

# EIN 6940 Supervised Teaching

## **Instructor:**

TBD

## **Course Description**

Practicum course to provide students with supervised teaching experience on developing effective instructional methods and materials in engineering education.

## **Course Pre-Requisites / Co-Requisites**

EGN6933 Learning and Teaching in Engineering

## **Course Objectives**

- Learn teaching and assessment practices under direct mentorship by a faculty member
  - o Prepare and deliver course material and/or instructional activities
  - o Evaluate student learning through the development and/or grading of appropriate assessments related to learning outcomes for the course
- Develop knowledge of “best practices” in teaching through faculty mentorship

## **Required Textbooks and Software**

The teaching supervisor may assign readings relevant to the teaching assignment.

## **Course Schedule**

Course schedule varies by teaching assignment. Specific assignments will be listed on the supervised teaching contract.

## **Attendance Policy, Class Expectations, and Make-Up Policy**

Attendance to assigned teaching activities is required. Excused absences must be in compliance with university policies in the Graduate Catalog (<http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#attendance>) and require appropriate documentation.

## **Guidelines for Students**

- I. The primary objective of Supervised Teaching is to expose the participant to the practice of instruction at a college-level. Through practice of instruction, supervised teaching students also affect the educational experience of students enrolled in the course. As such, it is expected that all Supervised Teaching Students (STS)s target a minimum of 1 contact hour (~15 hours of effort) with their students per week, on average. Contact hours include tasks such as delivering lectures, holding office hours and recitation sessions, supervising students in the laboratory, etc.
- II. Under the guidance of the faculty supervisor, supervised teaching students are generally expected to assist in the preparation and delivery of course material, the supporting of student learning, and in the evaluation of student performance. This may include, but is not limited to, preparing and grading homework assignments, preparing course content, experimental setup/cleanup, contributing to the preparation and grading of exams, attending and/or delivering lectures, offering office hours and recitation sessions, supervising laboratories, and other reasonable responsibilities assigned by the teaching supervisor. Expectations are listed in the attached contract.
- III. Students are expected to devote no more than 3 hours per week, on average, to STS responsibilities for a full 15-week term (or prorated if the course is of a shorter duration) for each credit hour in which they enroll as part of the present course. It is expected that the amount of time devoted to supervised teaching responsibilities will vary throughout the semester. It is expected that the instructor and the STS will explicitly discuss time commitments and expected timing of peak hours at the beginning of the course. If actual hours substantially exceed these defined expectations, the student should discuss this with the teaching supervisor. If concerns are not resolved after such discussion, the student should contact the department chair.

- IV. Students are expected to coordinate responsibilities, timing, and expectations with the teaching supervisor at least 2 weeks prior to the start of the term.
- V. Students are required to complete PRV802 FERPA Basics before they can be enrolled in this course. This training course is offered online and can be accessed by logging in to myUFL > myTraining and searching "PRV802." Students are required to provide proof of completion of this course to their department advisor so they can be enrolled in EGN 6940.
- VI. If a STS enrolled in the present course has an issue with a student or fellow STS in their course, they should immediately contact the teaching supervisor. The teaching supervisor is ultimately responsible for all issues related to student and STS conduct in their assigned courses.
- VII. Any unresolved issues regarding the STS assignment should be brought to the attention of the department chair.

### **Guidelines for Faculty**

- I. Faculty are to serve as mentors for the teaching activities listed on the attached supervised teaching contract. Expectations for mentoring include modeling these activities for STSs, supervising and assessing STS performance, and providing feedback to STSs.
- II. Supervised teaching students are expected to periodically deliver lectures and/or instructional activities as part of the target course. Supervised teaching students are also expected to periodically visit course instructor lectures or instructional activity sessions for examples of best practices. Teaching supervisors are expected to hold weekly meetings (30-60 min. each) with STSs to review instruction performance and provide constructive criticism and recommendations. It is recommended that the STS be required to prepare a "teaching portfolio" including examples of instructional materials prepared in each week of a course along with documentation of teaching supervisor feedback on the materials.
- III. Faculty should coordinate an introductory meeting with their STSs approximately 2 weeks before the beginning of the term. At this meeting, the faculty teaching supervisor should outline the following:
  - a. Course-specific expectations and assignments for the STS to address
  - b. General outline for expected time commitments with identification of peak hours, if possible
  - c. Faculty contact information
  - d. A complete syllabus for the course and/or lab protocols (if applicable)
  - e. STS login information for any necessary web portals (e.g., Canvas)
- IV. In assigning responsibilities to STSs, faculty should observe the above guidelines regarding expectations of a student's time commitment to a course. Specifically, the STS assignments must be manageable at approximately 3 hours per week per credit for the target course. Faculty must respect the recommended effort expectations of ~3 hr/week per credit averaged over the semester (see "Credit Allocation" above). If an instructor feels that more credit is required to provide increased contact hours, they should speak with the department chair.
- V. The preparation and delivery of course materials, as well as the evaluation of student performance, is ultimately the responsibility of the faculty instructor assigned to the course. While STSs are expected to contribute to these activities, instructors should remain engaged in all aspects of the course, even those aspects supervised by STSs. For lecture courses, it is expected that the majority of the lectures will be delivered by the course instructor. For laboratory courses, it is expected that the instructor will deliver associated lectures, participate regularly in the lab course, provide appropriate supervisory training to the STS for each experiment conducted in the lab, and be responsible for the overall supervision of the STSs performance.

### ***Evaluation of Grades***

Grading will be determined using the assignments from the supervised teaching contract and percentages are based on the kind of assignments.

THIS IS AN EXAMPLE. This table should match with the assignment table in the contract.

<b>Assignment</b>	<b>Percentage of Final Grade</b>
Prepare and teach 3 lectures	50%
Create exam questions	15%
Help grade assessments	35%
	100%

### ***Grading Policy***

The following is given as an example for course instructor use.

<b>Percent</b>	<b>Grade</b>	<b>Grade Points</b>
80 - 100	S	4.00
0 - 79	U	0.00

More information on UF grading policy may be found at:

<http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#grades>

### ***Students Requiring Accommodations***

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, <https://www.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.

### ***Course Evaluation***

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

### ***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://sccr.dso.ufl.edu/policies/student-honor-code-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.

### ***Commitment to a Safe and Inclusive Learning Environment***

The Herbert Wertheim College of Engineering values broad diversity within our community and is committed to individual and group empowerment, inclusion, and the elimination of discrimination. It is expected that every person in this class will treat one another with dignity and respect regardless of gender, sexuality, disability, age, socioeconomic status, ethnicity, race, and culture.

If you feel like your performance in class is being impacted by discrimination or harassment of any kind, please contact your instructor or any of the following:

- Your academic advisor or Graduate Program Coordinator
- Robin Bielling, Director of Human Resources, 352-392-0903, [rbielling@eng.ufl.edu](mailto:rbielling@eng.ufl.edu)
- Curtis Taylor, Associate Dean of Student Affairs, 352-392-2177, [taylor@eng.ufl.edu](mailto:taylor@eng.ufl.edu)
- Toshikazu Nishida, Associate Dean of Academic Affairs, 352-392-0943, [nishida@eng.ufl.edu](mailto:nishida@eng.ufl.edu)

### ***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: <https://registrar.ufl.edu/ferpa.html>

### ***Campus Resources:***

#### *Health and Wellness*

##### **U Matter, We Care:**

Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

**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 Discrimination, Harassment, Assault, or Violence**

If you or a friend has been subjected to sexual discrimination, sexual harassment, sexual assault, or violence contact the **Office of Title IX Compliance**, located at Yon Hall Room 427, 1908 Stadium Road, (352) 273-1094, [title-ix@ufl.edu](mailto:title-ix@ufl.edu)

##### **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 support**, 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](https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf).

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

## Supervised Teaching Contract

*This contract must be fully filled out and signed before a student can register*

Your name: \_\_\_\_\_

Course name/number: \_\_\_\_\_

Class:                    \_\_\_ Undergrad                    \_\_\_ Grad  
Semester taught:     \_\_\_ Fall \_\_\_ Spring                    \_\_\_ Summer                    Year \_\_\_\_\_

Typical class enrollment:

Required course:     \_\_\_ YES                    \_\_\_ NO

Instructor:

### Course Summary:

Description of activity	Hours per semester
Prepare laboratory manuals	
Update lecture notes	
Manage team formation	
Hold office hours	
Prepare HW and quizzes	
Develop online learning module	
Lecture	
Assistance with design testing/analysis	
Grade assignments	
Assess learning objectives	
Draft final report on teaching goals	
Supervise lab experiments	
<b>TOTAL</b>	
1 hour of STS course credit = approx.	45 (1cr)
45 hours of work/semester	90 (2 cr)
	135 (3cr)

I agree with the above assignment.

Signature of student \_\_\_\_\_

I agree with the above assignment and I will (check boxes to confirm):

- Meet with the student 2 weeks before the semester to set expectations
- Mentor the student by modeling and demonstration of the assignments
- Provide the student assessment and guidance through regular meetings

Signature of instructor \_\_\_\_\_