Mentored Teaching  
COJO F661  
Fall 2017  
1 credit

Course Description
This class is a tool to enhance your teaching skills through discussion and peer/faculty mentoring. We will be working as a team to develop our skills related to the following: instructional design, student engagement, classroom management, teacher burnout and more.

Development Opportunities
This class is loosely structured and flexible, allowing for immediacy and responsive mentoring based on what TAs are experiencing in the classroom.

Components of the mentoring relationship may include the following:

- Teaching observations
- Student learning styles
- Teaching styles
- Accessible design
- Assessment
- Syllabus review
- Teaching and learning outcomes
- Teaching evaluations
- Teaching philosophy statements and portfolio development
- Classroom management

Learning Objectives

- Improve teaching and learning outcomes for COJO131/141.
- Develop the instructional design and facilitation skills for TAs to ensure successful transition the workplace or a doctoral program.
- Create “tangible” evidence of teaching effectiveness for portfolio development and distribution to the larger academic community.
Attendance Policy

This class is part of your TAship. Students are expected to be here, on time, every single class. All absences must be pre-approved to be excused. If you have any questions re: attendance, please ask for clarification.

Assignment Submissions

- You must type your assignment submissions using the template provided.
- All submissions must be formatted per APA.
- All assignments must be submitted as a Word doc. Links to a Google doc work sometimes…sometimes not. To avoid delays in feedback, use Word.
- Do not submit a PDF. These files must be editable for the editing process.
- All assignment will be submitted via Blackboard. **Do NOT email me assignments.**

APA

All references and assignment submissions must be formatted per APA.

If you are not familiar with APA, here are some links to help you get started:

- [https://owl.english.purdue.edu/owl/resource/560/01/](https://owl.english.purdue.edu/owl/resource/560/01/)

NOTE: I get we “borrow” learning activities from various online sources. Since this project will be submitted to the larger academic community, it is imperative everything is properly cited and sourced.

Class Project: Book Edition

Over the course of the semester we will be building an activity resource manual. This compilation of activities will be considered for publication or submission to conference.

Each student will submit 3 original activities. You must submit the activity via Blackboard by 11:59:59 on the assigned due date.

Activity entries must use *the template* (on Blackboard) and include the following:

- Topic
- Learning Objectives
- Teacher and Student instructions
- Special considerations/potential trouble spots
- If you have adapted your activity make sure to provide attribution to the author (Modified from, Adapted from)

**NOTE: This project directly aligns with learning objective #3:**

- Create “tangible” evidence of teaching effectiveness for portfolio development and distribution to the larger academic community.

LATE Policy

You will be required to submit assignments throughout the term. I do allow late submissions within four days of the original due date. I highly encourage you to submit on time, however. A late submission on your end does not equal a grading emergency on mine. **All late submissions are subject to a “pass vs. fail” dinge.** After four days, it’s too late.

I expect college level writing.

The Writing Center is also an excellent resource to ensure the overall quality of your writing. The Writing Center is located in GRUE 801.

Visit their website for hours and additional information:

All feedback will be provided within 7 days of the assignment due date. The goal is to continue the conversation and promote continuous improvement.

**Academic Integrity**
Forms of dishonesty include but are not limited to: (1) cheating or helping someone else cheat on an assignment or exam; (2) delivering part or all of a presentation or speech/written assignment that you did not author; (3) plagiarizing part or all of someone else’s written or oral work; (4) failing to cite your sources properly; and (5) falsifying information about any topic, such as why you were absent.

**Come on...this is graduate level class...**
All instances of academic dishonesty will be reported to the Dean of Students.
- Please see in the student code of conduct: [http://www.uaf.edu/deanofstudents/academic-integrity/](http://www.uaf.edu/deanofstudents/academic-integrity/)
- The complete student code of conduct can be found here: [https://www.alaska.edu/bor/policy/09-02.pdf](https://www.alaska.edu/bor/policy/09-02.pdf)

**Disability Services**
The UAF Office of Disability Services is ready to assist eligible students in determining and implementing appropriate academic recommendations. If you have a disability, please visit the [Office of Disability Services](http://www.uaf.edu/deanofstudents/academic-integrity/) to learn how to request accommodations.

**Important to Remember:**
- You must provide documentation from the Office of Disability Services to receive accommodations.
- Accommodations take effect once documentation is received; there is no “back dating.” It is your responsibility to work with the Office of Disability Services to make the appropriate arrangements.
- If you are not a UAF student, it is your responsibility to ensure any necessary paperwork is forwarded to the UAF Office of Disability Services.

**Classroom Climate and Confidentially Agreement**
We will be discussing student issues and classroom management strategies. You are bound by FERPA to maintain student privacy. As such, topics discussed in our classroom need to stay in our classroom.

We will also be providing peer feedback. Let’s maintain a supportive, nurturing environment.
NOTICE OF NONDISCRIMINATION

University of Alaska Board of Regents (BOR) have clearly stated in BOR Policy that discrimination, harassment and violence will not be tolerated on any campus of the University of Alaska. If you believe you are experiencing discrimination or any form of harassment including sexual harassment/misconduct/assault, you are encouraged to report that behavior. If you disclose sexual harassment or sexual violence to a faculty member or any university employee, they must notify the UAF Title IX Coordinator about the basic facts of the incident.

Your choices for disclosure include:

1) You may confidentially disclose and access confidential counseling by contacting the UAF Health & Counseling Center at 474-7043.

2) You may access support and file a Title IX report by contacting the UAF Title IX Coordinator at 474-6600.

3) You may file a criminal complaint by contacting the University Police Department at 474-7721.

More information here: https://uaf.edu/oeo/

Disclaimer: This syllabus is a living document and subject to change/revision. All changes/revisions will be uploaded to Blackboard. It is your responsibility to ask questions and seek clarification.