

DIG4942 UNDERGRADUATE COURSE ASSISTANT SPRING 2022

Course Meetings:	T 10:40 AM – 11:30 PM R 10:40 AM – 12:35 PM
Course Mode:	Real-time/Online
Course Location:	NRG 0120/Online

Course Description

Undergraduate Course Assistant provides upper-level DAS students hands-on experience with teaching in the digital arts and sciences at the college level. Under the supervision of a faculty member, course assistants will help with the preparation and discussion of course materials, work with students during office hours, and play a critical role in facilitating learning.

Course Prerequisites

BA in DAS major, junior or senior level standing.

Learning Outcomes

By the end of this course, students will be able to:

- Exercise oral and written communication methodology
- Develop strategies for teaching and assisting student learning
- Practice advising and mentoring other students
- Understand the principles of teaching in the digital arts and sciences

Materials & Books

Required Software and Materials

- Adobe CC
- Two-monitor setup for software instruction (Online students only)
- Sketchbook

Recommended Materials

- Digital Drawing Tablet

Course Schedule

0 Credit Hours: Students enrolled for 0 credit hours will shadow the course instructor. They will only be asked to observe or spectate the instructor/faculty member once a month and will briefly discuss the experience with the instructor/faculty member for no more than 30 minutes following the observation.

0 Credit Hours: Students can enroll in this course for 0 credit hours. This situation would be preferred by students who are approaching a maximum number of credit hours toward their degree or who are unable to cover the cost of tuition for these credits. Students registering for 0 credit hours should carefully discuss with their faculty advisor the time expectations for completion of the requirements of the class, and these expectations should be clearly articulated on the Digital Worlds Zero Credit Application Forum.

1-3 Credit Hours: Students can take 1-3 credits per semester, with a maximum of 4 hours to count toward the major. For each credit taken, students must complete 45 hours of work during this semester. Thus one academic credit translates into 3 hours per week during Spring and Fall semesters, 3.75 hours per week during Summer C, and 7.5 hours per week during Summer A or Summer B (for each credit taken). Expected work is elaborated below:

1 Credit Hour: Students will meet with the instructor/faculty member once a week to observe and shadow the instructor/faculty member. They will be asked to collaborate on one aspect of the course per month maximum. These aspects might involve, for example, gathering and producing content for a single lecture. Students will only perform this work once a month, meaning that an instructor/faculty member may only ask a student to research a lecture topic one time each month. Students **WILL NOT** teach courses.

2 Credit Hour: Students will meet with the instructor/faculty member twice a week to observe and shadow the instructor/faculty member. They will be asked to collaborate on two aspects of the course per month maximum. These aspects might involve, for example, gathering and producing content for a single lecture. Students will only perform this work twice a month, meaning that an instructor/faculty member may only ask a student to research a lecture topic two times each month. Students **WILL NOT** teach courses.

3 Credit Hour: Students will meet with the instructor/faculty member twice a week to observe and shadow the instructor/faculty member. They will be asked to collaborate on three aspects of the course per month maximum. These aspects might involve, for example, gathering and producing content for a single lecture. Students will only perform this work three times a month, meaning that an instructor/faculty member may only ask a student to research a lecture topic three times each month. Students **WILL NOT** teach courses.

NOTE: Scheduled meeting times will vary by semester and supervising faculty.

Weekly Topics and Assignments

Students will participate regularly with a DAS faculty member and help facilitate various aspects of their course. The exact amount of time is dependent upon the needs of the course and the student's skills, but students can anticipate at least three weekly meetings.

Each Undergraduate Course Assistant course will be unique, tailored to both the student's skills and knowledge as well as the instructor's needs. Students will undertake roles and assignments as assigned by the supervising faculty and will meet weekly to review their responsibilities and receive feedback on their performance.

Assignments

- Assist students in the technical and aesthetic execution of work created Adobe Photoshop & Illustrator.
- Provide insight into workflow and production practices using analog & digital techniques.
- Participate in feedback and critique sessions in class & though office hours.

Grading Criteria

Assignment / Assessment	Total Points	% of Grade
Guidance Course Assistants are expected to assist students to the best of their ability while keeping student success as the primary focus. It is completely acceptable for the Course Assistant to not know how to approach a problem or provide feedback, as long as those concerns are communicated to the instructor for follow up. The Course Assistant should demonstrate a willingness to learn through the process of helping students and expand their knowledge of the focus area.	100	80
Professionalism Course Assistants are the model of student conduct and professionalism. Course Assistants should communicate timely and professionally with the instructor and students and work towards being an example for students within the course for what they can achieve with the lessons they are being guided through.	100	20

Grading Scale

This course is graded on an S/U basis. S grades will be assigned to students who consistently attend the classes and meetings, demonstrate significant involvement through various assignments, and submit weekly report to the instructor.

80% or higher = Satisfactory

79% or lower = Unsatisfactory

More information on grades and grading policies is here:

<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

Materials and Supply Fees

Material and supply and equipment use fee information are available from the academic departments or from

the schedule of courses (Florida Statutes 1009.24). The total course fee for this class is \$0.00. The total course fee for each course is listed on the UF Schedule of Courses. (<https://registrar.ufl.edu/soc/>)

Course Policies

Attendance Policy, Class Expectations, and Make-Up Policy

The instructor is responsible for communicating the specific details of what percentage of your grade (if any) will be assigned to participation, and how class participation will be measured and graded. Interaction with your peers and the instructor will empower you to greater achievement.

In our course, attendance is taken at the beginning of each class period, and is calculated as the Participation element which makes up 10% of your overall grade. Any unexcused absences are factored into the Participation grade total. Exempt from this policy are only those absences involving university-sponsored events, such as athletics and band, and religious holidays, family emergencies, and health issues for which you must provide appropriate documentation in advance of the absence. All assignments are due by the stated date and time. Late assignments as a result of an unexcused absence may be submitted up to one week after the scheduled due

date, incurring a 10% grade penalty.

Additionally, tardiness will not be tolerated. If you are tardy for three class periods, you will receive an unexcused absence.

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>

Course Technology

The students will be required to have access to and use a personal computer with access to the Internet. Word editing software will be required for written assignments.

The University of Florida and Digital Worlds requires that students have access to and ongoing use of a laptop/mobile computer for DIG courses in order to be able to function in the current learning environment. Digital Worlds requires each student's laptop computer to meet certain minimum specs for heavy graphics use, the requirements documented below must be met. <https://digitalworlds.ufl.edu/programs/ba-in-digital-arts-sciences/technology-requirements/>

Course Communications

Students can communicate directly with the instructor regarding the course material through the course management system (CANVAS) using "Canvas Mail".

Course Recordings

Our class sessions may be audio-visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments

live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

Creation of Original Content Ethics

For original projects and all assignment deliverables, students should remember that representations of acts of violence, coarse and offensive language, sexual behavior, bodily function and ability, neurodiversity, and personal identity are likely to cause extreme audience response, regardless of the creator's intentions. In addition, the recreation of such actions and subjects for fictional purposes may unintentionally traumatize or negatively impact those who collaborate in the creation of the images. While the university encourages students to explore themes and tell stories that may include this difficult subject matter, they should be cautioned against modes or styles of representation that might be considered unnecessarily offensive or potentially triggering. Instructors, faculty, and university administrators reserve the right to not show or share any student work they feel is inappropriate for their classroom or for public exhibition, as there may be concerns about the impact of such work on the community. We encourage students to consult with their faculty when producing work that might be considered controversial, and to err on the side of being cautious when it comes to making decisions about a project's content - in other words, make the PG-13 version of your story, not the R version, and certainly not the "unrated" version. This is also to help students understand that most professional creative situations have strict guidelines and limitations on such content and how it is produced: your ability to tell stories effectively with "less" is a strong professional skill that will aid in the dissemination of your work to a broader audience.

Course Technology Support

Technology Support Center

The [Technology Support Center](http://digitalworlds.ufl.edu/support) provides computer support for Digital Worlds students who access Zoom, lecture recordings, student equipment, facilities, and other technology-based resources.
<http://digitalworlds.ufl.edu/support>

For computer assistance related to Zoon, lecture recordings, student equipment, and facilities requests please email support@digitalworlds.ufl.edu.

UF Computing Help Desk

For support related to account services, technical consulting, mobile device services, software services, administrative support, application support center, and learning support services, please contact the [UF Computing Help Desk](mailto:helpdesk@ufl.edu) available 24 hours a day, 7 days a week at 352-392-4357 or helpdesk@ufl.edu.

University Policies

University Honesty Policy

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." The Honor Code (<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Class Demeanor

Students are expected to arrive to class on time and behave in a manner that is respectful to the instructor and to fellow students. Please avoid the use of cell phones and restrict eating to outside of the classroom. Opinions held by other students should be respected in discussion, and conversations that do not contribute to the discussion should be held at minimum, if at all.

Students Requiring Accommodations

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the disability Resource Center by visiting <https://disability.ufl.edu/students/get-started/>. 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.

Netiquette Communication Courtesy

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats, more information can be found at: <http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf>

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. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

Student Privacy

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see: <https://catalog.ufl.edu/UGRD/academic-regulations/ferpa-confidentiality-student-records/>

Course Evaluation

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/>

Campus and Academic Resources

U Matter, We Care: If you or someone you know is in distress, please contact 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](#).

E-learning technical support: Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at 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](#).

Online Students Complaints: [View the Distance Learning Student Complaint Process](#).

Disclaimer: This syllabus represents the instructor's current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.