

## PSYC 4697: Psychology Undergraduate Teaching Experience Syllabus

3 credit hours, enrollment by permit only

Prerequisite with concurrency: CETL 2000 BIOL.

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This course is for new and returning teaching assistants in the School of Psychology. Students may use a maximum of 3 credit hours of BIOL 4697 toward their psychology electives. Each semester should correspond to a different course assignment.

Only students selected to be teaching assistants are eligible to enroll in this course. Eligibility for PSYC 4697 includes:

- Junior standing or higher
- A grade of a B or higher in the course to be T.A.ed
- Recommendation of the student's former instructor for the course to be T.A.ed
- Approval of the PSYC 4697 instructor

### Course objectives:

This course will introduce undergraduate teaching assistants to teaching of psychology to undergraduates. Students enrolled in this course will:

- Practice classroom management skills (e.g., effective oral communication, fostering an engaging learning environment).
- Provide constructive feedback to students on assignments and exams.
- Recognize and apply educational policies (institutional, state, or national) that impact classroom instruction/facilitation (e.g. FERPA, Title IX).
- Make appropriate referrals to students for institutional student support services (STAMPS, Peer tutoring, etc.)
- Accept and incorporate feedback from the course instructor and graduate student T.A.s.

### Expectations

- PSYC 4697 Course Meetings
  - Each student is expected to meet regularly with the PSYC 4697 instructor to discuss performance in the course and to discuss concerns either the student, PSYC 4697 instructor, T.A.ed PSYC course instructor or other T.A.s may have. and any performance concerns that develop will be raised in these meetings.
    - If you are concurrently enrolled in CETL 2000 BIOL, course meetings for PSYC 4697 are concurrent with CETL 2000.
    - If you have previously taken PSYC 4697 and are not concurrently enrolled in CETL 2000 PSYC, we will meet four times during the semester.
- Attendance
  - Attendance in the course lectures/labs is critical to your understanding of the course material, as taught by the instructor, expectations of the instructor for the students in the course, and your ability to provide support to students taking the course.
    - Anticipated absences from your class for official university activities should be communicated with the instructor at least one week in advance.
    - Unanticipated absences should be discussed with the course instructor as soon as is possible.
- Grading
  - It is imperative that you grade student assignments and exams in a timely manner as determined by the course instructor.
- Availability for students
  - It is important that you maintain regular office hours and that you be accessible to your students through email, within reason. You will work with the course instructor to determine these parameters.

- Active learning activity
  - If you are concurrently enrolled in CETL 2000 BIOL, you will be responsible for developing an active learning exercise to be used in the course for which you are a T.A. This will include developing a brief (1-2 page) proposal which will be peer-reviewed and then submitted to the instructors in Week 3 of the semester. The final project will be presented in class at the end of semester.
  - If you have previously taken PSYC 4697 and are not concurrently enrolled in CETL 2000 PSYC, you will modify your proposal as appropriate for the current course.

**Grading:**

The final grade in this course is based on the following:

- 30% Attendance and instruction in T.A.'ed class lecture/laboratory meetings;
- 30% On-time grading of all TA course assignments;
- 15% Attendance and participation in meetings with instructor and other TAs;
- 15% Maintaining accessibility to students via office hours and appointments;
- 10% Active learning activity (CETL 2000 BIOL)

**Academic Integrity:**

Student T.A.s are expected to follow the Academic Honor Code and Student Code of Conduct, available online at: <http://osi.gatech.edu/content/honor-code>.

As an undergraduate T.A., it is important to be mindful of the fact that you are in a position of seniority relative to your undergraduate peers taking the course. It is imperative that you maintain a professional demeanor with your students. Some students may be known to you but it is very important that you treat all students fairly and equally and show no favoritism. Finally,

**Learning Accommodations:**

If needed, we will make classroom accommodations for students with disabilities. These accommodations should be arranged in advance and in accordance with the ADAPTS office (<http://www.adapts.gatech.edu>).