Educational Methods for BME Learning Assistants

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BME4931   Class 11529 - Section 3A11
Class Periods: Friday P9 | 4:05 – 4:55pm
Location: CG-56
Academic Term: Fall 2021

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Instructor:
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Course Description
1 credit course – This course is the mandatory pedagogy course of the Learning Assistant (LA) Program in the Department of Biomedical Engineering. Undergraduate students who serve as an LA in a BME LA-supported course must enroll in this course. The course trains LAs to integrate college-level pedagogy, educational methods, and practices with a focus on learning theory.

Course Pre-Requisites
Undergraduate students must have been matched to a BME LA-supported course. More detail about the BME-LA Program and the application process can be found on the BME-LA handbook website.

Course Goals:
The pedagogy course serves as a condensed personal development training in which LAs acquire knowledge of collaborative pedagogy techniques that will help the LAs 1) develop themselves, and their peers as more efficient learners, 2) learn about metacognition, questioning techniques, and learning theory 3) build teaching, communication, inclusivity and anti-racism skills that shall engage all students, and 4) get introduced to and possibly participate in engineering education research.

Learning Objectives:
Upon completion of the course, LAs are expected to:
- Expand the LA's learning toolkit by investigating different research-based pedagogical strategies in the classroom, like learning theories, mental models, formative assessment, and metacognition that are facilitated by the LA presence.
- Transform the LA's communication skills to be more constructive and supportive by learning the art of listening and questioning, and how to guide students to the answer without providing the solution.
- Strengthen the LA's leadership skills through the apprenticeship model of the LA program and by applying different bridging techniques with the students. (practice the following scenario: Where do I want my students to get to and when? What do the students know/don't know now? How can we help them fill the gap and get there?)

- Learn how to identify and actively remedy forms of implicit bias and racism in the classroom and help promote diversity, equity, and inclusivity.

Materials and Supply Fees: None

Relation to Program Outcomes (ABET): NA

Recommended Material
Resources and supplemental reading will be provided by the instructor on Canvas (Files/Resources).

Tentative Course Schedule

Week#	Week of	Topic
1	08/23	Introduction, Inclusivity
2	08/30	Implicit bias, "safe spaces", and cooperative learning [L1]
3	09/06*	Inclusive Questioning and discussion techniques
4	09/13	Learning Theory
5	09/20	Learning Techniques
6	09/27	Metacognition
7	10/04*	*Homecoming - No Class*
8	10/11	Metacognition
9	10/18	Cooperative Learning
10	10/25	Cooperative Learning
11	11/01	Deficit vs. Asset based models [L2]
12	11/08	Role models, meaningful recognition, and inclusive science [L3]
13	11/15	Becoming an ally in the classroom [L4]
14	11/22*	*Thanksgiving - No Class*
15	11/29	End of semester discussion
16	12/06	*No class*

Attendance and Participation:
Students are expected to attend the weekly course meeting and engage in discussions about the assigned reading material. Students can miss no more than three class meetings. Missing more than four class meetings will result in assigning a U grade for the course. Furthermore, excused absences must be consistent with university policies in the undergraduate catalog and require appropriate documentation. Students are responsible for making up the material or activities covered in their absence. After due warning, the instructor has the right to prohibit further attendance and subsequently assign a failing grade for excessive absences. More information can be found in the undergraduate catalog. *Absence due to religious observances:* Students are excused from class or other scheduled academic activities to observe a religious holy day of their faith upon prior notification to their instructors. Students will be permitted a reasonable amount of time to make up the material or activities covered in their absence and will not be penalized because of the

religious observances. I will do my best to keep religious holidays in mind while scheduling major academic events. Please notify me if you think I have overseen a religious holiday. No documentation is required to prove the religious observance. Furthermore, a student who believes that he or she has been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure.

Punctuality: Students are expected to arrive on time for class. Late arrivals will affect the attendance grade. Class will start and be dismissed on time.

Class expectations:
- Class will follow a reading group format where students must complete a reading assignment (one or more research articles) before coming to class.
- Class will be very interactive and relies primarily on your participation. Each class, we will discuss and share our thoughts about the article and brainstorm ideas to implement new learning techniques in the BME LA-supported classroom. So, bring your best self to class to ensure a great learning experience. Keep up with the pace and always ask questions. If you feel like you are falling behind, raise your hand and notify the instructor immediately. Having a bad day in general, drop me a Canvas note (see Health and Rest section).
- You are expected to wear approved face coverings at all times during class and within buildings even if you are vaccinated. Please continue to follow healthy habits, including best practices like frequent hand washing. Following these practices is our responsibility as Gators.
  - 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.
  - Hand sanitizing stations will be located in every classroom.

Communication Policy:
Communication is a cornerstone of the success of the student's learning experience. Hence, to ensure a message doesn't get lost and to receive a timely response, all correspondence to/from the instructor and TA should be made via Canvas messages. All important dates, tips, and announcements will be made through Canvas. Students are fully responsible for every piece of information on Canvas and must check it regularly for updates (turn on notifications).

Class Material:
Research Articles:
All reading material will be made available to the students on Canvas. Articles will be assigned on a weekly basis.
Assignments: Will be available and submitted via Canvas. Late submissions, within 48 hours of the deadline, will be allowed 80% of the full points. Homework received 48 hours past the deadline will be allowed 50% of the full points. Submission integrity (correct file, extension, and format) is the responsibility of the student. Always view your submission after you submit it!

Evaluation of Grades:

"You are not defined by your grade, but by your effort and morals" ~Dr. Mansy

Assignments are educational tools to evaluate and assess the learning objectives listed above. This *happens* to result in a grade. As such, asking questions and seeking help early on can significantly improve the outcome.

Assignment	% of Final Grade	Objective
Participation	10%	Ensure attendance and engagement in in-class discussions
Biweekly Reflection letter (1page)	35%	Appraise/Critique the techniques suggested in the research article(s) Describe implementation ideas Report implementation results
Self-Reflections (x2)	20%	Assess your abilities as a learner
Activity development and implementation (at least x3)	35%	Develop an in-class activity to explore/test a new learning concept
Total	100%	Overall class performance

Grading Policy:

Grade	S	U
%	≥70%	<70%

Assignments will be graded for completion. You will be assigned an S/U grade (S = satisfactory, U = unsatisfactory) based on the amount of completed assignments. A aggregate percentage of 70% is required for a passing grade (S). More information on UF grading policy may be found at https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

Class Ethics:

- Collaboration or teamwork in class discussions is absolutely encouraged, but each student must make individual submission of their own work/reflection.
- Plagiarism, the act of verbatim copying of text, figures, and/or images (essentially anything) from the web without proper citation or paraphrasing, is strictly prohibited. Plagiarism is a common infraction to the UF Honor Code. If you are confused as to what constitutes plagiarism, see here: https://guides.uflib.ufl.edu/copyright/plagiarism . Also, note that copying solutions for any assignment, regardless of the source (e.g., other students' notes, instructor-provided solutions on Canvas, pirated website solutions, blogs, forums…etc.), will be treated as plagiarism. Turnitin will be enabled randomly, and students will be notified of any detected plagiarism.

Any violations of the above, or attempts thereof, will be immediately reported to the Dean of Students as a UF Student Honor Code violation

Students Requiring Accommodations

No one is perfect, and we all have something we struggle with. If you are aware of a particular difficulty, please do the following:

1. Register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation.

2. Email mmansy@bme.ufl.edu your accommodation letter, along with any additional information and set up an appointment to discuss your needs with the instructor.
3. Register for the tests through the DRC to ensure testing accommodations are met.
   <u>* This should be done as early as possible in the semester ***</u>**

Should you, however, feel the need for accommodation at any other point in the semester, please do not hesitate to contact the instructor immediately. This can manifest in various forms, so inform the instructor of any sudden changes you experience regarding the class (see Communication Policy).

Course Evaluation
I'm personally committed to improving your learning experience. I, therefore, value and appreciate all forms of constructive feedback (positive and negative) at ANY time during the semester. Help me help you!
End of the term course evaluations are mandatory. 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/.

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, Inclusive, and Anti-racist Learning Environment
I, personally, strive for an anti-racist, inclusive, and supportive classroom that welcomes every student. 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, therefore, expected that every person in this class will treat one another with dignity and respect regardless of race, ethnicity, religion, gender, sexuality, disability, age, socioeconomic status, and culture.
If you feel like your performance in class is being impacted by discrimination or harassment of any kind (implicit or explicit), please contact your instructor (mmansy@bme.ufl.edu) 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
• Curtis Taylor, Associate Dean of Student Affairs, 352-392-2177, taylor@eng.ufl.edu
• Toshikazu Nishida, Associate Dean of Academic Affairs, 352-392-0943, nishida@eng.ufl.edu

Furthermore, you are allowed to change your "Display Name" on Canvas to match your personal preference. To update your display name, you must go to one.uf.edu. Click the dropdown arrow next to your profile icon in the top right corner then click Directory profile. There you can edit your Display name. It may take a business day for the update to reflect in Canvas.

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.

In-Class Recording
Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

Online Course Recording

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.

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

Health and Rest:

Your academic success relies on your combined physical, mental, and emotional health. Take care of your health by dedicating at least (bare minimum) 1 hour per week to exercise and 6-8 hours per day to sleep. Please speak to the instructor if you feel drained or exhausted or reach out to the many resources available on campus (see Resources section).

UF Student Success:

For improving study skills to connecting with a peer tutor, peer mentor, success coach, academic advisor, and wellness resources, go to http://studentsuccess.ufl.edu

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 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.
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> **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.
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> **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

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/.

COVID-19
- You are expected to wear approved face coverings at all times during class and within buildings even if you are vaccinated.
- If you are sick, stay home and self-quarantine. Please visit the UF Health Screen, Test & Protect website about next steps, retake the questionnaire and schedule your test for no sooner than 24 hours after your symptoms began. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 (or email covid@shcc.ufl.edu) to be evaluated for testing and to receive further instructions about returning to campus.
- If you are withheld from campus by the Department of Health through Screen, Test & Protect, you are not permitted to use any on campus facilities. Students attempting to attend campus activities when withheld from campus will be referred to the Dean of Students Office.
- UF Health Screen, Test & Protect offers guidance when you are sick, have been exposed to someone who has tested positive or have tested positive yourself. Visit the UF Health Screen, Test & Protect website for more information.
- Please continue to follow healthy habits, including best practices like frequent hand washing. Following these practices is our responsibility as Gators.

Academic Resources

E-learning technical suppor*t*, 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.