricultural and Life Sciences	Brendemuhl, Joel H	Edits requested by the CALS CC have been made.	4/21/2017
Replaced UTA syllabus 4-9-17 microbiology.docx					4/15/2017
Replaced UTA syllabus 4-15-17 microbiology.docx					4/21/2017
Added UTA syllabus 4-15-17 microbiology-JHB edits.docx					4/21/2017
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			4/21/2017
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					

Step	Status	Group	User	Comment	Updated
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

Course|New for request 11423

Info

Request: MCB 4XXX - Supervised Teaching in Microbiology and Cell Science

Description of request: New Undergraduate course request for teaching assistants who be part of the dedicated MCS teaching team.

Submitter: Oli,Monika molli@ufl.edu

Created: 4/21/2017 9:48:01 AM

Form version: 6

Responses

Recommended PrefixMCB

Course Level 4

Number xxx

Category of Instruction Advanced

Lab Code None

Course TitleUndergraduate Teaching Assistant in Microbiology and Cell Science

Transcript TitleSupervised Teach Micr

Degree TypeBaccalaureate

Delivery Method(s)On-Campus

Co-ListingNo

Effective Term Earliest Available

Effective YearEarliest Available

Rotating Topic?No

Repeatable Credit?Yes

If repeatable, # total repeatable credit allowed4

Amount of CreditVariable

If variable, # min 0

If variable, # max3

S/U Only?No

Contact Type Supervision of Teaching/Research

Weekly Contact Hours 4 to 7

Course Description Undergraduate teaching assistants will be part of the dedicated MCS teaching team to enhance the high level of instruction in labs, lecture or online courses. This opportunity provides advanced students with instructional and leadership experience valuable for their educational training and future careers.

Prerequisites Junior or senior standing

Co-requisites None

Rationale and Placement in Curriculum This course and opportunity has existed in our department for many years and was always offered as special topics class MCB4934. We would like to offer the TA opportunity as 0 credit so students don't have to pay for the credit. We have developed a rigorous syllabus that warrant this to be it's own class. Students greatly benefit from the TA experience and it also reinforces the material they learned.

Course Objectives Course Objectives

Undergraduate teaching assistants will

- Enhance their ability to develop and explain microbiology related concepts, skills, or techniques to others on a one-to-on basis
- Engage in an experiential learning experience in the lab classroom
- Gain an understanding of the stewardship of learning
- Provide a meaningful opportunity to serve as role models to peers and junior students from other departments
- Learn how to assist in the instruction and evaluation of other students
- Appreciate the challenge of instructional activities of faculty and graduate teaching

assistants

- Develop leadership skills
- Promote a collaborative learning environment
- Experience the satisfaction of helping others during instructional activities
- Gain a deep understanding of the subject material.
- Communicate thoughts and ideas effectively.
- Improve presentation, communication and leadership skills.
- Develop your ability to motivate and mentor others.
- Strengthen group facilitation skills.
- Engage in "high impact" activities to solidify student's commitment to her/his major and chosen career

Course Textbook(s) and/or Other Assigned Reading N/A all material TAs need are made available through Canvas

Weekly Schedule of Topics Week 1: Mandatory training and TA workshop (2 days before the fall semester, 1 day before the spring and summer semester)

The TA workshop will be held before classes start, TBA

Training has to be completed by the end of week 1; proof of completion will be submitted in canvas.

Go to myTraining <http://mytraining.hr.ufl.edu/>

- FERPA basics: UF_PRV802a_OLT
- Preventing Sexual Harassment: GET802 or

<https://secure.newmedialearning.com/psh/uflorida/student/index.shtml>

- Blood Borne Pathogens: UF_EHS850G
- Biosafety/Biosecurity Series training through myUFL: My Self Service>Training and Development>CITI Training (for Biosafety), chose Training for Investigators, Staff and Students Handling Biohazards: take Biosafety/Biosecurity

Week 1-15: Weekly meeting with instructor or GTA, attendance of all lab sections, execute course specific assignments and tasks as issued by instructors and GTAs

- For students signed up for 1CR: mandatory 3h class period, for 2CR, mandatory 2 x 3h class period
- UTAs are expected to come before class to help setup and stay a bit longer to ensure the lab is cleaned, biohazard bags are emptied, etc.
- UTAs are expected to wear proper and professional lab attire (closed toed shoes, long pants) and behavior

Week 15: Semester feedback and evaluation, submission of teaching ePortfolio with self-reflection

Links and Policies Grading Policy

Letter Grade	Percentage	Grade Point
A	92-100%	4
A-	90-91.9%	3.67
B+	87-89.9%	3.33
B	82-86.9%	3
B-	80-81.9%	2.67
C+	77-79.9%	2.33
C	72-76.9%	2
C-	70-71.9%	1.67
D+	67-69.9%	1.33
D	62-66.9%	1.0
D-	60-61.9%	0.67
E	< 60	

Grading policy is in accordance with UF policy

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Class Attendance and Make-Up Policy

For UTA in Microbiology labs attendance to all class sections is mandatory MCB2000L, MCB3020L (3h class period once a week) or MCB3023L (2x3h class periods per week). Each UTA is responsible to communicate with the faculty or GTA about missing class at the earliest possible. Excused absences are consistent with university policies in the undergraduate catalog (<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>) and require appropriate documentation.

UF Policies regarding undergraduate teaching assistants

This course is in full compliance with UF's UTA policy, which complies with federal and state regulations.

http://www.aa.ufl.edu/Data/Sites/18/media/policies/ug_ta_policy.pdf

Students Requiring Accommodations

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, 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.

Campus Resources

Resources are available on campus for students having personal problems or lacking clear career and academic goals, which interfere with their academic performance. These resources include:

Health and Wellness

- U Matter, We Care: If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student.
- Counseling and Wellness Center: <http://www.counseling.ufl.edu/cwc/Default.aspx>, 392-1575;
- Sexual Assault Recovery Services (SARS) at the Student Health Care Center, 392-1161.
- For emergencies call: University Police Department, 392-1111 (or 9-1-1 for emergencies). <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://lss.at.ufl.edu/help.shtml>.
- Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling. <http://www.crc.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. <http://teachingcenter.ufl.edu/>
- Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. <http://writing.ufl.edu/writing-studio/>

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>. 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/>.

Class demeanor

Students are expected to arrive to class on time and behave in a manner that is respectful to the instructor and to fellow students. Please avoid the use of cell phones and restrict eating to outside of the classroom. Opinions held by other students should be respected in discussion, and conversations that do not contribute to the discussion should be held at minimum, if at all.

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://www.dso.ufl.edu/sccr/process/student-conduct-honor-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.

Additional comments regarding academic integrity:

Students are encouraged to discuss material with each other from the course, help each other understand concepts, study together, and even discuss assessment questions with each other once the quiz window is closed. However, the following is considered academic dishonesty, and I expect that no student will ever do any of the following:

- Have another person complete a quiz in this course
- Copy another student's quiz in this course
- Collaborate with anyone during a quiz in this course
- Discuss the questions and answers of a quiz with other students while the quiz window is still open
- Manipulate and/or distribute any materials provided in this course for any purpose (including course lecture slides).
- Use any materials provided by a previous student in the course

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.

Microsoft Office 365 Software is free for UF students

<http://www.it.ufl.edu/gatorcloud/free-office-365-downloads/>

Other free software is available at:

<http://www.software.ufl.edu/>

To check for availability of the media and technical requirements, contact the UF Computing Help Desk at (352)392-HELP(4357).

University of Florida Complaints Policy and Student Complaint Process

Most problems, questions and concerns about the course will be resolved by professionally communicating with the instructor or the TAs.

The University of Florida believes strongly in the ability of students to express concerns regarding their experiences at the University. The University encourages its students who wish to file a written complaint to submit that complaint directly to the department that manages that policy.

If a problem really cannot be resolved by communicating with the instructor or the TAs you can contact

- Residential Course:
https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf.
- Online Course: <http://www.distance.ufl.edu/student-complaint-process>.

This said, professionalism is a two-way-street. Unprofessional behavior of students includes, among other things: lack of communication, blaming other people or external factors, lying, affecting others negatively in a group or in the class, not accepting criticism and not being proactive in solving problems or seeking help. Furthermore, faculty often have family and other obligations to tend to. Over the weekend, replies to your inquiries or questions maybe delayed.

If a student is lacking professionalism repeatedly, the instructor has the rights to file formal complaint against the student through the Dean of Student office.

Grading Scheme	Activity Types	Percent of grade
	Attend workshop prior to labs and online training	10
	Punctuality and attendance of labs	20
	Execute lab responsibilities and follow dress code	20
	Execution of assigned tasks like grading, communication with students, office hours	20
	Anonymous student and GTA feedback (numerical value from Qualtrics survey)	15
	Teaching ePortfolio and reflection	15
	TOTAL	100

Grading of the assignments completed and other aspects will be conducted by the graduate teaching assistants and includes standardized rubrics for the different assignments and objectives.

Instructor(s) Monika Oli, PhD

Supervised Teaching in Microbiology and Cell Science

MCB4xxx

Repeatable (2x) and Variable Credit (0-3)

Prerequisites

Junior or senior standing

Instructor

Oli, Monika, PhD

Delivery Method

In person

Course Description

Supervised undergraduate teaching assistant will be part of the dedicated MCS teaching team to enhance the high level of instruction in labs, lectures or online courses. This opportunity provides advanced students with instructional and leadership experience valuable for their educational training and future careers.

Background

Supervised undergraduate teaching assistant will be part of the dedicated MCB teaching team to enhance the high level of instruction in the microbiology teaching labs. This opportunity provides advanced students with instructional and leadership experience valuable for their educational training and future careers while simultaneously supporting faculty and graduate teaching assistants.

This course provides personal exploration and discovery of a teaching experience and aids in the development of professional development.

Undergraduate students will have the unique opportunity to engage in an experiential learning experience in the lab, classroom, online or one-on-one.



Course Objectives

Undergraduate teaching assistants will

- Enhance their ability to develop and explain microbiology related concepts, skills, or techniques to others on a one-to-one basis
- Engage in an experiential learning experience in the lab classroom
- Gain an understanding of the stewardship of learning
- Provide a meaningful opportunity to serve as role models to peers and junior students from other departments
- Learn how to assist in the instruction and evaluation of other students
- Appreciate the challenge of instructional activities of faculty and graduate teaching assistants
- Develop leadership skills
- Promote a collaborative learning environment
- Experience the satisfaction of helping others during instructional activities
- Gain a deep understanding of the subject material.
- Communicate thoughts and ideas effectively.
- Improve presentation, communication and leadership skills.
- Develop your ability to motivate and mentor others.
- Strengthen group facilitation skills.
- Engage in "high impact" activities to solidify student's commitment to her/his major and chosen career

Course Material and Assignments

All required course materials will be available through the Canvas e-Learning site

(<http://elearning.ufl.edu/>). TA specific assignments will be in a separate class shell. The TAs will be additionally enrolled as TA in their specific laboratory course and have the ability to create quizzes and assignment and perform other instructional activities.

Please resolve technical issues by contacting the UF helpdesk (e.g. <http://helpdesk.ufl.edu>; (352) 392-HELP (4357); helpdesk@ufl.edu · HUB 132).

Required Textbooks

N/A

Other resources for teaching assistants: UF Teaching Assistants Handbook
<https://teachingcenter.ufl.edu/ta-development/>

Weekly Course Schedule

Week 1: Mandatory training and TA workshop (2 days before the fall semester, 1 day before the spring and summer semester)

The TA workshop will be held before classes tart, TBA

Training has to be completed by the end of week 1; proof of completion will be submitted in canvas.

Go to myTraining <http://mytraining.hr.ufl.edu/>

- FERPA basics: UF_PRV802a_OLT
- Preventing Sexual Harassment: GET802 or <https://secure.newmedialearning.com/psh/uflorida/student/index.shtml>
- Blood Borne Pathogens: UF_EHS850G
- Biosafety/Biosecurity Series training through myUFL: My Self Service>Training and Development>CITI Training (for Biosafety), chose Training for Investigators, Staff and Students Handling Biohazards: take Biosafety/Biosecurity

Week 1-15: Weekly meeting with instructor or GTA, attendance of all lab sections, execute course specific assignments and tasks as issued by instructors and GTAs

- For students signed up for 1CR: mandatory 3h class period, for 2CR, mandatory 2 x 3h class period
- UTAs are expected to come before class to help setup and stay a bit longer to ensure the lab is cleaned, biohazard bags are emptied, etc.
- UTAs are expected to wear proper and professional lab attire (closed toed shoes, long pants) and behavior

Week 15: Semester feedback and evaluation, submission of teaching ePortfolio with self-reflection

UTA signup and selection process

Prospective TAs interested in becoming a TA the following semester will sign up through the web indicating their information and time availability.

http://microcell.ufl.edu/TA_app/

Students will choose one of the many sections we offer as their preferred section, final assignment depends on availability and demand. TAs will be informed during sign up time if their application has been accepted. Priority is given to Microbiology majors but any other majors are eligible, too. Selection will be handled on a first-come-first served basis.

TA Workshop

UTAs are required to attend a TA workshop which will be held before the semester starts. The TA workshop in the fall is 2 days (August 16 and 17, 2017) and 1 day for the spring TAs (January 5th, 2018). The workshop provides time to get to know your GTA, learn about various topics like lab modules, dealing with student accommodations and problems, teaching approaches, active learning strategies, etc. This interactive workshop is a formative part of developing a teaching team.

UTA responsibilities in the lab classes

- Take attendance (electronic roster)
- Make up questions and quizzes
- Help students with projects and presentations
- Read modules ahead of time and come prepared
- Arrive 10-15 minutes before Lab time
- Grab Supply cart from Stockroom and take it to your lab room
- Make sure that students are following Safety rules: Dress code!
- Be interactive with the class Answer questions
- Give students Supplies
- Notify Staff if anything is missing or broken
- Collect all extra unused supplies and place them on the cart and return it to the stockroom
- Throw all used supplies in the biohazard waste bin
- Collect all biohazard waste and bring it to the stockroom
- Make sure all benches are wiped down
- Make sure all bench biohazard bags are empty

Dress Code/Lab Attire

- Closed toed shoes
- Long pants
- Semi-professional appearance (uniform t-shirts or polos will be provided)

Teaching ePortfolio and reflection

Throughout the semester, TAs are required to assemble a teaching portfolio that will contain experience as TA. This can also include other aspects of their professional career, like research experience, international experiences, etc. Examples and basic instructions can be found here <http://teach.ufl.edu/teaching-portfolio-series/>

Be creative the format is up to you. It is required that you are using an electronic format, include your teaching experience and a brief teaching philosophy.

UTAs are required to sign the TA contract and adhere to the expectations.

(contact at end of syllabus)

Evaluation of Learning

The table below shows the activity types contained within this course and the assigned points to determine the final course grade.

Activity Types	Percent of grade
Attend workshop prior to labs and online training	10
Punctuality and attendance of labs	20
Execute lab responsibilities and follow dress code	20
Execution of assigned tasks like grading, communication with students, office hours	20
Anonymous student and GTA feedback (numerical value from Qualtrics survey)	15
Teaching ePortfolio and reflection	15
TOTAL	100

Grading of the assignments completed and other aspects will be conducted by the graduate teaching assistants and includes standardized rubrics for the different assignments and objectives.

Assessment Measures

- Submission of prof for training completion
- Attendance to all labs required, adherence to lab dress code and lab safety rules at all times
- Execution of all expected responsibilities
- Use rubric or the main assignments that defines defined Learning Outcomes and measures of success.
- Submission of an ePortfolio that provides details on teaching experience and philosophy and outlines successes and challenges faced during the semester. This should include suggestions for course improvement and introduction of new ideas.
- Weekly meetings with the instructor to plan for upcoming classes and provide feedback.

Expectations of performance for variable credit (0-3 CR)

All students will be evaluated according to the Evaluation of Learning categories above. The main difference between obtaining 1-3CR is the amount of time spent in the classroom and the type of lab students have signed up for. This can be explained as follows:

- For students signed up for **1CR**: mandatory 3h class period, plus additional assignments, 1CR will be assigned if students teach MCB2000L or MCB3020L (open to all majors)

- For students signed up for **2CR**: mandatory 2 x 3h class period, plus additional assignments, 2CR will be assigned if students teach MCB3023L (micro majors only)
- For students signed up for **3CR**: mandatory 2 x 3h class period, plus TA assignment for another lecture class or advanced lab (micro majors only)
- For students signed up for **0CR**: depending on the UTAs commitment to teach MCB2000L, MCB3020L (3h class period) or MCB3023L (2x3h class periods), students are expected to fulfill same requirements as stated for 1CR or 2CR above

Maximum repeats and/or credits available from signing up for this class

- Maximum total of 4 CR
- Maximum enrollment for 2 semesters

Grading Policy

Letter Grade	Percentage	Grade Point
A	92–100%	4
A-	90–91.9%	3.67
B+	87–89.9%	3.33
B	82–86.9%	3
B-	80-81.9%	2.67
C+	77–79.9%	2.33
C	72–76.9%	2
C-	70-71.9%	1.67
D+	67-69.9%	1.33
D	62-66.9%	1.0
D-	60-61.9%	0.67
E	<60	0

Grading policy is in accordance with UF policy

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Class Attendance and Make-Up Policy

For UTA in Microbiology labs attendance to all class sections is mandatory MCB2000L, MCB3020L (3h class period once a week) or MCB3023L (2x3h class periods per week). Each UTA is responsible to communicate with the faculty or GTA about missing class at the earliest possible. Excused absences are consistent with university policies in the undergraduate catalog (<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>) and require appropriate documentation.

UF Policies regarding undergraduate teaching assistants

This course is in full compliance with UF's UTA policy, which complies with federal and state regulations.

http://www.aa.ufl.edu/Data/Sites/18/media/policies/ug_ta_policy.pdf

Students Requiring Accommodations

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, 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.

Campus Resources

Resources are available on campus for students having personal problems or lacking clear career and academic goals, which interfere with their academic performance. These resources include:

Health and Wellness

- U Matter, We Care: If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student.
- Counseling and Wellness Center: <http://www.counseling.ufl.edu/cwc/Default.aspx>, 392-1575;
- Sexual Assault Recovery Services (SARS) at the Student Health Care Center, 392-1161.
- For emergencies call: University Police Department, 392-1111 (or 9-1-1 for emergencies). <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://lss.at.ufl.edu/help.shtml>.
- Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling. <http://www.crc.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. <http://teachingcenter.ufl.edu/>
- Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. <http://writing.ufl.edu/writing-studio/>

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>. 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/>.

Class demeanor

Students are expected to arrive to class on time and behave in a manner that is respectful to the instructor and to fellow students. Please avoid the use of cell phones and restrict eating to outside of the classroom. Opinions held by other students should be respected in discussion, and conversations that do not contribute to the discussion should be held at minimum, if at all.

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://www.dso.ufl.edu/sccr/process/student-conduct-honor-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.

Additional comments regarding academic integrity:

Students are encouraged to discuss material with each other from the course, help each other understand concepts, study together, and even discuss assessment questions with each other once the quiz window is closed. However, the following is considered academic dishonesty, and I expect that no student will ever do any of the following:

- Have another person complete a quiz in this course
- Copy another student’s quiz in this course
- Collaborate with anyone during a quiz in this course
- Discuss the questions and answers of a quiz with other students while the quiz window is still open
- Manipulate and/or distribute any materials provided in this course for any purpose (including course lecture slides).
- Use any materials provided by a previous student in the course

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.

Microsoft Office 365 Software is free for UF students

<http://www.it.ufl.edu/gatorcloud/free-office-365-downloads/>

Other free software is available at:

<http://www.software.ufl.edu/>

To check for availability of the media and technical requirements, contact the UF Computing Help Desk at (352)392-HELP(4357).

University of Florida Complaints Policy and Student Complaint Process

Most problems, questions and concerns about the course will be resolved by professionally communicating with the instructor or the TAs.

The University of Florida believes strongly in the ability of students to express concerns regarding their experiences at the University. The University encourages its students who wish to file a written complaint to submit that complaint directly to the department that manages that policy.

If a problem really cannot be resolved by communicating with the instructor or the TAs you can contact

- Residential Course: https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf.
- Online Course: <http://www.distance.ufl.edu/student-complaint-process>.

This said, professionalism is a two-way-street. Unprofessional behavior of students includes, among other things: lack of communication, blaming other people or external factors, lying, affecting others negatively in a group or in the class, not accepting criticism and not being proactive in solving problems or seeking help. Furthermore, faculty often have family and other obligations to tend to. Over the weekend, replies to your inquiries or questions maybe delayed.

If a student is lacking professionalism repeatedly, the instructor has the rights to file formal complaint against the student through the Dean of Student office.

Undergraduate Teaching Assistant Contract

UNDERGRADUATE TEACHING ASSISTANT DESCRIPTION & REQUIREMENTS:

The purpose of an Undergraduate Teaching Assistant opportunity is to provide students a teaching opportunity, instructional insight and professional development as well as GTAs and faculty with supplemental instructional support.

Duties and responsibilities are outlined during the TA training.

STUDENT & COURSE REGISTRATION INFORMATION

NAME: _____ UFID #: _____

Major/Year: _____ Phone #: _____ CR: _____

Semester/Year of the Teaching Assistantship: _____

Previous teaching experience _____

Class/Section of the current teaching assignment _____

Herewith I comply with the demands and expectations of being an undergraduate teaching assistant as described and will follow instructions and laboratory practices.

Student printed name – signature

Date

GTA Name/signature

Instructor Name/signature

Signatures indicate understanding and approval of this contract
Submit completed form to Dr. Monika Oli (moli@ufl.edu)