

# CHM4940 – Supervised Teaching

**Instructor:** Dr. Stefanie Habenicht  
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**Section:** U40B(24062)

**Contact:** Canvas message only ([how-to](#))  
Allow up to 48 hours for a response, not counting weekends and holidays.

## Course Information

**Course Objective:** To provide undergraduate teaching assistants for courses taught by instructors in the department of chemistry with relevant training on confidentiality of student records, supporting students in distress, educational frameworks and best practices in undergraduate education.

**Prerequisites:** none

**Meeting Times:** none

**Required Course Materials:** none

**E-Learning Website:** All students will have access to the e-Learning website (Canvas): <https://elearning.ufl.edu/>. You will login with your GatorLink account username and password. General course information, announcements, and office hours will be posted here. It is your responsibility to check Canvas frequently to make sure that you do not miss important announcements and to ensure that your gradebook is accurate. For computer assistance, visit <http://helpdesk.ufl.edu/>.

**Computer Recommendations:** Reliable access to a computer and the internet is required for this course. A student's computer configuration should include: a video card capable of showing typical web-based video content (preferably in HD), speakers and a microphone or headphones with built-in microphone, webcam, broadband connection to the internet and related equipment (Cable/DSL modem), Microsoft Office Suite installed ([provided by the university](#)) and a PDF viewer (e.g. Adobe Reader). You can find hardware recommendations [here](#).

### Office Hours:

Dr. Habenicht: by appointment.

## Assignments and Grading

Your grade will be based on the following items:

12 weekly assignments	120 points (75%)
<u>Grade assigned by course instructor:</u>	<u>40 points (25%)</u>
<b>TOTAL:</b>	<b>160 points (100%)</b>

Your grade will be calculated based on the following grading scale in accordance with [university policy](#):

	<b>A:</b> ≥ 150 pts	<b>A-:</b> ≥ 140 pts	
<b>B+:</b> ≥ 130 pts	<b>B:</b> ≥ 120 pts	<b>B-:</b> ≥ 110 pts	
<b>C+:</b> ≥ 100 pts	<b>C:</b> ≥ 90 pts	<b>C-:</b> ≥ 80 pts	
<b>D+:</b> ≥ 70 pts	<b>D:</b> ≥ 60 pts	<b>D-:</b> ≥ 50 pts	<b>E:</b> < 50 pts

The instructor reserves the right to change the grading scale at any point during the semester.

**Unpredicted Absences:** A student who is absent due to a sudden illness or family emergency must contact the instructor as soon as they are able and must submit documentation to the Dean of Students Office (<https://care.dso.ufl.edu/instructor-notifications/>). Once the instructor is satisfied with the validity of the documentation, missed assignment deadlines will be extended. If the student's documentation is deemed insufficient to excuse the absence, a score of *zero* will be assigned for the missed assignment. Assignments missed without any documentation will be assigned a score of *zero*.

## Other Information and Policies

**Contacting the Instructor/Office Hours:** Canvas messages are for administrative purposes only, and *not for distance instruction*. All academic inquiries must be made during office hours or on the course discussion board.

For private or grade-related questions, direct your questions directly to the instructor using the Canvas message function. **Do not email outside of Canvas to your instructor's email;** you will be asked to resend the query through Canvas.

**Advising Issues:** Visit or contact one of the chemistry undergraduate advisors.

Website: <https://www.chem.ufl.edu/undergraduate/advising/>

Email: [advising@chem.ufl.edu](mailto:advising@chem.ufl.edu)

Need to drop this course? You can do so by logging in to ONE.UF and selecting "After Deadline – Add/Drop Classes" under Registration in the main menu. If you have questions or need help with this process, please reach out to the advising office in your college.

**Accommodations for Students with Disabilities:** Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, <https://disability.ufl.edu/>) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodations.

**U Matter, We Care:** Your well-being is important to the University of Florida. The U Matter, We Care initiative (<http://www.umatter.ufl.edu/>) 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](mailto: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.

**Faculty Evaluations:** 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/>.

**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 from 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.

**Copyright Notice:** All handouts used in this course are copyrighted and may not be copied without the instructor’s expressly granted permission. ‘Handouts’ include all materials generated for this class, which include but are not limited to syllabi, exams, problems, in-class materials, review sheets, problem sets, or other materials. Tutors and tutoring services are expressly forbidden from copying any or all of these materials without prior written permission. Only students currently enrolled in the class may make a single copy of this material for their personal use.

## The UF Student Honor Code

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.”*

Honor Code violations include, but are not limited to, copying on an exam (or helping another student to copy), submitting someone else’s work as your own, having another person complete assignments for you, and unauthorized collaboration.

Any student found responsible for an academic honesty violation will receive a zero (0) for the compromised exam or assignment.

The Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. [Click here to read both the Honor Code and the Conduct Code](#). If you have any questions or concerns, please consult with the instructor.

## Course Outline & Assignment Due Dates

Week	Dates	Topic	Assignment
1 (Drop/Add)	Jan 13 – Jan 17	---	---
2	Jan 20 – Jan 24	Introductions	Discussion board post
3	Jan 27 – Jan 31	FERPA	Complete training and upload certificate
4	Feb 3 – Feb 7		Canvas quiz
5	Feb 10 – Feb 14	Bloom's taxonomy	Course assignment analysis
6	Feb 17 – Feb 21		Discussion board post
7	Feb 24 – Feb 28	Supporting students in distress	Complete training and upload certificate
8	Mar 3 – Mar 7		TBA*
9	Mar 10 – Mar 14	Universal design for learning	Discussion board post
Spring Break	Mar 17 – Mar 21		
10	Mar 24 – Mar 28		Discussion board post
11	Mar 31 – Apr 4	Seven principles for good practice in undergraduate education	Discussion board post
12	Apr 7 – Apr 11		Discussion board post
13	Apr 14 – Apr 18	Semester reflection	500-word reflection essay
14	Apr 21 – Apr 25	---	---
Finals Week	Apr 28 – May 2	---	---

\*Discussion board post or Canvas quiz

All assignments are due on Fridays at 11:59 PM.

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