

Supervised Teaching

ECH 6940

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Academic Terms: Fall and Spring Semesters
Instructor: varies
Credit Hours: 1 – 3 (repeatable to 5)
Class Periods: varies
Location: varies

Course Description

Develop teaching skills and fundamental understanding of chemical engineering principles under the direct supervision of a faculty member

Course Pre-Requisites / Co-Requisites

Permission is required from the Associate Chair for Graduate Studies in Chemical Engineering. Students must also demonstrate that they have successfully completed FERPA training before the first class of the semester.

Course Objectives

Upon completion the student should be able to:

1. Master the fundamentals of the chemical engineering course assigned to the student.
2. Assist instructors in the development, preparation, and execution of instructional activities.
3. Explain course material effectively through multiple pedagogical tools.
4. Assess student learning.
5. Collaborate with instructor for continued improvement of course goals and objectives.

Materials and Supply Fees

N/A

Attendance Policy

The University recognizes the right of the individual professor to make attendance mandatory. Supervised Teachers who have extraordinary circumstances preventing attendance should explain these circumstances to the faculty instructor prior to the scheduled class. Instructors will make an effort to accommodate reasonable requests. After due warning, instructors may assign a failing grade for excessive absences.

We may have face-to-face instructional sessions to accomplish the student learning objectives of this course. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions.

1. You are required to wear approved face coverings at all times during class and within buildings. Following and enforcing these policies and requirements are all of our responsibility. Failure to do so will lead to a report to the Office of Student Conduct and Conflict Resolution.
2. This course has been assigned a physical classroom with enough capacity to maintain physical distancing (6 feet between individuals) requirements. Please utilize designated seats and maintain appropriate spacing between students. Please do not move desks or stations.

3. Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
4. Follow your instructor's guidance on how to enter and exit the classroom. Practice physical distancing to the extent possible when entering and exiting the classroom.
5. If you are experiencing COVID-19 symptoms ([Click here for guidance from the CDC on symptoms of coronavirus](#)), please use the UF Health screening system and follow the instructions on whether you are able to attend class. [Click here for UF Health guidance on what to do if you have been exposed to or are experiencing Covid-19 symptoms](#).
 - Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. [Find more information in the university attendance policies](#).

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.

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 their 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 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 course instructor. Expectations are listed in the plan below.
- III. Students are expected to devote no more than 3 hours per week, on average, to STS responsibilities for the full 15-weeks (or prorated if duration is shorter) for every credit hour they are enrolled in this 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 hours greatly exceed these defined expectations, the student should discuss this with the course instructor. If their concerns are not resolved after discussing with the course instructor, the student should contact the department chair.
- IV. Students are expected to coordinate responsibilities, timing, and expectations with the

- instructor of the course at least two 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 online course can be accessed by logging in to myUFL > myTraining and searching "PRV802." Students are required to provide proof of completing this course to the department advisor so they can be enrolled in EGN 6940.
 - VI. Students are required to participate in the Department of Chemical Engineering Workshop on Supervised Teaching that will be scheduled prior to the start of the fall semester.
 - VII. If a student has an issue with a student or fellow STS in their course, they should immediately contact the course instructor. The course instructor is ultimately responsible for all issues related to student and STS conduct in their assigned courses.
 - VIII. 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 supervised teaching plan. Expectations for mentoring are to model the activities, supervise and assess, and give feedback to the student.
- II. Faculty should coordinate an introductory meeting with their supervised teaching students approximately two weeks before the beginning of the term. At this meeting, faculty should outline the following:
 - a. Course-specific expectations and assignments of the supervised teaching student
 - 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. Create student login information for any necessary web portals (e.g. Canvas)
- III. In assigning responsibilities to STSs, faculty should observe the above guidelines regarding expectations of student time commitment to the course. Specifically, the STS's assignments must be manageable at approximately 3 hours per week per credit of this 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.
- IV. While STSs are expected to contribute to these activities, the preparation and delivery of course materials and the evaluation of student performance is ultimately the responsibility of the instructor assigned to the course. 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.

Credit Assignment

Supervised Teachers should consult with the Associate Chair for Graduate Studies in Chemical Engineering regarding the number of credit hours to enroll in for their assignment.

Class Requirements and Expectations

Supervised Teacher involvement in the classroom may include contact time during classes or labs, lecture preparation time, laboratory preparation time, office hours, preparation of homework solutions, grading, *etc.* The instructor will define any additional expectations and present them when the student registers for the course.

Evaluation of Grades and Grading Policy

Grades will be assigned to the Supervised Teacher based on the following criteria:

- (i) Teaching proficiency: The Supervised Teacher is expected to demonstrate adequate preparation in the delivery of instructional materials, including a proficient understanding of the material and an ability to deliver content clearly and concisely.
- (ii) Grading proficiency: The Supervised Teacher is expected to grade assignments and exams in a timely manner. Unless otherwise specified by the instructor, graded assignments should be returned within a week. The Supervised Teacher is also expected to grade assignments consistently and fairly.
- (iii) Professionalism and attendance: The Supervised Teacher is expected to follow the attendance policy of the instructor. It is assumed that the Supervised Teacher will be a role model to students and demonstrate professional and ethical behavior, including punctual attendance.
- (iv) Production of instructional materials: The Supervised Teacher is expected to develop course materials, which may include individual lectures, homework assignments and solutions, quizzes and solutions, exams and solutions, or class handouts, as determined by the instructor.

Individual instructors will define the specific weights assigned to each individual criteria. The instructor will assign a Satisfactory (S) or Unsatisfactory (U) grade to the student based on these criteria.

More information on UF grading policy may be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

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://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.

A non-passing grade will be assigned to students who violate academic honesty standards, regardless of the violator’s performance on exams, quizzes, and homework assignments. Official sanctions issued by the Office of Student Judicial Affairs will become permanently noted in the student’s official transcript.

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>

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 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.

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

Supervised Teaching Plan

This plan 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 week	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		
TOTAL		

I have discussed the expectations with the instructor and I agree with the above assignment.

Signature of student _____

To be filled out by the faculty supervisor:

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 faculty instructor _____