

Handbook for Undergraduate Teaching Associates

2014-2015

**Medical Sciences Program
Indiana University
Jordan Hall 104
Bloomington**

Table of Contents

SECTION I: PROGRAM GUIDELINES

A.	Definition of an Undergraduate Teaching Associate.....	2
B.	Eligibility	2
C.	Program Staff	2
D.	Application Procedure.....	3
E.	Compensation Options.....	3
F.	Participation of UTAs	4
G.	Evaluation of UTAs	4
H.	UTA Evaluation Form	5

SECTION II: POSITION DESCRIPTIONS

A215: BASIC HUMAN ANATOMY.....	6
P215: BASIC HUMAN PHYSIOLOGY.....	9
A464: HUMAN TISSUE BIOLOGY.....	11
M216: MEDICAL SCIENCE OF PSYCHOACTIVE DRUGS.....	13

SECTION III: GUIDELINES FOR UTAS

A.	CODE OF ETHICS.....	15
B.	TEACHING TIPS.....	16

SECTION IV: APPLICATION

APPLICATION FORM.....	17
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SECTION I: PROGRAM GUIDELINES

A. DEFINITION OF AN UNDERGRADUATE TEACHING ASSOCIATE (UTA)

An Undergraduate Teaching Associate (UTA) in the Medical Sciences Program is a student who assists faculty, associate instructors, and laboratory directors with the teaching mission of the program. UTAs primarily help in teaching laboratories but also in other essential roles as specified for each course.

The UTA plays a critical role in creating a small class atmosphere in a large class. As a UTA you will have the opportunity to better understand how people learn while you develop your communication and leadership skills. Participation in this program is an award and as such is reserved for the truly outstanding undergraduate student.

B. ELIGIBILITY

To be eligible for this teaching internship in Medical Sciences, students should have junior or senior class standing (at least 60 credit hours completed) and have an overall GPA of at least 3.0. Exceptional freshman and sophomores may be considered as well. You may be enrolled in the course at the time of your application. A student must have completed a course before beginning work as a UTA for that course.

C. UTA PROGRAM STAFF

PROGRAM DIRECTOR

Rick Mynark, Ph.D.
004 Jordan Hall
855-9067
rmynark@indiana.edu

ADMINISTRATIVE ASSISTANT

Shirley Braden
Administrative Secretary
104 Jordan Hall
855-0616
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D. APPLICATION PROCEDURE

An application form is included on the last page of this booklet. Completed applications should be returned to Jordan Hall 104 (Medical Sciences office). Applications can be submitted between 8:00am-4:30pm, Monday-Friday.

2014-2015 APPLICATION DEADLINES

SPRING 2015 POSITIONS:	NOVEMBER 7TH, 2014
2015 SUMMER AND FALL POSITIONS:	APRIL 17TH, 2015

Applicants typically will be notified of awards by email within two weeks after the application deadline. At this time, those accepted to the program will be further advised about registration, scheduling and orientation.

E. COMPENSATION OPTIONS

If selected, you may choose one of the following two compensation options:

1. M499: Internship in Medical Sciences Instruction
This is a 3-credit hour course that will appear on your transcript as evidence that you were a Medical Sciences UTA. UTAs are graded based on the performance evaluations by their AIs and the observations of their Lab Coordinator. UTAs may take this course up to two times for credit. If you choose this option, you will need to be authorized to enroll in M499 by the Program Director.
2. Hourly Pay Compensation:
Students who choose this option will receive bi-monthly paychecks over the semester they teach. The monthly paychecks will be based on the hours worked and the tentative rate of \$15.00 / hour (before taxes). Prior to the semester of teaching, students must go to Jordan Hall 105 and fill out a W-4 tax form and an I-9 form (a form which indicates you are legally allowed to work in the U.S. - you will be required to provide either a passport, or a driver's license and social security card. For further information about the I-9 form and what documents may be used to establish employment identity, please refer to the sample I-9 form found at:
<http://www.uscis.gov/files/form/i-9.pdf>

F. PARTICIPATION OF UTAs

Undergraduate teaching assistants make a vital contribution to the instruction of students enrolled in medical sciences classes. Students chosen as UTAs have done well in one or more of these courses and now have the chance to share their grasp of the subject with others. As partners in the process of education, we appreciate UTA's interest and enthusiasm for the courses, and we're counting on their motivation and initiative to maintain and improve the course standards.

There are a few fundamental points that guide all who teach.

The education of students is one of the main reasons for our presence here. Throughout the semester, UTAs work with many students - sometimes in groups and sometimes individually. Treat them with the respect every person deserves. Observe confidentiality with regard to conversation, class performance and grades.

The process of teaching depends on sustained effort to carry out many duties and meet repeated deadlines. As basic as it may seem, one of the UTAs most important contributions is a dependable presence in scheduled sessions. A second basic contribution is the ability to finish assigned tasks.

We're all in this together. Realize that, as part of a teaching group, UTAs have a lot of support around them. Lab Directors, AIs and faculty are available to help. We hope that when UTAs think about their time as teaching assistants, they believe they gained much more than a stipend or a few credit hours from the experience.

G. UTA EVALUATIONS

Evaluations of each UTA's performance will be handled within that UTA's specific course. Those evaluations will be forwarded to the Program Director in situations where remediation or further actions are deemed necessary. All UTAs have the right to appeal evaluations that they feel do not accurately represent their performance.

In the case of A215 and P215, a standardized UTA evaluation form will be used by the AIs who work directly with a UTA. This evaluation will be performed twice during the semester and will be used to let UTAs know how they are performing relative to expectations, as well as provide a basis for grading in M499.

This evaluation form should be reviewed by every UTA prior to the beginning of the semester so they can familiarize themselves with those expectations.

H. UTA EVALUATION FORM

AI's EVALUATION OF UTA PERFORMANCE

PERFORMANCE CRITERIA	NEEDS IMPROVEMENT	SATISFACTORY	EXCEPTIONAL
ATTENDANCE	> 2 days missed	1-2 days missed	0 days missed
WILLINGNESS TO WORK	just stands there and lets the AI do the work	will help if asked	assists students, peers, and superiors without being asked
ATTITUDE	"I don't care, I don't want to be here"	"I'm here, and I'll just do what I have to do"	"I'm glad to be here and I'll encourage student interaction"
MOTIVATION	doesn't care about teaching	shows motivation occasionally	displays motivation on a regular basis
WORK WITH INDIVIDUALS	hesitates to interact with students on an individual basis	will answer questions for individuals	provides guidance and recommends learning strategies on an individual basis
WORK WITH GROUPS	hesitates to interact with students in a group	will answer questions for individuals in a group	will direct and lead groups; involves all students in the group
PRESENTATION	presentation is not clear and organized	organized, but small problems (e.g., too fast, too slow, difficult to hear, etc.)	organized, clear, enthusiastic, paced well, no problems
PREPARATION	prepared on occasion	just covers the basics	always prepared and ready to go one step farther
FOLLOWS INSTRUCTIONS	has to be told repeatedly	redirected on occasion	needs no redirection
INITIATIVE	needs to be told to do everything	occasionally needs to be told to do something	a self-starter, looks for something to do
ENTHUSIASM	pessimistic & complaining	mild enthusiasm	very enthusiastic
RESPECT OF STUDENT	openly criticizes or speaks negatively of students	keeps comments and opinions to themselves	always respectful, and will even discuss strategies to work with all students
CONFIDENTIALITY	discusses confidential matters with peers	usually conscious of this privilege but has mistakenly provided confidential information	always conscious of and never abusive of this right
COMPLETES TASKS	doesn't complete tasks	completes required tasks, but may be late	completes all required tasks on time
TOTALS			

UTA's Name: _____ AI's Name: _____ Date: _____

COMMENTS:

SECTION II: POSITION DESCRIPTIONS

ANATOMY A215: BASIC HUMAN ANATOMY (5 CR.) (OFFERED FALL, SPRING, SUMMER II)

A. COURSE DESCRIPTION

This course presents a systemic approach to the study of the human body. Lecture presentation begins with an introduction to anatomical terminology and an overview of cellular processes and tissue classification. Students learn the gross and microscopic anatomy of the following systems: skeletal, muscular, integumentary, nervous, circulatory, respiratory, digestive, urinary, and reproductive. The laboratory component of the course reinforces lecture concepts through the use of models, histological slides, and cadaver demonstration. Lectures meet three times weekly. Students also attend two 1 hour and 45 minute labs per week. (Note: during Summer II, lectures are presented daily and students attend a 1 hour and 45 minute lab four times per week.)

B. SUPERVISION

Course Directors:

Valerie O'Loughlin
Jordan Hall 010A
855-7723
vdean@indiana.edu

Steve Dougherty
Jordan Hall 003
855-9742
gdougher@indiana.edu

Course Coordinator and Laboratory Director:

Jim Heersma
Classroom Office Building 126
855-0948
jheersma@indiana.edu

Associate Instructors:

Two AIs per lab section will serve as mentors for the UTA.

C. A215 UTA TRAINING WORKSHOPS

A training workshop is held each term to familiarize A215 UTAs with their responsibilities and the laboratory teaching environment. This workshop is typically held at 8:00pm on the Sunday prior to the start of that term's classes in the Anatomy Laboratory (Classroom Office Building, room 122). UTAs will be notified of the exact time and location at least one week prior to the actual meeting. Attendance at this orientation is **REQUIRED**.

D. RESPONSIBILITIES OF THE UTA

The responsibilities of the UTA are primarily in the laboratory portion of the course. In each lab, the UTA will assist two Associate Instructors (AIs). Each UTA is assigned one laboratory section for the semester. Lab sections meet for 1 hour and 45 minutes, two days per week (total weekly laboratory time = 3.5 hours). The responsibilities of an Undergraduate Teaching Associate include the following:

1. Answering students' questions about appropriate lab topics during scheduled lab periods, and actively assisting students while there to learn the material. However, UTAs should not assist students outside the laboratory setting.
2. Presenting a 10-20 minute introduction on the appropriate lab topics for four labs per semester, as arranged in advance with the AIs.
3. Assisting the Lab Director during one of the 50 minute open labs each time they are scheduled (typically four times per semester).
4. Being present and assisting at a weekend 2-hr lab review session (four weekend review sessions per semester). The AIs will be present as well to assist students.
5. Assisting in checking lab materials at the end of each lab period and each review session, following explicitly defined procedures.
6. Proctoring all A215 lecture exams. The first three exams are held at 4:40pm on Fridays (for the Fall and Spring semesters). The date and time of the final exam varies from semester to semester. At least one of the two AIs will be present as well to help proctor the exam.
7. Also, to avoid conflicts of interest, UTAs must not be present for setting up or proctoring lab exams, and do not participate in grading them.

D. RESPONSIBILITIES OF THE UTA (CONT.)

We do not want a conflict of interest to arise if a friend or relative of a UTA is in his/her assigned lab. Thus, UTAs will not be responsible for setting up, proctoring, and grading lab exams.

There may be the possibility that an exceptional applicant would be selected to assist the course director with the lecture component of the course. This lecture UTA must attend lecture during regular lecture times, and be available for three hours (office hours) each week. Lecture UTAs work closely with the course director. Please indicate on your application if you also would like to be considered for a lecture UTA position.

E. EVALUATION OF PERFORMANCE

Performance evaluation is an important part of the instructional process. Evaluation of UTA performance typically will be conducted twice during each semester. This evaluation will be conducted by the associate instructors.

The criteria used to evaluate UTA performance are outlined on the **UTA Evaluation Form** on page 5 of this Handbook. The first mid-semester evaluation for the UTA will provide feedback regarding performance and emphasize the areas where improvement may be needed. The evaluation at the end of the semester will be one of several criteria used to assess the UTA's overall performance.

***PHYSIOLOGY P215: BASIC HUMAN PHYSIOLOGY (5 CR.)
(OFFERED FALL, SPRING, SUMMER II)***

A. COURSE DESCRIPTION

P215 is a systemic approach to the study of human body function. The course assumes a working knowledge of the structural components of the body and appropriate terminology. The course begins with the molecular and cellular mechanisms essential to homeostasis in the human body. After the fundamental mechanisms of homeostasis are presented, the course progresses to describe the actions of the nervous, muscular, endocrine, cardiovascular, immune, renal, respiratory, and digestive systems coordinate to maintain life. The laboratory emphasizes application of material presented during the lecture portion and is a required part of this course. Students enrolled in P215 during the Fall and Spring semesters have four 50-minute lectures and one 2-hour laboratory per week. During the Summer II Session, enrolled students have daily 90-minute lectures and two 2-hour laboratories during the week.

B. SUPERVISION

Course Directors:

Mark Ronan	Rick Mynark	Bruce Martin
Jordan Hall 010B	Jordan Hall 004	Jordan Hall 200
855-8411	855-9067	855-0982
mronan@indiana.edu	rmynark@indiana.edu	martin1@indiana.edu

Course Coordinator and Laboratory Director:

David Matlack
Classroom Office Building 207
855-4774
dmatlack@indiana.edu

Associate Instructors:

One AI per lab section will serve as a mentor for the UTA.

C. P215 UTA ORIENTATION MEETING

An orientation meeting will be held each semester to familiarize P215 UTAs with their responsibilities and the laboratory teaching environment. This meeting will be held prior to the start of classes each semester and will be held in the Human Physiology Lab in the Classroom Office Building (room 120). UTAs will be notified of the exact time and location at least one week prior to the actual meeting. Attendance is **REQUIRED**.

D. RESPONSIBILITIES OF THE UTA

1. Work in coordination with the AI to guide and facilitate the active participation of each student and their group in the designated lab activities for the each lab. UTAs should report poor participation or irresponsible activity to their AI when such behavior is observed. UTAs should also lead by example.
2. Answer student questions concerning both protocols and concepts associated directly with the particular lab.
3. Assist with clean-up and preparation of lab materials for the next lab.
4. Manage the collection of data sheets and quizzes, and help maintain a record of lab scores, attendance and participation.
5. Present introductory material for one lab each semester in an area which is of interest. This will be a coordinated decision between each AI and UTA.
6. Help proctor all P215 Exams on Fridays from 3:30 - 4:50pm.
7. UTAs may NOT tutor ANY P215 students outside of class. This includes lab and lecture material.

E. EVALUATION OF PERFORMANCE

Evaluation of UTA performance will be conducted each semester. This evaluation will be conducted by the associate instructors. The criteria used to evaluate UTA performance are outlined on the **UTA Evaluation Form** on page 5 of this Handbook. The evaluation will be one of several criteria used to assess the UTA's overall performance.

ANATOMY A464: HUMAN TISSUE BIOLOGY (4 CR.)
(OFFERED SPRING)

A. COURSE DESCRIPTION

This course analyzes the structure and activities of the cells that make up the human body. The course begins with an overview of the animal cell, concentrating on aspects of cellular morphology important for biochemical functions. Fundamental types of distinct multicellular tissues, including connective, epithelial, muscular, nervous tissues, are then described at the light and electron microscopic level, emphasizing the functional significance of the structural features. After the basic tissue types are understood, the various organ systems of the body are discussed, again primarily with regard to how their tissue composition and arrangement mediate their diverse functions. Each lecture is followed by a laboratory session devoted to the same topic in which students examine and study the relevant cells, tissues and organs using the light microscope electron micrograph preparations. There are two lectures and two 2-hour labs per week.

B. SUPERVISION

Course Director

John G. Foley
Jordan Hall 101
855-3189
jgfoley@indiana.edu

Laboratory Director

Sue Childress
Jordan Hall 201A
855-4164
srichar@indiana.edu

Associate Instructors

One graduate student AI per lab section, in addition to the Course Director and Lab Director, will serve as a mentor for the UTA.

C. RESPONSIBILITIES OF THE UTA

Responsibilities of the UTA are primarily in the laboratory portion of the course. In each lab the UTA will assist the AI and other instructors. Each UTA is assigned one lab section for the semester. Lab sections meet for two hours, two days per week (total time in the laboratory per week is four hours). The responsibilities of the UTA include the following:

C. RESPONSIBILITIES OF THE UTA (CONT.)

1. Presenting a 10-15 minute introduction to the topic for three labs per semester.
2. Helping to answer students' questions during the course of each lab all semester.
3. Assisting in microscope setups for each of the three laboratory practical exams.
4. Assisting the Lab Director in maintenance of the slide collections.
5. Assisting the AI at review sessions prior to the laboratory exams.
6. Assisting in proctoring lecture exams.

To preclude conflicts of interest involving friends or relatives in the class, the UTA will not have responsibility for proctoring or grading the lab exams.

All UTAs will be provided with a laboratory guide and may sign out the text/atlas for the course from the Medical Sciences Office (Jordan Hall 104).

D. EVALUATION OF PERFORMANCE

UTAs in A464 are provided informal feedback regarding their work throughout the course from both the AI and the Course Director(s), with more complete but still informal feedback given at the end of the course. Formal evaluations of UTAs by the students are not conducted. A written assessment or evaluation of the UTA's performance will be provided upon request to the AI or Course Director(s).

M216: MEDICAL SCIENCE OF PSYCHOACTIVE DRUGS (4 CR.)
(OFFERED FALL AND SPRING)

A. COURSE DESCRIPTION

Psychoactive drugs pervade modern societies, yet few understand how they work, why they are so potent, and how they affect all levels of the body. This course examines how these drugs act both within the brain and throughout the rest of the body. We learn why these drugs can sometimes cause addiction, why addiction can cause disease both inside and outside the brain, and why other psychoactive compounds can instead cure disease without serious negative effects on the body. The course presents scientific evidence about these drugs in an evenhanded manner. The class uses a range of active learning strategies, and emphasizes "soft" skills such as work ethic, people skills, and discussion participation, in addition to "hard" skills such as information accumulation.

B. SUPERVISION

Course Director

Bruce Martin

Jordan Hall 200

855-0982

martin1@indiana.edu

C. RESPONSIBILITIES OF THE UTA

The responsibilities of the UTA vary according to the learning strategies in use and the skills and interest of the person chosen as UTA. The various duties that might be involved include these assigned during the current semester:

1. Attendance at every lecture is required (two 75-min sessions each week). During class sessions, UTA's typically participate in small group discussion with selected students, and may grade and disseminate written materials.
2. Grading of class assignments inside and outside of class, including assessment of homework, quizzes, and selection of "winners" of the daily homework competition.
3. Writing one test question during or after each lecture.
4. Evaluating test questions generated by students in class, and choosing one question to be placed in the upcoming exam.

C. RESPONSIBILITIES OF THE UTA (CONT.)

5. Providing office hours and a review session in the last few days before each examination.
6. Taking notes during each lecture, and then providing copies of these notes to students who miss class with excused absences.
7. A class tradition for the UTA to prepare a study guide provided for students prior to each examination. The previous semester's guide serves as a template, but is updated each semester to reflect the particular areas of emphasis of the current material.

D. EVALUATION OF PERFORMANCE

UTAs are provided informal feedback regarding their work throughout the course from the Course Director, with more complete but still informal feedback given at the end of the course. Formal evaluations of UTAs by the students are not conducted. A written assessment or evaluation of the UTA's performance will be provided upon request to the Course Director.

SECTION III: GUIDELINES FOR UTAs

A. CODE OF ETHICS

UTAs must NEVER discriminate against students on ANY basis whatsoever.

Examples include, but are not limited to race, gender, religion, age, physical disability, nationality, political view, sexual orientation, campus affiliations, personal appearance or previous performance in the course.

Treat ALL students equally and fairly.

UTAs must NEVER show favoritism to students on ANY basis whatsoever.

Examples include, but are not limited to race, gender, religion, age, physical disability, nationality, political view, sexual orientation, campus affiliations, personal appearance or previous performance in the course.

Treat ALL students equally and fairly.

UTAs must respect each student's individuality and innately different approaches to life and problem solving. There are many ways to solve a problem; you are encouraged to share what works for you, but don't try to force your style onto students.

UTAs must respect each student's sense of personal worth and refrain from statements or behaviors that belittle others. Never make negative or derogatory comments about students either inside or outside the classroom.

UTAs must keep all information about their students and student performances confidential. Teachers have a moral and legal obligation to their students to keep this information confidential. This includes grades, answers to problems, personal discussions, and anything else that might be sensitive.

UTAs must never provide early access to examination materials to any student for any reason.

Behavior unbecoming of a UTA will result in appropriate disciplinary action.

This disciplinary action includes, but is not limited to, immediate dismissal, receiving a failing grade for M499 and initiation of a formal complaint to the Dean of Students

B. TEACHING TIPS

Greet students in courteous and friendly fashion, both inside and outside the classroom.

Give sincere positive reinforcement whenever possible. Positive comments do more than anything else to spur students to higher levels of achievement.

Help students develop their own solutions to problems or answers to questions, rather than simply showing them a solution. It will help them little to watch you do it; it will help them a lot if they do it themselves.

Encourage students to talk to each other, working out problems together when they cannot solve them alone. When they can solve problems alone, encourage them to check their solutions with others.

If you don't know the answer to a question, say so, for example, "I don't know, but let's find out." If you find the answer, and help your students find the answer, you encourage scientific exploration and collaboration.

Be prepared! Your students will not be impressed if you show up unprepared for your sessions.

Plan ahead and show up for all obligations. If you have an unavoidable conflict, arrange in advance for another UTA to substitute, as by swapping times.

Remember that while your goal is to help students learn the course material, you are also teaching them how to study and how to learn. If they learn how to work independently in this course, they will be able to succeed in later courses.

Lastly, discourage direct questions about what will be on the exam. Remind students that you are there to help them gain understanding of concepts presented in the course, not to give them information about exams.

MEDICAL SCIENCES UNDERGRADUATE TEACHING ASSOCIATE APPLICATION

Application for: ☐ A215 ☐ P215 ☐ A464 ☐ M216

Semester: ☐ Fall ☐ Spring ☐ Summer

Please submit a separate application for each course / semester for which you are applying.

Name: _____

I.D. #: _____ School/College: _____

Class Standing: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Other

☐ **Pre-Nursing**

Indicate here if you have applied to Nursing School.

Major: _____ GPA: Cumulative _____ Science: _____

Course Taken: ☐ A215 ☐ P215 ☐ A464 ☐ M216

The Semester & Year Enrolled: _____

Grade Earned/Earning: _____

A215 Applicants ONLY: Would you like to be considered for a UTA lecture position? ☐ Yes ☐ No
(**NOTE**: You must be able to attend the lecture in order to be considered.)

Local Address: _____

Local Phone #: _____

IU Email: _____

1) List in order of preference (first to last) your choices of lab sections that definitely fit your schedule (please refer to a Schedule of Classes or OneStart for a listing of lab sections and times).

DO NOT exaggerate your availability! You MUST be able to attend EVERY section you apply for.

If your schedule changes in any way that affects these choices, you MUST update this application.

Lab Section Numbers: _____

YOU ALSO MUST ATTACH TO THIS APPLICATION FORM TYPED COPIES OF THE FOLLOWING:

2) A Personal Statement: This statement should mention why you want to be a UTA and how you think you would be able to assist with and enhance the educational experiences of the students in the course. You should further discuss how you believe this particular opportunity will assist you with your academic and/or career objectives.

3) Resume

4) Current IU Transcript unofficial student copies from OneStart are acceptable

5) References: Provide the name, address and phone number of two individuals who could address your scholastic and work ethic. We do **NOT** need letters of recommendation from your references.

I HAVE READ, UNDERSTAND, AND WILL BE ABLE TO CARRY OUT ALL RESPONSIBILITIES OF THE POSITION FOR WHICH I AM APPLYING.

SIGNED: _____, DATE _____

(RETURN COMPLETED APPLICATION TO JORDAN HALL 104)