

## **SUPERVISED TEACHING**

MUS 6940

Fall 2022, 3 Credits

Class times will vary by GA/TA responsibilities and assignments!

### **Instructor Information**

Dr. Sarah Politz

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Office Hours: By Appointment

### **Course Description**

This course includes supervised teaching of graduate student instructors (GSIs) in a classroom setting. Teaching responsibilities are based on the GSI's GA or TA assignment for the semester.

### **Course Objectives**

- To provide mentorship of and feedback to GSIs regarding their teaching.
- To have GSIs reflect upon and improve their teaching during the semester.

### **Required Texts**

No textbooks or materials are required for the course. GSIs teaching breakout sections for a large-enrollment class must follow the same reading schedule as the students enrolled in the class.

### **Course Evaluation**

The primary instructor will observe each GSI twice during their assigned classroom teaching times. Teaching observations will be pre-scheduled, not at unknown times, and followed up by written feedback on the observed teaching. Meeting times to discuss teaching observations will be scheduled to discuss written feedback and provide guidance and mentorship to each GSI. During these meetings, the GSI will provide a brief aural reflection on their teaching.

It is expected that written and verbal feedback from the primary instructor will help shape adjustments and/or improvements to the GSI's teaching as the semester progresses. It is also understood that goals/progress evaluation will not be the same for all students. Evaluation will be consistent with, and reflective of each GSI's ability level.

GSIs may inquire about their progress at any point in the semester. They may also request additional observations, if they feel it would help them improve their teaching.

A Satisfactory grade will be awarded if:

- The GSI successfully performs their teaching duties as required by their GA or TA assignment. This includes attending primary lectures in classes with breakout sections.
- The GSI schedules and attends meetings to discuss their teaching observations.
- The GSI provides a brief aural reflection on their teaching during the meetings that discuss their teaching observation.

- The GSI clearly incorporates feedback and works to improve their teaching during the course of the semester.

An Unsatisfactory will be awarded if one or more of the following occurs:

- The GSI does not successfully perform their teaching duties as required by their GA or TA assignment. Duties include attending primary lectures in classes with breakout sections.
- The GSI does not schedule or attend meetings to discuss their teaching observations.
- The graduate student instructor provides no reflection on their teaching.
- The GSI does not incorporate feedback to improve their teaching during the course of the semester.

### Course Policies

**Attendance:** If teaching breakout sections for a large-enrollment class, GSIs must attend the lecture portion of the class in addition to teaching their breakout sections. Requirements for class attendance are consistent with university policies that can be found at: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>.

**Dress Code:** It is expected that graduate student instructors will dress professionally when teaching in a classroom setting. If GSIs have trouble securing professional items to wear, they are encouraged to go to The Gator Career Closet, a professional clothing lending service for UF students (<https://career.ufl.edu/services-resources/molm-family-gator-career-closet/>).

**Diversity and Inclusion Statement:** I encourage students of all ethnicities, religions, genders, sexual orientations, classes, ages, and abilities to express their opinions, viewpoints, and experiences. Every person has something valuable to offer to their instructor! If at any time students have a question or concern about diversity or inclusion, please email Dr. Politz or set up a meeting.

**Students Requiring Accommodation:** 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.

**UF Evaluations Process:** 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 <https://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 <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

### Withdrawal and Drop Information

- January 11: Withdrawal without a fee
- January 28: Withdrawal with 25% refund (W assigned)
- April 8: Withdrawal deadline (W assigned)
- April 20: Drop and Withdrawal after deadline (petition required)