

## **Lab TA Coordinator & Instructor**

Amie Imler

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**Office Hours:**

<https://amieufansci.youcanbook.me/>

## **Lab TA Meeting:**

Mondays @ 5 PM in ANS room 151

### ***Lab Schedule***

<b>Meeting Day and Time</b>	<b>Meeting Periods</b>	<b>Class Number</b>	<b>Primary Location</b>	<b>Teaching Assistants</b>
Tuesday 12:50 – 2:45 PM	Period 6-7	10364	ANS 151	<b>Lead TA: Elizabeth Chmielewski Carmen Burner Daniel Clein</b>
Tuesday 3:00 – 4:55 PM	Period 8-9	10365	ANS 151	<b>Lead TA: Sara Hettinger Madison Daigle Vlad Ferrer</b>
Wednesday 12:50 – 2:45 PM	Period 6-7	10378	ANS 151	<b>Lead TA: Megan Lee Aly Morrison Lily Gumbinner</b>
Wednesday 3:00 – 4:55 PM	Period 8-9	10376	ANS 151	<b>Lead TA: Margaret Borrajero Chloe Emerson Taylor Casine</b>
Thursday 12:50 – 2:45 PM	Period 6-7	10377	ANS 151	<b>Emma Lippori Caitlin Casady Makayla Quick</b>
Thursday 3:00 – 4:55 PM	Period 8-9	10375	ANS 151	<b>Lead TA: Alex Parcell Courtney O'Donnell Curtis Green</b>

***\*Note: Laboratories will meet at various locations throughout the semester and those locations will be noted in the lab schedule below, announced in lab, and posted on canvas. It is the student's responsibility to arrive at the correct location for laboratories and to be on time. Transportation will not be provided for labs.***

## **Dress Code**

As instructors and representatives of this class, our department and our university you are always expected to dress and act in a professional manner. For your own protection you are required to wear sturdy closed-toe shoes, long pants and a sleeved (short or long) shirt for laboratory sessions.

**Final Grades: Face-to-Face TAs**

Introductory & Training Assignments	5 assignments @ 10 points each	50 points
Grading Responsibilities:	7 out-of-class assignments @ 10 points each	70 points
	12 pre-lab assignments @ 10 points each	120 points
Lab Meeting Attendance	13 lab meetings @ 10 points each	130 points
Lab Attendance & Instruction	12 labs @ 10 points each	120 points
Teaching Reflections	2 reflections @ 50 points each	100 points

Final grades will be determined by calculating the percentage of points earned out of total points available. That percentage will correspond to a letter grade. No component will be given extra weight so you should be able to easily calculate your current grade and the number of points you need to get the final grade you desire. Laboratory grades will be assigned as follows:

<b>≥90% A</b>	<b>≥70% - &lt;80% C</b>	<b>&lt;60%</b>
<b>≥80% - &lt;90% B</b>	<b>≥60% - &lt;70% D</b>	

**Grades and Grade Points**

For information on current UF policies for assigning grade points, see <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

**Please Note:** *This course will be taught using a hybrid model of online asynchronous and face-to-face synchronous environments to accomplish student learning objectives. As such, portions of this course have a face-to-face meeting requirement (until university policy deems otherwise) to facilitate hands-on learning objectives. If you fall ill during the semester, you must notify your instructors in a timely fashion so we can provide you with an alternative instructional option.* If you cannot attend the lab face-to-face each week due to geographic and/or health limitations, you must unenroll from this section until you are in the Gainesville area and comfortable taking face-to-face courses.

**COVID-19 Policies and Requirements:**

In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions.

**When meeting face-to-face, you should follow the most recent university guidance on face coverings in light of new guidance from the Centers for Disease Control and Prevention. We expect everyone to wear a mask at all times when inside any UF facility, even if you are vaccinated. This includes our students, faculty, staff, vendors, and visitors. Recent studies and guidance from the CDC state that both unvaccinated and vaccinated individuals can transmit the current COVID-19 variant to unvaccinated persons.**

- Face coverings are to be supplied by you (the student).

***Social distancing during the lab is encouraged when possible. Practice physical distancing to the extent possible during learning rotations.***

- There will be several times during each lab where you will be placed into a small group learning rotation to reduce instructor-to-student ratio as well as enable more physical distancing as we return to full capacity enrollments.

***Practice physical distancing to the extent possible when entering and exiting the classroom.***

- 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.

***If you (the student) do not feel well and/or are running a fever or displaying any other symptoms of illness, do NOT come to the face-to-face synchronous session. Instead, you will need to notify the instructors as soon as possible for alternative instructional options.***

- If you are experiencing COVID-19 symptoms ([Click here for guidance from the CDC on symptoms of coronavirus](#)), please use the UF Health screening system and follow the instructions on whether you are able to attend class. [Click here for UF Health guidance on what to do if you have been exposed to or are experiencing Covid-19 symptoms.](#)
- Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. [Find more information in the university attendance policies.](#)
- Likewise, if an instructor or teaching assistant does not feel well and/or is running a fever or displaying other symptoms of illness, they will not attend the face-to-face synchronous session

### **Academic Honesty, Software Use, Campus Helping Resources, Services for Students with Disabilities**

#### ***Student Honor Code***

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity." You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit 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."

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams).

Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: <http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code>.

#### ***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.

### **Services for Students with Disabilities:**

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation.

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center. [Click here to get started with the Disability Resource Center](#). It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

0001 Reid Hall, 352-392-8565, <https://disability.ufl.edu/>

### **Campus Helping Resources**

Students experiencing crises or personal problems that interfere with their general wellbeing are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

### **Health and Wellness:**

- *U Matter, We Care*: If you or someone you know is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu), 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.
- *Counseling and Wellness Center*: [Visit the Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.
- *Student Health Care Center*: Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).
- *University Police Department*: [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).
- *UF Health Shands Emergency Room / Trauma Center*: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#).

### **Academic Resources:**

- *E-learning technical support*: Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).
- *Career Connections Center*: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.
- *Library Support*: Various ways to receive assistance with respect to using the libraries or finding resources.
- *Teaching Center*: Broward Hall, 352-392-2010 or to make an appointment 352-392-6420. General study skills and tutoring.
- *Writing Studio*: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.

- *Student Complaints On-Campus:* [Visit the Student Honor Code and Student Conduct Code webpage for more information.](#)
- *On-Line Students Complaints:* [View the Distance Learning Student Complaint Process.](#)

### **DIVERSITY, INCLUSION AND EQUITY**

The University of Florida's College of Agricultural and Life Sciences support the University of Florida's commitment to diversity, inclusion, and equity. By fostering a sense of belonging for students, staff and faculty while leveraging the uniqueness of the people who study and work at the university, we believe our campus community is enriched and enhanced by diversity, including but not limited to race, ethnicity, national origin, gender, gender identity, sexuality, class, and religion. Our course will help foster an understanding of the diversity of our campus community as well as our animal sciences, agricultural and natural resource communities, locally and globally.

We will strive to create a learning environment for our students that support a diversity of thoughts, perspectives, and experiences while honoring your identities. To accomplish this, please let us know:

- If you have a name and/or set of pronouns that differ from those that appear in your official university records
- If you believe your performance in the class is being impacted by your experiences outside of class. Do not hesitate to reach out and talk with us. We want to be a resource for you. Anonymous feedback may be submitted, which may lead us to make a general announcement to the class, if necessary, to address your concerns.
- We, like many people, are still in the process of learning about diverse perspectives and identities. If something was said in class (by anyone) that makes you feel uncomfortable, please talk to us about it.

Contact us with any concerns regarding inclusion and equity, including accessibility of learning materials, equipment, and software.

### ***Online Course Evaluation Process***

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. 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 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.

**TENTATIVE FALL 2021 LAB SCHEDULE**

<b>Date</b>	<b>Topic</b>	<b>Location</b>	<b>Pre-Lab Assignments Due Before Lab</b>	<b>Out-of-Class Assignments Due During Week</b>
Aug. 24 – 26	<b><i>No Lab: Drop-Add Week *TA Meeting Still Occurs this Week!</i></b>		<b><i>*Recommend working on Start Here Module and Module 1 pre-lab and out-of-class assignments</i></b>	
Aug. 31 – Sept. 2	Introduction to Speaking Livestock, Animal Health and Management	ANS 151	3-2-1 Pre-Test Survey Speaking Livestock Pre-Lab	Introductory Discussion Board Module 1 Quiz
Sept. 7 – 9	Nutrition	ANS 151	Nutrition Pre-Lab and Question Submission	Feeds & Feeding Resource Guide Module 2 Quiz
Sept. 14 – 16	Reproduction	South Beef Teaching Unit	Reproduction Pre-Lab and Question Submission Repro Equipment Guide Draft	Repro Equipment Resource Guide Module 3 Quiz
Sept. 21 – 23	Poultry Shell Egg Processing & Products	ANS 151	Poultry Shell Egg Pre-Lab and Question Submission Retail Egg Audit	Module 4 Quiz
Sept. 28 – 30	Poultry Anatomy & Physiology	ANS 151	Poultry Anatomy/Physiology Pre-Lab and Question Submission	Stop-Start-Continue Survey Module 5 Quiz
Oct. 5 – 7	Dairy Milking & Milking Herd Management Calf Management & Heifer Development	Dairy Units	Dairy Unit Virtual Tour Pre-lab and Question Submission Dairy Calf Unit Virtual Tour Pre-lab and Question Submission	Module 6 Quiz Module 7 Quiz
Oct. 12 – 14	Beef	ANS 151	Beef Unit Virtual Tour Pre-lab and Question Submission	Animal Agriculture Perceptions Part I: <b><i>Initial Post due Thursday and Reply Post due Sunday</i></b> Module 8 Quiz
Oct. 19 – 21	Dairy Products & Processing	South Beef Teaching Unit	Dairy Products Pre-Lab and Question Submission Retail Dairy Products Audit	Animal Agriculture Perceptions Part II: <b><i>Initial Post due Thursday and Reply Post due Sunday</i></b> Module 9 Quiz

## ANS 4905: PEER TEACHING IN INTRODUCTION TO ANIMAL SCIENCES LAB

Oct. 26 – 28	Swine	Swine Teaching Unit	Swine Unit Virtual Tour Pre-lab and Question Submission	Module 10 Quiz
Nov. 2 – 4	Meats Assigning Value	ANS 156/Meats Processing Unit	Meats Processing Unit Virtual Tour Pre-lab and Question Submission	Module 11 Quiz
<b>Nov. 9 – 11</b>	<b>No Lab: Veteran's Day</b>			
Nov. 16 – 18	Meats Products & Palatability	ANS 151	Meats Products Pre-Lab and Question Submission Retail Meats Products Audit	Module 12 Quiz
<b>Nov. 23 – 25</b>	<b>No Lab: Thanksgiving Holiday</b>			
Nov. 30 – Dec. 2	Equine	Horse Teaching Unit	Equine Unit Virtual Tour Pre-lab and Question Submission	Module 13 Quiz
<b>Dec. 7 – 9</b>	<b>No Lab: Reading Days</b>			Post-Test Survey



**ANS 3006L Undergraduate Teaching Assistant Grading Rubric**

The following guidelines have been developed to help you understand your roles, responsibilities, and expectations as an undergraduate teaching assistant for the Introduction to Animal Sciences Laboratory. This rubric will be used to evaluate your commitment to student learning as well as your fulfillment of the duties outlined by the instructors. **Items in bold are for Lead Teaching Assistants only.**

<b>Course Requirements</b>
<b>Attendance</b>
<ul style="list-style-type: none"> <li>Attend weekly laboratory meetings</li> <li>Attend weekly scheduled laboratory</li> </ul>
<b>Prior to Weekly Lab Meeting</b>
<ul style="list-style-type: none"> <li>Review and study supplemental material for each lab (in Canvas and Teams)</li> <li>Review module quiz to gain a better understanding of how students will be assessed after lab</li> <li>Coordinate instructional responsibilities with fellow teaching assistant(s) for scheduled lab period</li> <li><b>Visit with assigned peer TAs to answer any questions or offer mentoring opportunities as they prepare for the week's lab</b></li> <li><b>Review the previous week's lab quiz and the current week's pre-lab activities to help instructor determine areas of instruction that need re-visiting or emphasis (if any)</b></li> </ul>
<b>During Weekly Lab Meeting</b>
<ul style="list-style-type: none"> <li>Take instructional notes/tips as appropriate for use during lab</li> <li>Ask questions and gain clarification on subject matter</li> <li><b>Assist instructors with training and mentoring peer teaching assistants</b></li> </ul>
<b>Prior to Weekly Lab</b>
<ul style="list-style-type: none"> <li>Practice instructing rotation</li> <li>Print out a copy of lab sheet key and bring with you to each lab for use as a reference</li> <li>Continue to review and study supplemental material for each lab</li> </ul>
<b>During Weekly Lab</b>
<ul style="list-style-type: none"> <li>Arrive at least 15 minutes early to scheduled lab period to set-up lab (or by time designated by instructors each week)             <ul style="list-style-type: none"> <li>Ensure students are cleared for campus using ONE.UF</li> <li>Ensure students are masked, wash hands prior to sitting and sit in the correct location when entering the room</li> <li>Ensure weekly attendance sign-in sheets are out for students to sign-in</li> </ul> </li> <li>Present appropriate material for designated rotation             <ul style="list-style-type: none"> <li>Facilitate discussion</li> <li>Answer questions accurately</li> </ul> </li> <li>Remain after lab to assist with clean-up</li> <li><b>Enter attendance grades</b></li> <li>Grade weekly pre-lab activities and out-of-class assignments associated with labs</li> <li>Perform other duties as assigned by instructors</li> </ul>

**Course Requirements** (continued)

**Notes on Failing to Meet Expectations**

- Arriving late and/or absences for any lab meeting, lab, review session, and/or practicum must be discussed with instructors *prior* to the absence
- **Unexcused** absences or being late to labs or practicums without *prior* notification will result in a letter grade drop of your final grade
- Students unable to make weekly lab meetings due to course conflicts and/or absences must attend another weekly lab session *prior* to their scheduled lab session
- Routinely coming un-prepared to weekly lab meetings and labs will result in a letter grade drop of your final grade and/or dismissal of teaching responsibilities

**ANS 4905: PEER TEACHING IN INTRODUCTION TO ANIMAL SCIENCES LAB**

<b>Criteria</b>	<b>Exceptional (A)</b>	<b>Very Good (B)</b>	<b>Proficient (C)</b>	<b>Below Average (D)</b>	<b>Poor (E)</b>	<b>Not Observed or Applicable</b>
<b>Content Knowledge &amp; Instructional Ability</b>						
Displayed solid understanding of course content knowledge and skills required to serve students <ul style="list-style-type: none"> <li><i>Preparation using lab outlines and resources were evident at each lab, lab meeting, and review session</i></li> </ul>						
Presented material in a clear and organized fashion						
Directed and fostered discussions, answered questions accurately, and presented appropriate material during labs and review sessions						
Demonstrated knowledge of student backgrounds, skills, and interests as it related to improving student education						
Reflected on instructional methods and material presented <ul style="list-style-type: none"> <li><i>Introduced new ways of learning to the course as appropriate</i></li> </ul>						
<b>Professionalism &amp; Attitude</b>						
Organized his/her time well and functioned in an efficient manner <ul style="list-style-type: none"> <li><i>Accomplished his/her obligations in a consistent and timely manner</i></li> <li><i>Was punctual to class and scheduled meetings</i></li> <li><i>Missed labs and/or meetings were communicated with and approved by instructors <b>prior</b> to scheduled lab(s) or meeting(s)</i></li> </ul>						

**ANS 4905: PEER TEACHING IN INTRODUCTION TO ANIMAL SCIENCES LAB**

<b>Criteria</b>	<b>Exceptional (A)</b>	<b>Very Good (B)</b>	<b>Proficient (C)</b>	<b>Below Average (D)</b>	<b>Poor (E)</b>	<b>Not Observed or Applicable</b>
<b>Professionalism &amp; Attitude (continued)</b>						
Communicated progress of assigned duties and student learning to instructors to enhance student experiences and education <ul style="list-style-type: none"> <li>Actively involved in meeting the needs of the students</li> <li>Effectively handled problems through communication with students and instructors</li> </ul>						
Established and demonstrated a professional rapport with students throughout the semester <ul style="list-style-type: none"> <li>Served as a positive role model for students in both attitude and quality of work</li> </ul>						
Willing to help instructor, even when not asked						
Responded appropriately to directions and feedback						
Adhered to instructor, departmental, and university policies and procedures						
<b>Grading</b>						
Demonstrated an understanding of the principles of grading and appropriately assessed students						
Submitted grades and feedback by deadlines						
Offered satisfactory and useful comments to students following grading						
Obtained FERPA certification and provided instructors with copy of certificate <i>prior</i> to assessing students						

**Comments:**