

**Undergraduate Research Assistantship:  
Research & Creativity at UF HUM4930**  
*Fall 2019*

**Class Meeting Times:** Tuesdays, Period 3

**Location:** Class Turlington L005

**Instructors:**

Professor Heather Spooner, MA, ATR-BC

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Dr. Anne Donnelly, PhD

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TA: Britney Fernandez

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**Office Hours**

**(Professor Spooner):** Tuesdays 10:45-11:45am in Fine Arts D. Instructor is also available to meet before or after class upon request with and by video call on Wednesday mornings and most Fridays.

Dr. Donnelly and TA Britney Fernandez are available to set meetings upon request.

**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:

### 5% Assignment Redesign (due November 12, 2019 by 11:59pm)

- Students are asked to select one of the HUM2930 assignments from this term and redesign the assignment. Revision will include complete assignment instructions, a grading rubric, and a one page reflection paper that explains the rationale behind the suggested revisions

### 10% 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 Spooner, 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

### 15% Communication (ongoing)

- TA meetings- Students will attend TA meetings on a monthly basis with either the professor or TA. These meetings will support you in learning to conduct TA duties such as calibrating grading and preparing for upcoming assignments. TAs are asked to come prepared with their own questions during these meetings.
- 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.

### 20% 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. All assignments must be graded within 7 days of submission. Please refer to HUM2930: Research & Creativity at UF course syllabus to review individual assignment deadlines for that course.

## 50% Faculty/Student Evaluation (due November 12, 2019) 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	GPA Equivalency
A	95-100%	4.0
A-	92-94.99%	3.67
B+	89-91.99%	3.33
B	85-88.99%	3.00
B-	82-84.99%	2.67
C+	79-81.99%	2.33
C	75-78.99%	2.00
C- *	72-74.99%	1.67
D+	69-71.99%	1.33
D	65-68.99%	1.00
D-	62-64.99%	.67
E, I, NG, S-U, WF	< 62%	0.00

**\*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/](http://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/](http://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/](http://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](http://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.

### University Policy on Netiquette and Communication Courtesy

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats.

<http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf>

### 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/](http://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/](http://ufl.bluera.com/ufl/). Summaries of course evaluation results are available to students at [gatorevals.aa.ufl.edu/public-results/](http://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](mailto:umatter@ufl.edu), 352-392-1575, or visit [umatter.ufl.edu/](http://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/](http://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/](http://shcc.ufl.edu/).
- University Police Department: Visit [police.ufl.edu/](http://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](http://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](mailto:helpdesk@ufl.edu).
- Career Connections Center: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services [career.ufl.edu/](http://career.ufl.edu/).
- Library Support: [cms.uflib.ufl.edu/ask](http://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/](http://teachingcenter.ufl.edu/)
- Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers. [writing.ufl.edu/writing-studio/](http://writing.ufl.edu/writing-studio/)
- Student Complaints On-Campus: [sccr.dso.ufl.edu/policies/student-honor-codestudent-conduct-code/](http://sccr.dso.ufl.edu/policies/student-honor-codestudent-conduct-code/)
- On-Line Students Complaints: [distance.ufl.edu/student-complaint-process/ /](http://distance.ufl.edu/student-complaint-process/)