

# Cover Sheet: Request 13006

## DIG 4XXX Undergraduate Lab Assistant

### Info

Process	Course New Ugrad/Pro
Status	Pending at PV - University Curriculum Committee (UCC)
Submitter	Phillip Klepacki pklepacki@arts.ufl.edu
Created	9/6/2018 3:51:21 PM
Updated	10/8/2018 10:56:36 AM
Description of request	Proposal of new undergraduate course in Digital Arts & Sciences: Under the supervision of a faculty member, students will gain hands-on experience facilitating various aspects of a course while also awarding them credit for the major.

### Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	CFA - Digital Worlds 015851001	James Oliverio		9/6/2018
No document changes					
College	Approved	CFA - College of Fine Arts	Jennifer Setlow		9/21/2018
No document changes					
University Curriculum Committee	Commented	PV - University Curriculum Committee (UCC)	Lee Morrison	Added to October agenda.	10/1/2018
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			10/1/2018
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|New for request 13006

## Info

**Request:** DIG 4XXX Undergraduate Lab Assistant

**Description of request:** Proposal of new undergraduate course in Digital Arts & Sciences: Under the supervision of a faculty member, students will gain hands-on experience facilitating various aspects of a course while also awarding them credit for the major.

**Submitter:** Phillip Klepacki pklepacki@arts.ufl.edu

**Created:** 10/10/2018 12:59:48 PM

**Form version:** 3

## Responses

### Recommended Prefix

*Enter the three letter code indicating placement of course within the discipline (e.g., POS, ATR, ENC). Note that for new course proposals, the State Common Numbering System (SCNS) may assign a different prefix.*

Response:

DIG

### Course Level

*Select the one digit code preceding the course number that indicates the course level at which the course is taught (e.g., 1=freshman, 2=sophomore, etc.).*

Response:

4

### Number

*Enter the three digit code indicating the specific content of the course based on the SCNS taxonomy and course equivalency profiles. For new course requests, this may be XXX until SCNS assigns an appropriate number.*

Response:

XXX

### Category of Instruction

*Indicate whether the course is introductory, intermediate or advanced. Introductory courses are those that require no prerequisites and are general in nature. Intermediate courses require some prior preparation in a related area. Advanced courses require specific competencies or knowledge relevant to the topic prior to enrollment.*

Response:

Advanced

- 1000 and 2000 level = Introductory undergraduate
- 3000 level = Intermediate undergraduate
- 4000 level = Advanced undergraduate
- 5000 level = Introductory graduate
- 6000 level = Intermediate graduate
- 7000 level = Advanced graduate

*4000/5000 and 4000/6000 levels = Joint undergraduate/graduate (these must be approved by the UCC and the Graduate Council)*

**Lab Code**

*Enter the lab code to indicate whether the course is lecture only (None), lab only (L), or a combined lecture and lab (C).*

Response:

None

**Course Title**

*Enter the title of the course as it should appear in the Academic Catalog.*

Response:

Undergraduate Lab Assistant

**Transcript Title**

*Enter the title that will appear in the transcript and the schedule of courses. Note that this must be limited to 21 characters (including spaces and punctuation).*

Response:

Undergrad Lab Asst

**Degree Type**

*Select the type of degree program for which this course is intended.*

Response:

Baccalaureate

**Delivery Method(s)**

*Indicate all platforms through which the course is currently planned to be delivered.*

Response:

On-Campus

**Co-Listing**

*Will this course be jointly taught to undergraduate, graduate, and/or professional students?*

Response:

No

**Co-Listing Explanation**

*Please detail how coursework differs for undergraduate, graduate, and/or professional students. Additionally, please upload a copy of both the undergraduate and graduate syllabus to the request in .pdf format.*

Response:

N/A - this course will not be co-listed

**Effective Term**

Select the requested term that the course will first be offered. Selecting "Earliest" will allow the course to be active in the earliest term after SCNS approval. If a specific term and year are selected, this should reflect the department's best projection. Courses cannot be implemented retroactively, and therefore the actual effective term cannot be prior to SCNS approval, which must be obtained prior to the first day of classes for the effective term. SCNS approval typically requires 2 to 6 weeks after approval of the course at UF.

Response:  
Earliest Available

**Effective Year**

Select the requested year that the course will first be offered. See preceding item for further information.

Response:  
Earliest Available

**Rotating Topic?**

Select "Yes" if the course can have rotating (varying) topics. These course titles can vary by topic in the Schedule of Courses.

Response:  
No

**Repeatable Credit?**

Select "Yes" if the course may be repeated for credit. If the course will also have rotating topics, be sure to indicate this in the question above.

Response:  
Yes

**If repeatable, # total repeatable credit allowed**

Indicate the maximum number of total repeatable credits allowed per student.

Response:  
4

**Amount of Credit**

Select the number of credits awarded to the student upon successful completion, or select "Variable" if the course will be offered with variable credit and then indicate the minimum and maximum credits per section. Note that credit hours are regulated by Rule 6A-10.033, FAC. If you select "Variable" for the amount of credit, additional fields will appear in which to indicate the minimum and maximum number of total credits.

Response:  
Variable

**If variable, # min**

Response:  
0

**If variable, # max**

Response:

3

**S/U Only?**

Select "Yes" if all students should be graded as S/U in the course. Note that each course must be entered into the UF curriculum inventory as either letter-graded or S/U. A course may not have both options. However, letter-graded courses allow students to take the course S/U with instructor permission.

Response:

Yes

**Contact Type**

Select the best option to describe course contact type. This selection determines whether base hours or headcount hours will be used to determine the total contact hours per credit hour. Note that the headcount hour options are for courses that involve contact between the student and the professor on an individual basis.

Response:

Directed Individual Studies

- Regularly Scheduled [base hr]
- Thesis/Dissertation Supervision [1.0 headcount hr]
- Directed Individual Studies [0.5 headcount hr]
- Supervision of Student Interns [0.8 headcount hr]
- Supervision of Teaching/Research [0.5 headcount hr]
- Supervision of Cooperative Education [0.8 headcount hr]

Contact the Office of Institutional Planning and Research (352-392-0456) with questions regarding contact type.

**Weekly Contact Hours**

Indicate the number of hours instructors will have contact with students each week on average throughout the duration of the course.

Response:

3

**Course Description**

Provide a brief narrative description of the course content. This description will be published in the Academic Catalog and is limited to 50 words or fewer. See course description guidelines.

Response:

Undergraduate Lab Assistant provides upper-level DAS students hands-on experience teaching digital arts and sciences at the college level. Under the supervision of a faculty member, lab assistants will help with preparation and discussion of course materials, work with students during office hours, and play a critical role in facilitating learning.

## Prerequisites

Indicate all requirements that must be satisfied prior to enrollment in the course. Prerequisites will be automatically checked for each student attempting to register for the course. The prerequisite will be published in the Academic Catalog and must be formulated so that it can be enforced in the registration system. Please note that upper division courses (i.e., intermediate or advanced level of instruction) must have proper prerequisites to target the appropriate audience for the course.

Response:

MAJOR=DAR & CLASS=GE3

Completing Prerequisites on UCC forms:

- Use "&" and "or" to conjoin multiple requirements; do not use commas, semicolons, etc.
- Use parentheses to specify groupings in multiple requirements.
- Specifying a course prerequisite (without specifying a grade) assumes the required passing grade is D-. In order to specify a different grade, include the grade in parentheses immediately after the course number. For example, "MAC 2311(B)" indicates that students are required to obtain a grade of B in Calculus I. MAC2311 by itself would only require a grade of D-.
- Specify all majors or minors included (if all majors in a college are acceptable the college code is sufficient).
- "Permission of department" is always an option so it should not be included in any prerequisite or co-requisite.

Example: A grade of C in HSC 3502, passing grades in HSC 3057 or HSC 4558, and major/minor in PHHP should be written as follows:  
HSC 3502(C) & (HSC 3057 or HSC 4558) & (HP college or (HS or CMS or DSC or HP or RS minor))

## Co-requisites

Indicate all requirements that must be taken concurrently with the course. Co-requisites are not checked by the registration system.

Response:

N/A

## Rationale and Placement in Curriculum

Explain the rationale for offering the course and its place in the curriculum.

Response:

Increasingly, students graduating from the digital arts and sciences are finding employment with education technology companies in the areas of graphic arts, game design, and web design. "Undergraduate Lab Assistant" will help students to better understand how their skills in the digital arts and sciences can apply to learning and education. Under the supervision of a faculty member, students will gain hands-on experience facilitating various aspects of a course while also awarding them credit for the major.

## Course Objectives

Describe the core knowledge and skills that student should derive from the course. The objectives should be both observable and measurable.

Response:

1. Hone oral and written communication methods
2. Develop strategies for teaching and assisting student learning
3. Practice advising other students
4. Understand the principles of teaching in the digital arts and sciences







# UNDERGRADUATE LAB ASSISTANT

<b>COURSE NUMBER:</b> DIG4XXX	<b>INSTRUCTOR:</b> TBD
<b>SEMESTER/YEAR:</b> TBD	<b>OFFICE LOCATION/HOURS:</b> TBD
<b>CREDIT HOURS:</b> 0 - 3	<b>CONTACT EMAIL:</b> TBD
<b>CLASS LOCATION:</b> TBD	<b>CONTACT PHONE:</b> TBD
<b>CLASS MEETING TIME(S):</b> TBD	<b>COURSE WEBSITE:</b> elearning.ufl.edu

## COURSE DESCRIPTION

Undergraduate Lab Assistant provides upper-level DAS students hands-on experience with teaching in the digital arts and sciences at the college level. Under the supervision of a faculty member, lab assistants will help with the preparation and discussion of course materials, work with students during office hours, and play a critical role in facilitating learning.

## COURSE PREREQUISITE

BA in Digital Arts and Sciences major, junior or senior level standing

## PURPOSE OF COURSE

Lab assistants will help faculty in several areas including discussion groups, assignment and lecture preparation, office hours, and course communications. Each lab assistant’s experience is tailored to both the student’s skills and knowledge as well as the supervising faculty member’s needs. Independent of the particular course or instructor, lab assistants will benefit by developing their communication and leadership skills and by gaining a better understanding of the ways in which people learn.

## COURSE GOALS AND/OR OBJECTIVES: *By the end of this course, students will be able to:*

1. Hone oral and written communication methods
2. Develop strategies for teaching and assisting student learning
3. Practice advising other students
4. Understand the principles of teaching in the digital arts and sciences

## COURSE SCHEDULE:

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**0 Credit Hours:** *Students can enroll in this course for 0 credit hours. This situation would be preferred by students who are approaching a maximum number of credit hours toward their degree or who are unable to cover the cost of tuition for these credits. Students registering for 0 credit hours should carefully discuss with their faculty advisor the time expectations for completion of the requirements of the class, and these expectations should be clearly articulated on the Digital Worlds Zero Credit Application Forum.*

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**1-3 Credit Hours:** Students can take 1-3 credits per semester, with a maximum of 4 hours to count toward the major. For each credit taken, students must complete 45 hours of work during this semester. This translates into 3 hours per week during Spring and Fall semesters, 3.75 hours per week during Summer C, and 7.5 hours per week during Summer A or Summer B (for each credit taken).

NOTE: Scheduled meeting times will vary by semester and supervising faculty.

### REQUIRED TEXTBOOKS AND SOFTWARE:

To be determined by supervising faculty.

### WEEKLY TOPICS AND ASSIGNMENTS

Students will participate regularly with as DAS faculty member and help facilitate various aspects of their course. Each Undergraduate Lab Assistant course will be unique, tailored to both the student's skills and knowledge as well as the instructor's needs. Students will undertake roles and assignments as assigned by the supervising faculty and will meet weekly to review their responsibilities and receive feedback on their performance.

### ASSIGNMENTS

To be determined by supervising faculty.

### COURSE FEES:

Course fees are assessed for certain courses to offset the cost of materials or supply items consumed in the course of instruction. A list of [approved courses and fees](#) is published in the Schedule of Courses each semester. (UF-3.0374 Regulations of the University of Florida).

Material and supply and equipment use fee information is available from the academic departments or from the schedule of courses (Florida Statutes 1009.24). The total course fee for this class is \$0

The total course fee for each course is listed on the UF Schedule of Courses.

[\(https://registrar.ufl.edu/soc/\)](https://registrar.ufl.edu/soc/).

### EVALUATION OF GRADES

This course is graded on an S/U basis. S grades will be assigned to students who consistently attend the classes and meetings, demonstrate significant involvement through various assignments, and submit weekly report to the instructor.

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These weekly reports are expected to illustrate the knowledge that students are acquiring as well as discuss the skills that they are putting into practice. Instructors will use the updates to assess the work that students have accomplished, how it relates to course learning goals and objectives, how it shows their development in a variety of areas within the digital arts and sciences. The specific details of what students will discuss, and content are on a course by course basis.

- Assignments: 40%
- Weekly Report: 40%
- Attendance: 20%

80% or higher = Satisfactory

79% or lower = Unsatisfactory

More information on grades and grading policies is here:

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

### **COURSE POLICIES:**

#### **CLASS PARTICIPATION/DEMEANOR POLICY**

Participation in all aspects of this course is essential to your success. It is expected that you will participate fully in your responsibility as an undergraduate lab assistant. It is also expected that all interaction is undertaken with a level of professionalism that demonstrates understanding of the professional competencies and decorum of the field. Excused absences are consistent with university policies in the undergraduate catalog.

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at:

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

#### **COURSE TECHNOLOGY**

The students will be required to have access to and use a personal computer with the access to the Internet. Word editing software will be required for written assignments.

The University of Florida and Digital Worlds requires that students have access to and on-going use of a laptop/mobile computer for DIG courses in order to be able to function in the current learning environment. Students are required to access electronic forms of information, submit assignments and communicate with other students and faculty electronically. DW requires each student's mobile computer to meet certain minimum specs for heavy graphics use, the requirements documented below must be met.

DW Computer Requirements

<http://digitalworlds.ufl.edu/programs/ba-in-digital-arts-sciences/new-student-buyers-guide/>

### **COURSE COMMUNICATIONS**

Students can communicate directly with the Instructor regarding the research material through the course management system (CANVAS). Electronic communication must demonstrate a formal tone and style and, unless absolutely urgent, will be responded to M-F from 9 AM to 5 PM.

### **COURSE TECHNOLOGY SUPPORT:**

The [Technology Support Center](http://digitalworlds.ufl.edu/support) provides computer support for Digital Worlds students who access Visimeet, lecture recordings, student equipment, facilities and other technology-based resources. <http://digitalworlds.ufl.edu/support>

For computer assistance related to Visimeet, lecture recordings, student equipment, and facilities request please [Submit a Help Ticket](#) or email [support@digitalworlds.ufl.edu](mailto:support@digitalworlds.ufl.edu).

For support related to account services, technical consulting, mobile device services, software services, administrative support, application support center, and learning support services, please contact the [UF Computer Help Desk](#) available 24 hours a day, 7 days a week at 352-392-4357 or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

### **UF POLICIES:**

#### **UNIVERSITY HONESTY POLICY**

UF students are bound by The Honor Pledge that 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](#) 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.

#### **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.

#### **STUDENTS REQUIRING ACCOMMODATIONS**

## DIG4XXX – UNDERGRADUATE LAB ASSISTANT

Students with disabilities requesting accommodations should first register with the [Disability Resource Center](#) (352-392-8565) 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.

### NETIQUETTE COMMUNICATION COURTESY

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats, more information can be found at: <http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf>

### ONLINE COURSE EVALUATIONS

Students are expected to provide feedback on the quality of instruction in this course by completing [online evaluations](#). 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 [evaluation results](#).

## CAMPUS RESOURCES

### HEALTH AND WELLNESS

#### **U Matter, We Care**

If you or a friend is in distress, please contact [umatter@ufl.edu](mailto: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; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Assault Recovery Services (SARS)  
Student Health Care Center, 392-1161.

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](mailto: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.

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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/>

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>

*Disclaimer: This syllabus represents the instructor's current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.*