

Research and Creativity at UF
HUM4930
Credit Hours: 1
Summer 2024

Class Meet: M | Period 7 (5:00 PM - 6:15 PM)

Location: TUR (IN PERSON) L011

Instructors:

Tim Murray, PhD.

Contact: timothymurray@ufl.edu

Graduate Teaching Assistant (TA):

Christy Sally, PhD.

Contact: christysallee@ufl.edu

Course Website can be found on Canvas

Please refer to the *Contacts, Help and Technical Support* link on the Home page to see how best to communicate with the instructor(s) for course questions.

Course Description

This course provides undergraduate students with teaching experience by serving as an undergraduate teaching assistant (UTA) for HUM2930: Research & Creativity at UF. The UTA will earn academic credit for the experience and will have the opportunity to be an “apprentice teacher.” UTAs will master course material, develop, and teach good quality study habits, respond to student questions, and assist in grading and assignment development. UTAs gain valuable experience in leadership and classroom management.

Course Objectives:

- 1) Students will apply instructional strategies to redesign an academic assignment**
- 2) Students will create a classroom environment that is conducive to learning by modeling appropriate classroom behavior and communicating classroom expectations to students.**
- 3) Students will demonstrate strong communications skills both with supervisors (instructor and TA) and with students (classroom interactions and online communications).**
- 4) Students will be able to critically evaluate student work and provide constructive feedback**
- 5) Students will demonstrate professionalism in behavior, communication, and performance**

6) Students will evaluate their skill level in each of these areas and articulate how mastery of these objectives can contribute to their personal career goals

Evaluations and Grades

Students will be evaluated based upon the criteria below:

Assignment Rewrite

- Students are asked to select one of the HUM2930 assignments from this term and redesign the assignment. Revision will include complete assignment instructions and a grading rubric.

Attendance and Classroom Management (ongoing)

- Attendance- Attendance at all assigned class times is mandatory. Please arrive on time and stay for the entire class period. You may be excused from class with prior approval from Professor Murray, or if circumstances are completely beyond your control, as in accident or illness. Excessive absences will result in grade penalties.
- Classroom Management- TAs will assist with general classroom management and helping to create an environment conducive to learning. UTAs will model appropriate classroom behavior and redirect students as necessary. For example, UTAs may remind students to put away electronic devices or limit side conversations that distract from the learning environment
- Small Group Management- TAs will be responsible for meeting with small groups outside of class to reinforce course content and support in the development of small group projects
- You must track attendance in the attendance google doc

Communication (ongoing)

- Communication- Maintain regular communication with instructor, TA, and students. Check email messages and announcements from TA and instructor. Check and respond to course discussion board questions from students. Don't be afraid to ask questions of the TA or professor.

Grading Assignments and Feedback (ongoing)

- Grading- UTAs are responsible in assisting TAs in grading classwork and ensuring an equal standard on grading work following predetermined grading scales. Please stick to the grading schedule located on canvas

Faculty/Student Evaluation (due August 5, 2024) and Professionalism (ongoing)

- Instructor/TA/Student Evaluations- Each UTA will complete a self-evaluation at the end of the term that reflects upon the student's performance and learning throughout the term and how meeting these objectives relates to the student's future career goals. Students will also receive an evaluation from the Instructors/TA.
- Professionalism- UTAs are expected to consistently maintain a good attitude while in class, with respect for the Creativity in Research students, as well as for their supervising TA, and this extends to faculty and staff of university. UTAs should demonstrate patience, kindness, respect, and a willingness to be of assistance. UTAs should not inappropriately socialize with the students, especially with students that they know personally. This can be construed by other students as favoritism or cheating. Treat all students with the same respectful, mature approach. In short, a professional and courteous demeanor is expected and appreciated

Grading Scale

| Letter Grade | % Equivalency |
|--------------|---------------|
| A | 93-100% |
| A- | 90-92% |
| B+ | 87-89% |
| B | 83-86% |
| B- | 80-82% |
| C+ | 77-79% |
| C | 73-76% |
| C- * | 70-72% |

| | |
|-----------|----------------|
| D+ | 67-69% |
| D | 63-66% |
| D- | 60-62% |
| E | <60% |

***Please note that a C- is no longer an acceptable grade for any course in which a 2.0 GPA is required, for example, any course in the major. UF grading policy website: catalog.ufl.edu/UGRD/academic-regulations/grades-gradingpolicies/. 10. A statement**

Class Attendance, Tardiness and Late Assignments

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: catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/

UF Policies

Academic Honesty

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 (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.

University Policy on Accommodating Students with Disabilities

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

Diversity Statement

It is my intent that students from all diverse backgrounds and perspectives be well served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of diversity: gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups. In addition, if any of our class meetings conflict with your religious events, please let me know so that we can make arrangements for you.

University Policy on Course Evaluation

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at 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 ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at gatorevals.aa.ufl.edu/public-results/

Campus Resources Health and Wellness

- **U Matter, We Care:** If you or someone you know is in distress, please contact umatter@ufl.edu, 352- 392-1575, or visit umatter.ufl.edu/ to refer or report a concern and a team member will reach out to the student in distress.
- **Counseling and Wellness Center:** Visit counseling.ufl.edu/ or call 352-392-1575 for information on crisis services as well as non-crisis services.
- **Student Health Care Center:** Call 352-392-1161 for 24/7 information to help you find the care you need or visit shcc.ufl.edu/.
- **University Police Department:** Visit police.ufl.edu/ or call 352-392-1111 (or 9-1-1 for emergencies).
- **UF Health Shands Emergency Room / Trauma Center:** For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; ufhealth.org/emergency-room-trauma-center. Policy on Course Syllabi 3 UF, Academic Affairs, August 15, 2019

Academic Resources

- **E-learning technical support:** Contact the UF Computing Help Desk at 352-392-4357 or via e-mail at helpdesk@ufl.edu.
- **Career Connections Center:** Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services career.ufl.edu/.
- **Library Support:** cms.uflib.ufl.edu/ask various ways to receive assistance with respect to using the libraries or finding resources.
- **Teaching Center:** Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring. teachingcenter.ufl.edu/
- **Writing Studio:** 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers. writing.ufl.edu/writing-studio/
- **Student Complaints On-Campus:** sccr.dso.ufl.edu/policies/student-honor-codestudent-conduct-code/

- **On-Line Students Complaints:** [distance.ufl.edu/student-complaint-process/ /](https://distance.ufl.edu/student-complaint-process/)

Covid 19 Guidelines:

In response to COVID-19, the following practices are in place to maintain your learning environment, to enhance the safety of our in-classroom interactions, and to further the health and safety of ourselves, our neighbors, and our loved ones.

- If you are not vaccinated, we encourage you to get vaccinated. Vaccines are readily available at no cost and have been demonstrated to be safe and effective against the COVID-19 virus. Visit this link for details on where to get your shot, including options that do not require an appointment: <https://coronavirus.ufhealth.org/vaccinations/vaccine-availability/> (Links to an external site.). Students who receive the first dose of the vaccine somewhere off-campus and/or outside of Gainesville can still receive their second dose on campus.
- You are encouraged to wear approved face coverings at all times during class and within buildings even if you are vaccinated. Please continue to follow healthy habits, including best practices like frequent hand washing. Following these practices is our responsibility as Gators.
 - Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
 - Hand sanitizing stations will be located in every classroom.
- If you are sick, stay home and self-quarantine. Please visit the UF Health Screen, Test & Protect website about next steps, retake the questionnaire and schedule your test for no sooner than 24 hours after your symptoms began. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 (or email covid@shcc.ufl.edu) to be evaluated for testing and to receive further instructions about returning to campus. UF Health Screen, Test & Protect offers guidance when you are sick, have been exposed to someone who has tested positive or have tested positive yourself. Visit the [UF Health Screen, Test & Protect website](#) (Links to an external site.) for more information.
 - Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work.
 - If you are withheld from campus by the Department of Health through Screen, Test & Protect you are not permitted to use any on campus facilities. Students attempting to attend campus activities when withheld from campus will be referred to the Dean of Students Office.

Continue to regularly visit coronavirus.UFHealth.org and coronavirus.ufl.edu for up-to-date information about COVID-19 and vaccination.