Instructors:
Heather Spooner, MA, ATR-BC
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Office Hours: Tuesday 11:30 am – 12:30 pm or by appointment. Please contact instructor through Canvas for fastest response.

Anne Donnelly, PhD
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Graduate Teaching Assistant (TA):
Brianne Bennett, BA
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Office Hours: By appointment

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

Materials and Supply Fees
There are no additional fees for this course

Class Materials:
 Required readings and resources will be posted on the course website of eLearning within the corresponding Week #. It is essential to the course that you understand how to navigate the eLearning system to access these important tools.

Course Schedule

Class	HUM 2930 Course Content	HUM 4930 UTA Assignments
Week 1: 09/01	**Course Introduction** ○ Syllabus Review ○ Intro to groups ○ Intro to Class Project	**Group Work:** No Group Work Required **Individual Work:** Enter Attendance Receive Small Group Assignment List Review Introductory Activity Begin Preparing How to Read a Research Article Group Session
Week 2: 09/08	**Faculty Panel: Interdisciplinary Research** ○ **Dr. Eleni Bozia**, Assistant Professor of Classics and Digital Humanities ○ **Dr. Mei-Fang Lan**, Licensed Psychologist and Clinical Associate Professor ○ **Dr. Katherine Deliz**, Research Assistant Professor in Environmental Engineering Sciences Department ○ **Dr. Barbara Mennel**, Director of Center for the Humanities and the Public Sphere	**Group Work:** Set Meeting Times Facilitate Introductory Activity **Individual Work:** Enter Attendance Grade Research the Researcher Assignment Continue to Prepare How to Read a Research Article Group Session
Week 3: 09/15	**Basic Research Skills: Library Presentation**	**Group Work:** No Group Work Required **Individual Work:** Enter Attendance Grade Accessing Research Articles Assignment Continue to Prepare How to Read a Research Article Group Session
Week 4: 09/22	**Creativity in Research**	**Group Work:** Facilitate How to Read a Research Article Group Activity **Individual Work:** Enter Attendance Grade How to Read a Research Article

Week 5: 09/29	**Faculty Panel: Research Paths** o **Dr. Christine Miller**, Associate Professor in the Entomology and Nematology Department o **Dr. Walter Murfee**, Associate Professor and Associate Chair for Undergraduate Studies in Biomedical Engineering Department o **Dr. Eakta Jain**, Assistant Professor in Computer & Information Science & Engineering o **Dr. Ralf Remshardt,** Professor of Theatre	**Group Work:** Discuss and select a research question for group project Begin Literature Review Rubric and Mind Map Assignment **Individual Work:** Enter Attendance Grade Developing Research Questions
Week 6: 10/06	**Group Project Workshop**	**Group Work:** Complete Literature Review Rubric and Mindmap Assignment **Individual Work:** Enter Attendance Add comments to Literature Review Rubric and Mindmap Assignments
Week 7: 10/13	**Graduate Student Panel: Research Paths**	**Group Work:** Refine Literature Review Rubric and Mindmap (ungraded) **Individual Work:** Enter Attendance
Week 8: 10/20	**Group Project Workshops**	**Group Work:** Support student work on Group Research Proposal videos **Individual Work:** Enter Attendance
Week 9: 10/27	**Translating Research Skills to the Workplace-Career Resource Center**	**Group Work:** Support student work on Group Research Proposal videos **Individual Work:** Enter Attendance Grade Group Wiki Video Assignment

Week 10: 11/03	**Faculty Panel: Research Breadth Data Collection Methods (Quantitative)** o **Dr. Amir Erez**, Professor in the Management Department o **Dr. Bahar Basim**, Professor of Practice in Materials Science & Engineering Department o **Dr. Jose Ponciano**, Associate Professor in Biology Department o **Dr. Matthew Eddy**, Assistant Professor in Chemistry Department	**Group Work:** Continue to work on Group Research Proposal videos **Individual Work:** Enter Attendance Grade Research the Researchers
Week 11: 11/10	**Faculty Panel: Research breadth and data collection methods Panel (Qualitative)** o **Dr. Neil Weijer**, Curator of the Harold and Mary Jean Hanson Rare Book Collection at Smathers Library o **Dr. Katie Stofer**, Research Assistant Professor in Agriculture Education and Communication Department o **Dr. Joan Frosch**, Director of Center for World Arts	**Group Work:** Continue to work on Group Research Proposal videos **Individual Work:** Enter Attendance Grade RCR Modules Grade Research the Researchers
Week 12: 11/17	**Faculty Panel: Research Communication Methods and Broader Impacts** o **Dr. Craig Smith**, Associate Professor in the School of Art + Art History o **Dr. Edith Kaan**, Associate Professor in Linguistics Department o **Dr. Selman Hershfield**, Professor in Physics Department	**Group Work:** Finalize Group Research Proposal videos **Individual Work:** Enter Attendance Grade Research the Researchers
Week 13: 11/24	**Group Research Proposal Videos**	**Individual Work:** Enter Attendance Add comments to Group Research Proposal Videos
Week 14: 12/01	**Group Research Proposal Videos**	**Individual Work:** Enter Attendance Grade UTA Evaluation
Week 15: 12/08	**Undergraduate Panel: CURE; Finding a Research Mentor, General Q&A**	**Individual Work:** Enter Attendance Grade Post-Course Evaluation

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/

Evaluation of Grades

Students will be evaluated based upon the criteria below:

5% Assignment Redesign

- 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

15% Attendance and Classroom Management (ongoing)

- Attendance- Attendance at all assigned class times is expected. 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.
- 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

10% Communication (ongoing)

- TA meetings- UTAs will maintain regular communication with the instructor, GTA, and students. Regular communication will support you in learning to conduct UTA duties such as calibrating grading and preparing for upcoming assignments. UTAs are asked to be proactive in bringing question to the instructor and GTA

20% Grading Assignments and Feedback (ongoing)

- Grading- UTAs are responsible for 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 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, 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 Policy

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%

More information on UF grading policy may be found at:
https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/

Students Requiring Accommodations

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting https://disability.ufl.edu/students/get-started/. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

Course Evaluation

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at https://gatorevals.aa.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://gatorevals.aa.ufl.edu/.

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.

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. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

Student Privacy

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see: http://registrar.ufl.edu/catalog0910/policies/regulationferpa.html

Online Course Policy

Our class sessions may be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

Campus Resources:

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, and 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 at 392-1111 (or 9-1-1 for emergencies), or http://www.police.ufl.edu/.

Academic Resources

E-learning technical suppor*t*, 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. https://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. https://teachingcenter.ufl.edu/.

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. https://writing.ufl.edu/writing-studio/.

Student Complaints Campus*:* https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf.

On-Line Students Complaints*:* http://www.distance.ufl.edu/student-complaint-process.