CHEM 6281: Teaching Practicum  
Course Syllabus: Fall 2023 CRN: 14221

Course Information
Delivery Method: Asynchronous, Remote Course Delivered through Blackboard

Instructor Information

<table>
<thead>
<tr>
<th>Instructor</th>
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<tbody>
<tr>
<td>Dr. Elizabeth Day (she/her)</td>
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<tr>
<td><a href="mailto:elday@utep.edu">elday@utep.edu</a></td>
</tr>
</tbody>
</table>

How to Contact Me
Email is the best way to reach me. Please allow me 48 hours to respond, and then send a polite reminder. If you send me a message through Blackboard, I will not see it.

To expedite a response, please put “CHEM 6281: [topic of email]” in the subject line

Dr. Day’s office: CCSB 2.0114
Drop-in help hours: online by appointment, or Wednesdays 2 – 4 PM in my office

If you are unable to visit during my regularly scheduled drop-in help hours, please contact me at elday@utep.edu to arrange another time. These help hours provide you and I with a set time to discuss assignments, academic and professional interests, study strategies, or anything that can help you be successful in this class and on campus and prepare you for your career.

Course Description
The UTEP course catalogue describes this course “a course in which the student is in charge of the equivalent of two laboratory sections including teaching and experimental components with commonly accepted responsibilities.” This course is intended to serve as the foundation for teaching assistant (TA) responsibilities, as well as prepare graduate students for professional development programs for future faculty.

This course will be self-paced, concurrent with teaching assistant responsibilities, and the assessments will be delivered through Blackboard.

Course Learning Objectives
Learners in this course will be actively engaged in:

- Modeling best practices in laboratory safety using the RAMP safety framework.
- Engaging students in community-building activities to provide classroom norms and expectations, reflect on how to manage bias, and how to design instruction to support students from a variety of cultures, languages, and with diverse needs.
- Understand and discuss the institution’s written rules, procedures, and the department’s expectations for graduate teaching assistants.
- Understand the expectations for all students (graduate and undergraduate) set forth by the institution when it comes to Academic Integrity.
• Using backwards design of assessments, design a measurable learning objective and an assessment specific to that learning objective.
• Using evidence-centered design of assessments, analyze student artifacts in response to a professor-generated prompt & learning objective and critique the assessment based on the evidence.
• Understand and model Scientific and Engineering Practices as a pedagogical technique that can be paired with conventional “active” learning techniques.
• Demonstrate proficiency with educational technology basics such as learning management systems and explore advanced educational technology offerings to create interactives or visualizations to support student learning.
• Understand the campus resources available to students and design a syllabus that highlights these resources.
• Reflect on one’s role in leading or facilitating laboratory or discussion-based learning and share ideas of how to engage students in these student-centered learning environments.
• Using scholarly evidence, construct an argument about the meaning and utility of grading practices.
• Perform a peer observation and provide peer feedback, reflect on peer feedback.
• Define from evidence and personal experience what it means to be a mentor and a mentee and reflect on how to improve mentoring interactions.
• Draft a personal philosophy on teaching and learning based on evidence and experience.

Each unit within the course will have more specific learning objectives to align our activities with the above overarching course learning objectives.

**Required Learning Materials**
This course is a zero-cost textbook course, and all articles, books, or other course materials will be provided to the learners at no cost. Learners will need a phone, tablet, or laptop with Internet or SMS capabilities to respond to the prompts and discussion posts (which are administered through Blackboard). Microsoft Office products are needed to complete these activities. Please see the technology section for more information on how to obtain these UTEP-provided services.

Please keep in mind: all materials used in this course are protected by copyright law. Course lecture slides, notes, assignments, and assessments are only for the use of learners currently enrolled in this course, and only for the purpose of this course, and may not be further disseminated.

**Course Evaluation**
This table designates the corresponding letter grade for a range of the percentage of points earned in the course.

**Grading Scheme**

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>Below 60</td>
<td>F</td>
</tr>
<tr>
<td>60 – 69.9</td>
<td>D</td>
</tr>
<tr>
<td>70 – 79.9</td>
<td>C</td>
</tr>
<tr>
<td>80 – 89.9</td>
<td>B</td>
</tr>
<tr>
<td>90 – 100</td>
<td>A</td>
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**Note:** Learners need to obtain a grade of C or better to pass this class.
“Classes dropped prior to the official census date of any term will be deleted from the student’s semester record.” This term’s census date is September 13th. After this date, the University permits any student to drop with an automatic “W” until the final day withdraw. The final day to withdraw from this class is November 3rd. No requests for a withdrawal will be approved after that date, and students who withdraw after this date must receive grades of “F”.

The following table broadly outlines the components that contribute to your course grade. This scheme is subject to revision as need be and with posted announcements of changes. Extra credit opportunities will be announced in class and on Blackboard, with those earned extra credit points added to the final point total at the end of the semester.

**Distribution of Points**

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Percent of Points</th>
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<tbody>
<tr>
<td>Reading</td>
<td>5%</td>
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<tr>
<td>Weekly Assignments</td>
<td>25%</td>
</tr>
<tr>
<td>Discussion Posts</td>
<td>10%</td>
</tr>
<tr>
<td>Attendance and Preparation for Teaching Assistantship</td>
<td>30%</td>
</tr>
<tr>
<td>Weekly Reflection Prompts</td>
<td>10%</td>
</tr>
<tr>
<td>Final Project: Personal Teaching Philosophy</td>
<td>20%</td>
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</table>

Homework assignments will be activities assigned through Blackboard. Learners are expected to give an honest and thoughtful attempt on all readings, assignments, and weekly reflection prompts; please follow assignment instructions. Homework assignments are expected to be completed as an individual effort.

Engagement is critical to stay on track with the activities and ways of thinking expected of learners in this class. Discussion posts will be awarded points based on respectful engagement with peers on the weekly topic.

Attendance and preparation for weekly teaching assistantship is considered a core foundation of this course. These activities are meant to prepare, not distract from the duties and responsibilities of a teaching assistantship.

This course will have no exams or quizzes. The final will be a draft of a personal teaching philosophy.

**Policies**

**Community Agreement**
The expectation in this course is that learners participate in course activities and discussions with mutual respect. Participation in this course—whether as an individual or within team-based activities—will be expected to follow our mutually-agreed framework for how we would like to be treated by one another in this course. Examples of my expectations would be offering undivided attention to the person speaking, claiming and distinguishing our opinions, sensitivity to sociocultural context, and disagreement without disrespect.

**Absences & Tardiness**
Given the online, individually-paced format, absences will be considered “unexcused” if the corresponding in-class activities are not turned in by their deadlines. After 3 unexcused
absences you will be asked to meet with Dr. Day. After the 4th unexcused absence, you may be dropped from the course. If your absence is necessary, please contact Dr. Day ahead of time to discuss. Prompt preparation and attendance for your teaching assistantship is a requirement of this course, and failure to abide by departmental expectations regarding on-time arrival for your teaching assistantship will result in points deducted from the “Attendance and Preparation” score.

**Missed Assignments & Deadlines**
The final project and weekly assignments/prompts/posts cannot be made up without an excused absence. Some deadlines may be extended with an excused absence from Dr. Day. Please see Dr. Day to verify the excused absence properly.

**Class Recordings**
The use of recordings will enable learners to participate in course activities for engagement points, as well as provide all learners an opportunity to review course lectures at their convenience. This use of technology is governed by the Federal Educational Rights and Privacy Act (FERPA) and UTEP’s acceptable-use policy. Storage of recordings of class sessions will be stored by UTEP in accordance with FERPA and UTEP’s policies; subject to Institutional Review Board (IRB) permission, recordings may be used for research purposes. However, unauthorized sharing of these class recordings may result in disciplinary action.

**Technology**
Course content is delivered via the Internet through the Blackboard learning management system. Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

If you do not have word-processing software, you can download Word and other Microsoft Office programs (including Excel, PowerPoint, Outlook and more) for free via UTEP’s Microsoft Office Portal. Click the following link for more information about Microsoft Office 365 and follow the instructions.

**Learner Conduct**

**Class Environment**
While serving in your teaching assistantship role, cell phones must be on vibrate, but ideally placed in Do Not Disturb/Airplane mode. Use of cell phones for personal business rather than class work may result in points docked from your attendance score for that day. Each student is responsible for notice of and compliance with the provisions of the Regents’ Rules and Regulations. Use of laptops and tablets are allowed only when specifically requested by the instructor.
Academic Dishonesty
Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as one's own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) for possible disciplinary action. To learn more, please visit HOOP: Student Conduct and Discipline.

Plagiarism
“Plagiarism” means the appropriation of another person's ideas, processes, results, or words without giving appropriate credit. This includes intentionally, knowingly, or carelessly presenting the work of another as one’s own; failing to credit sources used in a work product; attempting to receive credit for work performed by another; failing to cite the World Wide Web, databases, and other electronic resources. Written work will be checked for plagiarism.

All course materials are protected by copyright law. As such, do not copy course materials—assignments, homework or exam questions, or answers—to any publicly accessible website (such as Chegg or other “study” websites). Not only is this a violation of copyright law and UTEP policy, but the quality of “answer” those websites generate is so obviously wrong that it’s not worth the keystrokes to copy/paste.

Guidance on Artificial Intelligence
The use of generative artificial intelligence (AI) tools such as Chat GPT is not permitted in this course.

Learners with Disabilities Policy
The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the UTEP Center for Accommodations and Support Services (CASS). Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at cass@utep.edu, or apply for accommodations online via the CASS portal.

COVID-19 Policy
Please stay home if you (1) have been diagnosed with COVID-19, or (2) are experiencing COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, and alternative instruction will be provided. The Student Health Center is equipped to provide COVID 19 testing.
The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people. The best way that Miners can take care of Miners is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area, and will be available at no charge on campus during the first week of classes. For more information about the current rates, testing, and vaccinations, please visit epstrong.org

### Learner Resources

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<thead>
<tr>
<th>Resource</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Resources for UTEP students</td>
<td><a href="https://www.utep.edu/student-affairs/resources/index.html">https://www.utep.edu/student-affairs/resources/index.html</a></td>
</tr>
<tr>
<td>Student Success Help Desk (SSHD): Students experiencing challenges or obstacles to academic success including registration, financial, food, housing, and transposition resources</td>
<td>submit a ticket request assistance to <a href="mailto:studentsuccess@utep.edu">studentsuccess@utep.edu</a></td>
</tr>
<tr>
<td>UTEP Food Pantry</td>
<td>Memorial Gym, Room 105 915-747-7452 <a href="mailto:foodpantry@utep.edu">foodpantry@utep.edu</a></td>
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<td>Kelly Center for Hunger Relief</td>
<td>915 N. Florence St. El Paso, TX 79902 915-261-7499 <a href="https://facebook.com/915kmfp">https://facebook.com/915kmfp</a></td>
</tr>
<tr>
<td>UTEP Student Support Services for Challenges with Finances (FHAR)</td>
<td>Academic Advising Center 915-747-5290</td>
</tr>
<tr>
<td>UTEP Counseling and Psychological Services</td>
<td>Union West, Room 202 915-747-5302 After Hours Crisis Line: 915-747-5302 <a href="http://sa.utep.edu/counsel">http://sa.utep.edu/counsel</a></td>
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<tr>
<td>UTEP Student Health Center</td>
<td>915-747-5624 <a href="https://www.utep.edu/chs/shc">https://www.utep.edu/chs/shc</a></td>
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<tr>
<td>Campus Advocacy, Resources, and Education (CARE): advocacy and counseling for students who are victims of a crime or secondary victims. These services may be extended to the students’ support system. A victim of a crime is a person who has suffered physical, sexual, financial, and/or emotional harm because of the commission of a crime.</td>
<td>1101 N. Campbell Building, Room 103 915-747-7452 <a href="mailto:care@utep.edu">care@utep.edu</a> <a href="https://www.utep.edu/care">https://www.utep.edu/care</a></td>
</tr>
<tr>
<td>Center Against Sexual and Family Violence</td>
<td>580 Giles Road El Paso TX 915-593-7300 24/7 Crisis Hope Line: 1-800-727-0511</td>
</tr>
<tr>
<td>UTEP Writing Center</td>
<td>Library Building, Room 227 915-747-5112 <a href="http://uwc.utep.edu">http://uwc.utep.edu</a></td>
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</table>
If you would like other resources or assistance accessing any of these resources, please contact Dr. Day.

**Syllabus Change Policy**
This syllabus is a guide for the course and is subject to change without advance notice.