



Teaching in the School of Teaching & Learning: A Handbook for Graduate Teaching Assistants and Adjunct Faculty

2015-2016 Academic Year



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Dear STL Graduate Assistant or Adjunct,

It is our pleasure to have you as part of the staff in the School of Teaching & Learning. Your role in the School of Teaching & Learning is vital to the excellence of our teaching and research program. The Leadership Team and faculty of the School of Teaching & Learning recognize how valuable you are in helping us accomplish our mission of preparing excellent educators. You play a significant part in the education of preservice teachers, inservice teachers, and children in Florida and across the nation. We thank you for your diligence and dedication to providing excellence in the service you provide to the School of Teaching & Learning.

A great aspect of teaching is the continuation of learning for the teacher. It is our desire that your teaching experience in the School of Teaching & Learning will be a mutually beneficial experience for you and your students. As you share your knowledge and understanding with your students and create rich and meaningful learning environments for students, we hope you will learn about teaching in higher education, research, and working at a research I university. We are all constantly learning as we teach, research, and work together with students and educators at all levels. We look forward to working with you in these endeavors.

Again, we thank you for your commitment to the School of Teaching & Learning. If there are ways to assist you and your supervising faculty member to provide an even better learning experience for you and your students, please let us know. Best wishes for a successful semester!

Sincerely,

Dr. Ester de Jong, Director
Dr. Sevan Terzian, Associate Director for Graduate Studies

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An Equal Opportunity Institution

UF/STL Instructional Guidelines & Policies

Mission of STL: The faculty and students in the School of Teaching and Learning create and promote new knowledge and understandings about teaching and learning for the purpose of a just, compassionate, and informed citizenry. Using innovative, evidence-based practice and theory, we prepare and develop humane teachers, scholars, and other educational professionals to work in diverse contexts with diverse learners.

Syllabus: This is a written record of your plan for the organization and management of the course, and your expectations of the students.

To facilitate clear communication about course requirements between students and faculty, the University of Florida has adopted this policy requiring departments and faculty to publish for each course a syllabus containing specific information about the structure of the course. Required elements include:

- 1 course title, instructor's contact information including office location and telephone number; TA contact information if applicable
- 2 office hours for the instructor during which students may meet with the instructor (minimum of 2 hours per week)
- 3 course objectives and/or goals
- 4 a topical outline (at least tentative) of subjects to be covered with critical dates listed
- 5 methods by which students will be evaluated and their grade determined
- 6 policy related to class attendance, tardiness
- 7 policy related to make-up exams or other work
- 8 a statement related to accommodations for students with disabilities such as: "Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation."
- 9 critical dates for exams or other work
- 10 class demeanor expected by the professor (late to class, cell phones, etc.)
- 11 the university's honesty policy regarding academic honesty AND plagiarism (see pages 5-6 of this handbook for sample wording).
- 12 EAS statement if appropriate (see pages 4-5 of this handbook)

Per UF Policy, all STL faculty, TAs, and adjuncts are required to submit electronic copies of course syllabi to Ms. Megan Lewis in 2403 Norman Hall (meganelewis@coe.ufl.edu) by the end of the first week of classes to document compliance.

College of Education Educator Assessment System (EAS)

For required courses in the UF initial teacher preparation program, instructors must complete the Educator Assessment System for each course. Implemented in 2004, the Educator Assessment System (EAS) allows tracking of teacher-candidate performance on each of Florida's Educator Accomplished Practices (FEAPs) (<https://my.education.ufl.edu/node3>). Candidates in all state approved educator preparation programs demonstrate their mastery of the FEAPs by completing a series of key tasks at a specified pre-professional level of competency.

The EAS has been designed to help meet standards, required by the state of Florida's Department of Education (<http://www.fldoe.org>) and the Council for Higher Education Accreditation (CHEA, formerly NCATE), (<http://www.chea.org>). The system is administered for the university by the College of Education. The URL

for the EAS is <https://my.education.ufl.edu/node3>. You must have an active Gatorlink account (<http://gatorlink.ufl.edu>) in order to access the EAS system. For technical questions, please contact Elayne Colon at epcolon@coe.ufl.edu. For content or procedural questions, consult with your faculty supervisor.

EAS Information for Syllabus

Ask your faculty course leader whether the course you are teaching is in the EAS system. If you teach a course in the EAS system, you must include this in your syllabus. Sample language for your syllabus might be:

The State of Florida requires all entry-level educators to master the knowledge, skills and dispositions of 12 Florida Educator Accomplished Practices (FEAPs). In this course we cover a number of these Accomplished Practices, and we will pay particular attention to your mastery of those practices that are assessed by indicators as listed below.

Your mastery of each indicator will be measured by your work on a Key Task. To pass this course you must successfully complete all these tasks and receive a rating of either “Met” or “Met with Weakness.” No exceptions will be made to this rule, even if you do not plan to teach after graduation.

Students who receive a “Not Met” rating will be offered a chance to redo the Key Task or, in some cases, to complete a comparable task assigned by the instructor. Students who do not complete their makeup work satisfactorily (with a “Met-with-Weakness” or higher rating) will receive either a grade of incomplete or a failing grade. Students who fail the course must repeat it later.

The option of students earning a grade of incomplete or a failing grade is at the discretion of the individual faculty member. Please reflect your decision for students who do earn a “Not Met” in your syllabus.

Office Hours: The University recognizes that an essential component of the advancement of knowledge is contact between students and their instructors outside the periods in which formal instruction is presented through lectures, discussions, etc. As a consequence, the University has adopted a general policy that the instructors of every class will have scheduled office hours each week as follows:

Each instructor will be responsible for designating a minimum of 2 hours per week as office hours when he or she will be available to confer with students. These office hours will be during regularly scheduled class days and announced to students in class. *Please schedule office hours when students can realistically attend.*

Each instructor will be responsible for (1) providing information on his or her office hours by notifying students in his or her classes, (2) posting a schedule of the office hours on his or her door and (3) notifying Ms. Megan Lewis of the designated office periods. If an instructor must be absent from a regularly scheduled office hours the absence will be announced, in advance if possible, and disseminated to students through options such as posting on the instructor’s door, via email, discussion boards, or synchronous chats.

Upon request by a student, instructors will be responsible for scheduling special appointment times outside of their designated office hours at mutually satisfactory times when it is not possible for a student to confer with an instructor during the designated office periods.

Academic Honesty: Students are required to be honest in all of their university class work. Instructors have a duty to promote ethical behavior and avoid practices and environments that foster cheating. Instructors should encourage students to bring incidents of dishonesty to their attention. Instructors, in certain circumstances, can resolve an academic dishonesty matter without a student disciplinary hearing. The procedures and guidelines are available from the Director of Student Judicial Affairs.

In the fall of 1995, the UF student body enacted a new honor code: “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity. On all work submitted for credit by students at the university, the following pledge is either required or implied: ‘On my honor, I have neither given nor received unauthorized aid in doing this assignment.’”

Because we, as educators and future educators, are held to a higher ethical standard as teachers, the School of Teaching & Learning takes infringements of academic honesty very seriously. For the first violation of academic dishonesty in a course, the student will receive a zero on that assignment and no opportunity for make up. If the student has an additional violation in the course, the student will fail the course and meet with the Director to establish a Performance Improvement Plan that will need to be completed before the student can enroll in additional coursework.

The University of Florida’s Dean of Students Office has a formal process and resources for addressing cases of academic dishonesty. You can learn more about this formal process at:

<https://www/dso.ufl.edu/sccr/process/student-conduct-honor-code>

Plagiarism: Plagiarizing has become easier and more prevalent. Recent events indicate this is a problem at all levels of the educational system— in K-12 and in higher education. The University of Florida Academic Honesty policy covers plagiarism. In STL, we want to emphasize this policy to ensure students are aware of what plagiarism is and steps to take in avoiding plagiarism. Merriam-Webster’s Online Dictionary states that to plagiarize is:

- transitive senses: to steal and pass off (the ideas or words of another) as one's own : use (another's production) without crediting the source
- intransitive senses: to commit literary theft : present as new and original an idea or product derived from an existing source

Examples of plagiarism/academic dishonesty can include:

- Using words, sentences, ideas, and/or organization from a source (book, webpage, etc.) without providing the proper citation
- Submitting the same paper for multiple classes
- Submitting an assignment obtained from commercial firms, websites, fraternity or sorority files, or any other group or individual.

Often education students believe they can use materials that are not their own by claiming their actions are protected by the Fair Use section of the Copyright Laws. This is often not the case. All materials put in a tangible form after January 1, 1978 are copyrighted. A work does not need the copyright symbol © to be copyrighted. In the 1976 Copyright Act, educators have been given fair use guidelines. In order to be able to claim fair use, you must meet all four of the following factors:

1. Purpose of the use is for nonprofit educational reasons
2. The nature of the work and spontaneity
3. Amount and substance of the work
4. Financial impact on the market

Additional information about Copyright can be found at the Copyright Office (<http://www.copyright.gov/>) and the Stanford University Fair Use website (<http://fairuse.stanford.edu>). The University of Florida’s Division of Student Affairs outlines the meaning of plagiarism on this site: <http://regulations.ufl.edu/wp-content/uploads/2012/09/4041.pdf>

Instructors may also want to take advantage of the University’s TurnItIn system to check student papers for plagiarized content (<https://lss.at.ufl.edu/help/Turnitin>).

Attendance: Individual faculty set the specific attendance policies for his or her courses. Students enrolled in a course are responsible for satisfying all academic objectives as defined by the instructor. Students may not attend a class unless they are officially registered or approved to audit with evidence of having paid audit fees. Students who do not attend at least one of the first two class meetings of a course or laboratory in which they are registered, and who have not contacted the department to indicate their intent, may be dropped from the course. However, students should not assume they have been dropped from a course if they fail to attend the first few days of class.

Religious Holidays: The University calendar does not include observance of any religious holidays. The Florida Board of Governors and state law govern university policy regarding observance of religious holidays. Students shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith with prior notification to the instructor. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances.

Student Illness: Students who are absent from classes or examinations because of illness should contact their instructors. The Student Health Care Center (SHCC) can provide a medical excuse note only if their providers are involved in the medical care of a student who must be absent from class for three or more days for medical reasons. A student who has a medical reason that results in fewer than three days of absence from class should talk with his/her professor rather than ask for an excuse note from the SHCC. If a professor subsequently requires a note for a medical absence of fewer than three days, then the professor must provide the SHCC with a written request on UF departmental letterhead. Please check with your course leader for a preferred absence policy.

Twelve-Day Rule: Students who participate in athletic or extracurricular activities are permitted to be absent 12 regular class days per semester without penalty. This rule applies to individual students participating on an athletic or scholastic team. It is the student's responsibility to maintain satisfactory academic performance and attendance. For more information on policies regarding student athletes, consult UF Rule 6C1-7.058 (pdf), and/or the Office of Student Life, a part of the University Athletic Association (UAA).

Reading Days: The two days before the start of examinations in the fall and spring semesters (typically a Thursday and Friday) are designated reading days. No classes, class project presentations, or exams are to be held on these days.

Examination Policies: During the academic term examinations may be held during the regular class time or evening assembly exams may be arranged for Monday-Friday from 8:20-10:10 p.m. (periods E2-E3) for the fall and spring terms and Monday-Friday from 7:00 - 9:25 p.m. (periods E1-E2) for the summer terms. If other classes are scheduled during an exam time, instructors must provide make-up class work for students who miss class because of an assembly exam. Final examinations are determined by course meeting times except for certain large courses. Final examination times are published in the Schedule of Courses. No student is required to take more than three final exams in one day. If two exams are scheduled at the same time, assembly exams take priority over time-of-class exams. When two assembly exams or two time-of-class exams conflict, the course with the higher number will take priority.

Final Week of Class Activities: No final or comprehensive examinations, projects or term papers are to be scheduled or assigned during the final week of class including reading days. Written papers and/or oral presentations and periodic testing announced in the course syllabus distributed at the beginning of

the term may be collected or presented, provided they do not serve as a final examination. Weekly or daily tests, if scheduled in the syllabus, are permitted; hourly or major exams are not. Take-home assignments assigned as final examinations can be due no earlier than the regularly scheduled final examination.

Grades and Grading Policies: Instructors are responsible for setting the grading scale in their courses. There is no standard grading scale at UF. Passing grades are A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and S. Failing grades are E and U. When giving a grade of E, you must select the option of whether the student attended the class or simply failed the course. Instructors submit grades to the Office of the University Registrar at the end of the semester using the Grade-A-Gator system. This feature is accessed from the Admin menu on the myUFL Homepage (My Self Service) and requires Gatorlink ID (<http://gatorlink.ufl.edu>) and password for access. If you have difficulty entering grades using Grade-A-Gator, please contact Ms. Megan Lewis in 2403 Norman. *Please submit your grades on time!* Each instructor is responsible for entering his/her own grades.

An incomplete grade (I) may be assigned at the discretion of the faculty member as an interim grade for a course in which a student has completed the major portion of the course with a passing grade, but is unable to complete course requirements before the end of the term because of extenuating circumstances. (This does not mean the student did not have time to finish all of the assignments.) Instructors are not required to assign incomplete grades. The instructor and student determine an appropriate plan and deadline for completing the course. It is suggested that these arrangements be documented in writing with copies for both the student and instructor. If completion of the course requirements requires classroom or laboratory attendance in a subsequent term, the student should not register for the course again; instead the student must audit the course and pay course fees. When all course requirements have been completed, the instructor will submit a change of grade to the Office of the University Registrar. An 'I' grade should not be assigned to a student who never attended class; instead instructors may assign a failing grade or no grade at all. Grades of 'I' carry no quality points and become punitive after one term.

Grade changes will be accepted and processed by the Office of the University Registrar (OUR) for a period of one calendar year after the term in which the course was attempted. This policy does not apply to grades of 'I' or 'I*', which designate a grade of incomplete. Any grade changes submitted after the deadline must be accompanied by additional supporting information or documentation justifying the extension and submitted to the appropriate college dean. If the dean approves the exception, he or she will forward it to the OUR for processing. Note: TAs should not complete change of grade forms. This should be done by the supervising faculty member.

Posting of Students' Grades: Public posting of student grades using complete social security numbers or university student identification numbers (e.g., the UF ID number), or any portion thereof, violates the Federal Educational Rights and Privacy Act. Consequently, faculty should not post student grades in this manner. For the purpose of posting grades, faculty may assign, or allow students to choose, a unique and confidential identifier (e.g., a 4-digit number) and then post grades using that number provided that the posted list is not in alphabetical order. Alternatively, faculty may institute a web-based system that allows students to look-up grades. The system should be secured by Gatorlink username and password. This function is available in the Canvas course management systems.

Student Work: Students may drop off printed assignments in your mailbox by seeing Ms. Susan Stabel in 2423 Norman Hall. Instructors may not leave students work in boxes outside office doors for student pick up. Ms. Stabel can hold assignments for pick up by students for one week maximum.

Student Assessment of Courses and Instructors: The State University System Student Assessment of Instruction (SUSSAI) was implemented in 1995. Its purpose is to provide for student assessment of instruction based on eight criteria common to all SUS institutions. These are administered electronically, and students receive regular reminders to complete their evaluations in the last 2-3 weeks of the semester. Summary results of these assessments are available online. Forms and summary results for the faculty, department, and college are distributed to the faculty through their departments. Results of course and instructor evaluations are used as part of individual faculty evaluations and in consideration for tenure and promotion.

Accommodations for Students with Disabilities: Support services for students with disabilities are coordinated by the Disability Resource Center in the Dean of Students Office. All support services provided for University of Florida students are individualized to meet the needs of students with disabilities. To obtain individual support services, each student must meet with one of the support coordinators in the Disability Resources Program and collaboratively develop appropriate support strategies. Appropriate documentation regarding the student's disability is necessary to obtain any reasonable accommodation or support service.

Textbook Adoptions: According to UF policy, textbook adoptions must be submitted online (<http://www.textadoption.ufl.edu>). As required by Florida state law, faculty and all teaching staff are required to submit course adoption information to the UF Textbook Adoption system at least 30 days before the start of the term. Documentation must be provided even if no textbooks are adopted. This enables students to know about required materials and availability well before classes begin, and to have an opportunity to purchase them at reasonable rates. Adjuncts and teaching assistants may need the lead faculty to submit adoptions.

Fingerprinting Policy: There is a state requirement for all educator preparation program students engaged in field experiences or internships to be fingerprinted for the purposes of completing a Level 2 background check. This policy requires that the background check with a school district be completed prior to working with students in PreK-12 school settings effective Fall 2004.

Florida state law mandates the requirements, and school districts must comply. The College of Education Student Services Office in Norman G416 has a pdf document which supplies information about the fingerprinting requirement and instructions for the process (Background Check Requirements.pdf). The cost for the fingerprinting services/background check is \$52.50. Students will be required to pay this fee prior to fingerprinting. The STL website also has these instructions available to students online at <http://education.ufl.edu/school-teaching-learning/fingerprint-background-check-requirements/>

Downloading Class Rosters: To download your class roster, go to your my.ufl.edu account (<http://my.ufl.edu>). Under the Quick Links section, you'll see Admin Menu. Click on that and after your credentials are verified, you will have an area titled ISIS Admin, which leads to a link titled "My Class Rolls." You have the option to download your class roll as well as create a listserv for your class.

Semester Checklist:

At least 30 days before the term begins:

- Submit textbooks (documentation required even if no textbooks are required) at <http://www.textadoption.ufl.edu>

By the end of the first week of class:

- Submit copy of syllabus to Ms. Megan Lewis (meganelewis@coe.ufl.edu)
- Submit office hours to Ms. Megan Lewis (meganelewis@coe.ufl.edu)
- Post office hours on your office door

Throughout the semester:

- Record students' key tasks in Educator Assessment System (EAS) as appropriate

During the last two weeks:

- Electronic Teacher Evaluations will be automatically administered. Please remind your students regularly to complete them!

During the last week:

- Final update on the Educator Assessment System
- Enter and submit grades in Grade-A-Gator prior to the deadline. BE SURE to enter your grades on time!

Instructional Resources Available to STL Faculty

Computers and Media Checkout: You have access to checkout various types of digital equipment (laptop carts, digital cameras, as well as traditional media for course activities. You can request materials online by going to education.ufl.edu/technology/services-2/loaner-equipment.

Using the Computers in Classrooms: To use the computers in the classrooms, enter your Gatorlink username and password. If you have trouble operating any of the equipment, ask STL staff or the leadership team for assistance with the technology.

Reserving a CIRCA Lab: You can reserve a CIRCA lab (the University computer labs) by pointing your web browser to <https://labs.at.ufl.edu>

University Teacher-Scholar Development: The University of Florida is committed to helping all instructors develop as teacher-scholars. Information about services provided by the Office for Faculty Development can be found at <http://www.aa.ufl.edu/teaching-tools>

University Libraries: The Education Library provides many services to instructional personnel. You can put materials on reserve for your course(s), have special presentations to your class from College of Education library personnel, and more. The College of Education Library has an excellent website through which course reserves can be arranged: (<http://cms.uflib.ufl.edu/education/Index.aspx>). The main UF Library website can be found here: (<http://cms.uflib.ufl.edu>).

UF Office of Academic Technology

The Office of Academic Technology (AT) provides resources, technical assistance, and equipment to assist the University of Florida faculty, staff and students. The three general divisions of AT include support for media services, instructional technology and teaching/learning. (<http://www.at.ufl.edu>)

Testing and Evaluation

The Testing and Evaluation Department of the Office of Academic Technology provides services in the following areas: machine scanning and scoring of response documents (e.g., scantron forms used for exams), development of customized scan documents, and a computer-based course gradebook service. The Testing and Evaluation Department also administers placement and standardized tests.

Teaching Center

Located in Broward Hall, the Teaching Center provides tutoring services, review sessions, practice tests, and testing services to students. In addition, it provides information, training, and resources for Teaching Assistants. Additional information is available at <http://www.teachingcenter.ufl.edu/>

Additional Resources

STL Website: Our redesigned website contains a host of valuable and current information & resources. You can find the homepage here: <http://education.ufl.edu/school-teaching-learning/>

Mail: Mailboxes for all teaching assistants and adjuncts are located in Norman 2423. It is important that you check your box on a daily (or at a minimum weekly) basis. Our mailing address is: 2423 Norman Hall, PO Box 117048, University of Florida, Gainesville, FL 32611-7048. The main office phone number is (352) 273-4214.

Computer Technical Support: To report computer problems, you enter your request into the College of Education Technical Support:
<https://helpdesk.education.ufl.edu/index.php?pg=request>

STL Copiers: Please note that STL Copiers are to be used solely for instructional purposes, so be sure to limit photocopying to the most essential items. The photocopier in 2403 is capable of creating a PDF document. The office staff can assist you in creating a PDF of materials you wish to distribute to your students via email. We encourage you to send students a PDF of materials, post to website, email attachments to students, etc.

In very rare cases, you might have a large print job (more than 250 copies). These jobs should be sent to Target Copy. Please ask Ms. Megan Lewis in Norman 2403 to help you get a course pack to Target Copy for purchase by students. You should plan in advance for your photocopying (2 days or more) to give the student assistants or Target Copy time to get your job completed. Large jobs require the approval of the STL Director.

Voice Mail: The telephone in your office has voice mail capabilities. You should check this on a daily basis. To reset the voice mail, please contact Ms. Michelle Robinson at (352) 273-4239. To access your voice mail, press the Messages button and follow the instructions on your telephone screen. Classroom Conflicts/Changes: We try to avoid classroom conflicts and changes. However, if this does happen, please inquire with Ms. Megan Lewis in 2403. Please do not change rooms without having the STL staff and/or administrators approve the change.

Room Keys: You can obtain a key to your office from Ms. Debbie Butler in 2423 Norman Hall. For many of the classrooms, we are not provided keys. You can get a master key to open your classroom from Ms. Megan Lewis in 2403. This key must then be returned so others can access their classrooms.

Email and UF Directory: The UF Directory is the sole source of contact information for all UF faculty, students, staff, and affiliates. The information stored in the Directory feeds directly into myUFL, the on-line phonebook, and other campus-wide systems.

Are your address, phone number and email incorrect or missing? On the MyUFL webpage (<http://my.ufl.edu>), refer to the "My Account" menu. Make sure you have a correct Local Home Mailing Address, Permanent Home Mailing Address, UF Business Mailing Address and UF Business Physical Location Address --including the appropriate county.

Per UF policy, email is sent only to .ufl.edu email addresses. Please make sure you report your correct UF email address to the STL staff and enter this in your (<http://my.ufl.edu>) account. (Under My Account, select the Modify My UF Business Email option.)

Maintenance: If maintenance is needed in your office or classroom, relay this request to Ms. Megan Lewis in 2403 Norman Hall.

Supplies: The STL main office has many teaching supplies. Please see Ms. Megan Lewis in 2403 Norman Hall for supplies.

Instructor Copy of Textbooks: If you are unable to obtain an instructor's copy of your textbook on your own, please contact Ms. Megan Lewis for assistance.

After Hour Safety Concerns: Use caution when working or teaching after standard office hours. Please do NOT prop open doors. If you unlock a door, please make sure it is securely locked when you leave. For night escorts on campus, SNAP (392-SNAP), is available. If you ever feel you are in danger or there is a problem, please call the UF Police at 392-1111. For emergencies, call 911.

Please lock classroom doors and turn of all lights & projectors after the last class of the evening!

Contact Information:

Megan Lewis	2403	(352) 273-4215	meganelewis@coe.ufl.edu
Michelle Robinson	2423-B	(352) 273-4239	mharden@coe.ufl.edu
Debbie Butler	2423-C	(352) 273-4241	dab@coe.ufl.edu
Ester de Jong	2423-D	(352) 273-4242	edejong@coe.ufl.edu
Susan Stabel	2423	(352) 273-4203	sstabel@coe.ufl.edu
Sevan Terzian	2403-B	(352) 273-4216	sterzian@coe.ufl.edu