UNDERGRADUATE COURSE ASSISTANT

COURSE NUMBER: DIG4942	**INSTRUCTOR:** HEITZMAN
SEMESTER/YEAR: FALL/2019	**OFFICE LOCATION/HOURS: SECTION A;** NRG 116 WED 3:00 PM – 4:00 PM **SECTION B**; NRG 116 THU 11:00 AM – 12:00 PM
CREDIT HOURS: 0 – 1	**CONTACT EMAIL:** NICK@DIGITALWORLDS.UFL.EDU
CLASS LOCATION: NRG 120 ORC	**CONTACT PHONE:** (352) 294-2000
CLASS MEETING TIME(S): SECTION A; MON 3:00 PM – 4:55 PM, WED 4:05 PM – 4:55 PM **SECTION B;** TUE 8:30 AM – 10:25 AM, THU 9:35 AM – 10:25 AM	**COURSE WEBSITE:** elearning.ufl.edu

COURSE DESCRIPTION

Undergraduate Course 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, course 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

Course assistants will help faculty in several areas including discussion groups, assignment and lecture preparation, office hours, and course communications. Each course 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, course 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:

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.

Students enrolled for 0 credit hours will shadow the course instructor. They will only be asked to observe or spectate the instructor/faculty member once a month and will briefly discuss the experience with the instructor/faculty member for no more than 30 minutes following the observation.

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. Thus one academic credit 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). Expected work is elaborated below:

1 Credit Hour: Students will meet with the instructor/faculty member once a week to observe and shadow the instructor/faculty member. They will be asked to collaborate on one aspect of the course per month maximum. These aspects might involve, for example, gathering and producing content for a single lecture. Students will only perform this work once a month, meaning that an instructor/faculty member may only ask a student to research a lecture topic one time each month. Students WILL NOT teach courses.

2 Credit Hour: Students will meet with the instructor/faculty member twice a week to observe and shadow the instructor/faculty member. They will be asked to collaborate on two aspects of the course per month maximum. These aspects might involve, for example, gathering and producing content for a single lecture. Students will only perform this work twice a month, meaning that an instructor/faculty member may only ask a student to research a lecture topic two times each month. Students WILL NOT teach courses.

3 Credit Hour: Students will meet with the instructor/faculty member twice a week to observe and shadow the instructor/faculty member. They will be asked to collaborate on three aspects of the course per month maximum. These aspects might involve, for example, gathering and producing content for a single lecture. Students will only perform this work three times a month, meaning that an instructor/faculty member may only ask a student to research a lecture topic three times each month. Students WILL NOT teach courses.

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

REQUIRED TEXTBOOKS AND SOFTWARE:

None.

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WEEKLY TOPICS AND ASSIGNMENTS

Students will participate regularly with a DAS faculty member and help facilitate various aspects of their course. The exact amount of time is dependent upon the needs of the course and the student's skills, but students can anticipate at least three weekly meetings.

Each Undergraduate Course 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.

Students will not teach classes. Instead, they will help facilitate the preparation of course materials by gathering and producing content for faculty-lead discussions on specific topics as well as meeting with individual students after class in a peer-mentoring role.

ASSIGNMENTS

Assist students solve production issues related to their games' development in class.

Help online and offline students resolve blocking issues both technical and systemic.

Modify existing, or write new, C# scripts to improve or develop new gameplay systems.

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/).

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.

80% or higher = Satisfactory
79% or lower = Unsatisfactory

Assignments – 40% of grade

Assignments refers to any course-related tasks or duties. These include facilitating the preparation of course materials by gathering and producing content for faculty-lead discussions on specific topics as well as meeting with individual students after class in a peer-mentoring role. Students will not teach classes.

Assignments will be evaluated using two criteria:

1.) Completion of the assignment = 20% of grade

2.) Quality of the completed assignment (to be determined by instructor) = 20% of grade

Weekly Reports – 40% of grade

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. Weekly reports will determine 40% of the grade. The reports will be evaluated using three criteria:

1.) Summary of weekly tasks performed = 10% of grade

2.) Description of preparation and methods used for each task = 10% of grade

3.) Description of the results: both what was produced and what skills/insight the student gained from the experience = 20% of grade

Grades will be posted at the end of the following week with written feedback to help guide and direct students in upcoming tasks and assignments. The specific details of what students will discuss, and content are on a course-by-course basis.

Attendance – 20% of grade

Attendance will be determined using a sign-in device at the department's front desk. After discussing weekly needs with faculty, students will be expected to sign in during the faculty-determined times and sign out at the end. Students will be excused for UF approved reasons; all other absences from the assigned times will need to be discussed with the facilitating faculty member prior to an absence. Attendance grades will be calculated based on how frequently students show up to the assigned times.

More information on grades and grading policies is here: https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/

COURSE POLICIES:

CLASS PARTICIPATION/DEMEANOR POLICY

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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 course assistant. It is also expected that all interaction in 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/UGRD/academic-regulations/attendance-policies/

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 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.

For support related to account services, technical consulting, mobile device services, software services, administrative support, application support center, and learning support services, please contact

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the UF Computing Help Desk available 24 hours a day, 7 days a week at 352-392-4357
or 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

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 https://evaluations.ufl.edu/results/.

CAMPUS RESOURCES

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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/, 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. https://lss.at.ufl.edu/help.shtml.

Career Connections Center, Reitz Union, 392-1601. Career assistance and counseling.
https://career.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, 2215 Turlington Hall, 846-1138. Help brainstorming, formatting, and writing papers. http://writing.ufl.edu/writing-studio/

Student Complaints Campus:
http://regulations.ufl.edu/wp-content/uploads/2012/09/1.0063.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.