PSY6940 16816 187A: Supervised Teaching
Fall 2024

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   PSY273
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Weekly Zoom Meetings: Tuesdays 1:55 – 4:55PM
Link: https://ufl.zoom.us/j/95466907042?pwd=dECyXBn62NCKaDprId3sp14aQpRDh7.1

Office Hours: By appointment (Zoom or PSY 273)
Link: https://calendly.com/lsham

*The best way to contact me is via direct email. *Please allow 24 hours for me to respond to any emails during the week. I will respond to emails sent on the weekend the following Monday. Please include the relevant topic in the subject line to help me keep track of communications.*

Live Session Recoding Statement

Our class sessions may be audio-visually recorded for enrolled students to refer to, or for enrolled students who are unable to attend live. Students who participate with their camera engaged or who utilize a profile image agree to have their video or image recorded. If you do not 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 verbally are agreeing to have their voices recorded.

If you do not consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using Zoom's 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.

Course Objectives

This course facilitates graduate instructors' teaching of PSY2012 General Psychology via experiential learning and teaching activities. This course also supports the professional development of graduate instructors via discussion and assignments for future teaching endeavors.

Expectations

You are expected to actively participate in the course activities with professionalism, open-mindedness, and mutual respect.

Students with Special Needs

If you are a graduate instructor with a disability and would like to request disability-related accommodations, you are encouraged to contact the Disability Resource Center as early in the semester as possible. The Disability Resource Center is located in 001 Building 0020 (Reid Hall). Their phone number is 392-8565. If you have a documented disability, you must contact me **immediately** so an accommodation can be made from that point on.

Sexual Harassment & Disclosures of Sexual Violence

Sexual Harassment is not tolerated in this class, in the Department of Psychology, or at the University of Florida. Sexual harassment includes the inappropriate introduction of sexual activities, or comments in a situation where sex would otherwise be irrelevant. Sexual harassment is a form of sex discrimination and a violation of state and federal laws as well as of the policies and regulations of the university. All UF employees and students must adhere to UF's sexual harassment policy which can be found here: https://hr.ufl.edu/forms-policies/policies-managers/sexual-harassment/. Please review this policy and contact a university official if you have any questions about the policy.

As mandatory reporters, university employees (e.g., administrators, managers, supervisors, faculty, teaching assistants, staff) are required to report knowledge of sexual harassment to UF's Title IX coordinator. Title IX violation includes sexual harassment, sexual assault, stalking, domestic/intimate partner violence, etc. For assistance or to inform Title IX any incident(s) that may constitute a Title IX violation, please complete the Title IX Information Form here: https://titleix.ufl.edu/title-ix-reporting-form/, or email inform@titleix.ufl.edu, or call 352-273-1094.

Academic Conduct: 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 honesty 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 (http://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 in this class.

Course Policies

Attendance: Attendance will not be taken. However, to pass this seminar with a "satisfactory" grade, consistent attendance and contribution to pedagogical development exercises is expected.

Make-ups: There will be **no make-up opportunities** for assigned work unless there is an acceptable reason with evidence that is aligned with the UF absence policy (e.g., illness, serious

family emergency, special curricular requirements, religious holidays, etc.). See the UF policy guidance on absences and make-up activities here: https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/#absencestext. Approved make-up assignments must be completed within one week of the original assignment due date.

Course Requirements

This course serves as a support system for first-time graduate instructors (henceforth referred to as "GIs") teaching PSY2012. Throughout the semester, GIs will hone their teaching skills, expand their pedagogical and content knowledge, and fulfill various teaching tasks. PSY6940 is an S/U course; GIs are required to participate in all class activities to receive a final satisfactory grade. University-approved absences will be accepted as needed.

Requirements:

1. **Participate in item development and finalization for Ch. 1-15 question banks. (1=S; 0=U)**

The ability to write quality test items is a crucial skill for instructors. We will review the basics on how to write good test items and put them into practice. Our text has a total of 15 chapters. Each week this semester, GIs will write test bank items (2 per chapter). During weekly Zoom meetings, we will discuss, revise, and finalize each GI's items. These items (together with items from previous cohorts) come to form the question banks for each textbook chapter that GIs can use to create their quizzes. Some items from these banks may also be selected for the midterm and/or last (final) exam. **Items should not be redundant**. Thus, if one GI has already posted an item for a particular concept/section of the chapter, you need to write your item from a *different* section or on a *different* concept. For this reason, it is recommended that you post each week's items sooner rather than later! Overall, our test bank items should address **every** section of **every** chapter unless otherwise notified.

2. **Participate in pedagogical discussions. (1=S; 0=U)**

"Pedagogical discussion" in this sense refers to any topical discussion as planned, or informal free communications about:
   a. muddiest points in the textbook content
   b. struggles and triumphs in lecture presentation, classroom management, interaction with students, etc.
   c. issue resolution (e.g., parents want to meet to discuss student's performance, student pleading for an ineligible make-up, etc.)
   d. other topics as needed

As first-time GIs, everything is new; this activity is designed to support GIs' teaching efforts. GIs will take turns in leading this discussion once during the semester; other GIs and I will provide feedback, recommendations, etc.

3. **Participate in data tracking. (1=S; 0=U)**

The UF Psychology Department expects the coordinated general psychology program to be a rigorous program. Practically-speaking, this translates to each section in the coordinated program having **20-30% As** (90% and up) on instructors' final grade rosters at the end of the semester.

To meet this departmental expectation, we track each PSY2012 section's quiz and exam performance; this gives us the chance to adjust as needed (e.g., providing a post-quiz or exam extra credit opportunity, or perhaps adjusting quizzes to a higher level of difficulty). Data tracking will occur on six (6) occasions over the course of the semester:

- After Quiz 1
- After Quiz 2
- After the Midterm Exam
- After Quiz 3
- After Quiz 4
- After the Last (final) Exam

4. **Lecture demonstration (1=S; 0=U)**

I will observe each GI's classroom teaching (either live or recorded) one time during the semester and provide feedback. Graduate instructors will upload the corresponding lecture PPT and a self-evaluation form following the observed lecture. I will attend the live or recorded class meeting, review the PPT, rate the lecture, and meet with the GI to give specific feedback. See the Canvas for assignment page for more details. Although each GI only needs to be observed once this semester, a second lecture demonstration with feedback may be possible upon request.

5. **Writing Assignment Completion (1=S; 0=U)**

For GIs with more than one writing assignment, drafts of the additional writing assignments need to be submitted via our Bootcamp Training Canvas shell. The assignments must be revised and finalized according to the due date specified in the class schedule table below.

Required Materials

- *Psychology: From Inquiry to Understanding* (5th edition; 2023)
  - **Authors**: Scott Lilienfeld, Stephen Lynn, and Laura Namy
  - **ISBN**: UF ALL ACCESS

- *High-Impact Instruction: A Framework for Great Teaching*
  - **Author**: Jim Knight
  - **ISBN**: 1412981778 (available on Amazon)

Tentative Meeting Schedule

Week	Meeting Date	Itinerary	Quiz/Exam Schedule	Assignments
1	8/27	o Welcome to PSY6940! o Pedagogical discussion led by Laura o Test bank ch. 1 item creation, review, and finalization		
2	9/3	o Check-in o Pedagogical discussion: *High-Impact Instruction* chapters 1 & 2 o Test bank ch. 2 & 3 item review and finalization → Upload revised items by 11:59PM		o Test bank ch. 2 & 3 items due by 1:55PM o 2nd writing assignment draft due by 1:55PM (if applicable)
3	9/10	o Check-in o Pedagogical Discussion: *High-Impact Instruction* chapters 3 & 4 o Test bank ch. 4 & 5 item review and finalization → Upload revised items by 11:59PM	**Quiz 1** in class this week	o Test bank ch. 4 & 5 items due by 1:55PM
4	9/17	o Check-in o Quiz 1 recap/data tracking o Pedagogical discussion led by _____ o Test bank ch. 6 & 7 item review and finalization → Upload revised items by 11:59PM		o Quiz 1 class data due by 1:55PM o Test bank ch. 6 & 7 items due by 1:55PM o 2nd writing assignment (**revised** version) due by 1:55PM (if applicable)
5	9/24	o Check-in o Pedagogical discussion: *High-Impact Instruction* chapters 5 - 7 o Test bank ch. 8 item review and finalization → Upload revised items by 11:59PM	**Quiz 2** in class this week	o Test bank ch. 8 items due by 1:55PM
6	10/1	o Check-in o Quiz 2 recap/data tracking o Pedagogical discussion led by _____ o Intro to midterm exam		o Quiz 2 class data due by 1:55PM o Test bank ch. 9 items due by 1:55PM

		o Test bank ch. 9 item review and finalization → Upload revised items by 11:59PM		
7	10/8	o Midterm GI check-in o Midterm gameplan o Pedagogical discussion led by _____ + *High-Impact Instruction* chapters 8 & 9		
7	10/9	**Assembly midterm exam** in TURL L007 @ 8:20PM		
8	10/15	o Check-in o Midterm exam recap/data tracking o Pedagogical discussion led by _____ o Test bank ch. 10 & 11 item review and finalization → Upload revised items by 11:59PM		o Midterm exam class data due by 1:55PM o Test bank ch. 10 & 11 items due by 1:55PM
8	10/22	o Check-in o Pedagogical discussion: *High Impact Instruction* chapters 10 - 12 o Test bank ch. 12 & 13 item review and finalization → Upload revised items by 11:59PM		o Test bank ch. 12 & 13 items due by 1:55PM
9	10/29	o Check-in o Pedagogical discussion led by _____ o Test bank ch. 14 item review and finalization → Upload revised items by 11:59PM	**Quiz 3** in class this week	o Test bank ch. 14 items due by 1:55PM
10	11/5	o Check-in o Quiz 3 data tracking o Pedagogical discussion: *High Impact Instruction* chapters 13 - 15 o Test bank ch. 15 item review and finalization → Upload revised items by 11:59PM		o Quiz 3 class data due by 1:55PM o Test bank ch. 15 items due by 1:55PM
11	11/12	[Individual meetings available upon request]	**Quiz 4** in class this week	
12	11/19	[Individual meetings available upon request]		o Quiz 4 class data due by 1:55PM

13	11/26	**Thanksgiving Break!**		
14	12/2 or 12/3	**Last exam** during class		
15	12/10	o End of semester GI check-in o Last exam recap/data tracking o Semester wrap-up		o Finalize grade roster in One.UF **no later than Friday 12/13 at 12PM (noon)**

Online Evaluation Process

Students are expected to provide professional and respectful feedback on the quality of instruction in this course. Guidance on how to give feedback in a professional and respectful manner is available at https://gatorevals.aa.ufl.edu/students/.

Note: given its unique nature, this course does not have a GatorEvals feedback option. We do, however, have an end-of-semester feedback survey (administered via Qualtrics) for you to provide suggestions and feedback to further enhance the design and delivery of this course.

Relevant 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/Default.aspx, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Teaching
UF Teaching for Excellence: http://teach.ufl.edu