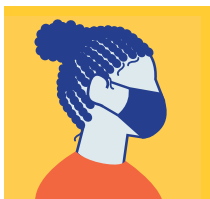


SPECIAL TOPICS: COURSE CREATION

**TPA 6930
Spring 2022
Tuesday/Thursday:
4:05-6:00
CON 0218**

WE PRACTICE PRECAUTIONS **Caring Classroom**

HELP KEEP OUR CAMPUS COMMUNITY SAFER.



WEAR A MASK.



OPEN DOOR WITH
CLEAN PAPER
TOWEL. DISCARD.



SANITIZE
SURFACES.



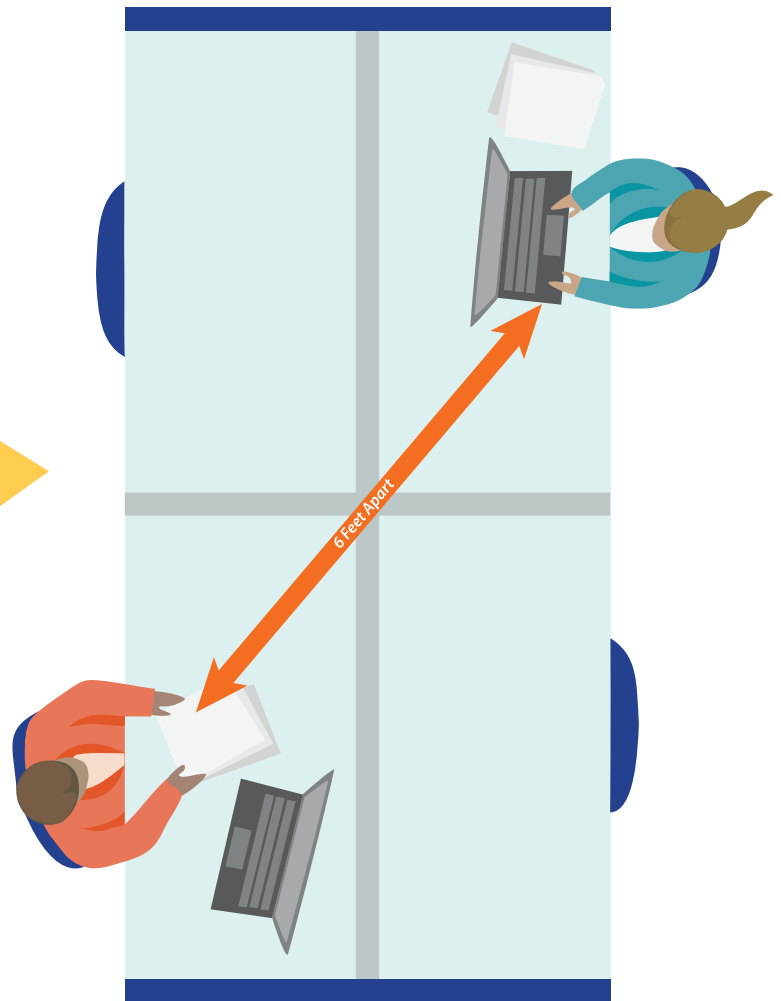
KEEP PHYSICAL
DISTANCE.



SANITIZE OFTEN.



COVER YOUR
COUGH.



UF Health Screen, Test & Protect.

Screen. Test. Protect.

Learn more at Coronavirus.UFHealth.org

Jen Dasher
204 McGuire Pavillion
352-273-0507
jdasher@arts.ufl.edu

Office hours: by Zoom Only T/TH 1:15-3:00

OBJECTIVES:

1. Prepare students for future academic positions through a fundamental understanding of:
 - a. Institutional requirements and resources
 - b. Syllabus writing
 - c. Course Content Creation

LEARNING OUTCOMES:

1. Students will prepare a teaching philosophy for use in future applications.
2. Students will prepare sample course syllabus.
3. Students will utilize digital tools to create course content.

ATTENDANCE REQUIREMENTS:

The success of this course is based on discussion and class participation. Attendance is vital. Only one (1) unexcused absences from class will be permitted without penalty. Each additional unexcused absence will lower your final grade by 5%. Two (2) late arrivals and/or early departures to/from class will count as one (1) absence. Three unexcused absences will result in a failing grade in this class.

Excused absences are consistent with university policies in the undergraduate catalog (<https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>) and require appropriate documentation.

***COVID-19 Accommodation: Students who are medically required to quarantine will have documentation from a medical provider. Students who self-quarantine must communicate with the instructor and “attend” courses remotely synchronously, when available, or asynchronously if approved by the instructor.**

COMPUTER LAB:

Students have access to SoTD Computer Lab via their student ID. Please contact Todd Bedell (tbedell@arts.ufl.edu) if you have any questions about access.

GRADING:

The projects will be evaluated and critiqued in stages, with the project grade based on these stages of work, including artistic/conceptual work application of feedback, presentation, and adherence to deadlines. In theatre, time is money, and opening night is unlikely to be delayed until a designer manages to complete work.

The grading scale will be as follows:

A 94-100 % A- 90-93%
B+ 87-89% B 83-86% B- 80-82%
C+ 77-79% C 73-76% C- 70-72%
D 68-69% E 0-67%

ALL PROJECTS MUST BE SUBMITTED TO CANVAS FOR GRADING

The university grading policies for assigning grade points may be found at <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

The final grade for the semester will be weighted as follows:

Participation	15%
Collaboration	10 %
Teaching Philosophy	15%
Syllabus	10%
Course Content	50%

LATE WORK WILL BE REDUCED ONE LETTER GRADE PER CLASS MEETING.

PROJECT DESCRIPTIONS

TEACHING PHILOSOPHY:

Written and professionally prepared Teaching Philosophy as discussed and outlined in class. Will be 1-2 pages in length.

SYLLABUS CONTRIBUTIONS:

Assigned syllabus contributions to Intro to Entertainment Design and Technology Course. Assignments and details will be discussed in class and posted on Canvas.

COURSE CONTENT:

Assigned course content contributions to Intro to Entertainment Design and Technology Course. Assignments and details will be discussed in class and posted on Canvas.

COVID-19 GUIDELINES:

We will have face-to-face instructional sessions to accomplish the student learning objectives of this course. 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.

1. You are required to wear approved face coverings at all times during class and within buildings. Following and enforcing these policies and requirements are all of our responsibility. Failure to do so will lead to a report to the Office of Student Conduct and Conflict Resolution.
2. This course has been assigned a physical classroom with enough capacity to maintain physical distancing (6 feet between individuals) requirements. Please utilize designated seats and maintain appropriate spacing between students. Please do not move desks or stations.
3. 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.
- 4.
5. Follow your instructor's guidance on how to enter and exit the classroom. Practice physical distancing to the extent possible when entering and exiting the classroom.

<https://coronavirus.uflhealth.org/>
<https://coronavirus.ufl.edu/forward-students-families/forward-students-families-health-safety/>

ZOOM ETIQUETTE:

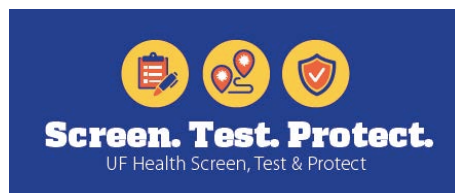
You are required to use video in all zoom based class sessions. Classes are not recorded and participation is required.

Please keep audio muted when not speaking.

We will utilize reactions and breakout rooms. If you are unfamiliar with these functions, please familiarize yourself at ufl.zoom.us.

Zoom Classes should be thought of as attending a public meeting. Appropriate attire and setting should be considered.

Zoom Fatigue is REAL. We have designed this course to vary the class meeting. If a break is needed, please ASK - your colleagues may feel the same way!



Seek Medical Help for COVID-19 Symptoms*



Persistent
Cough

☐

Fever: 100.4+

☐

New Loss of
Taste or Smell

☐

Muscle Pain/
Headaches

☐

Shortness
of Breath

☐

Sore Throat

☐

**Other symptoms may include chills, diarrhea or feeling ill in any other way.*

UF Health Screen, Test & Protect.
Screen. Test. Protect.
Learn more at Coronavirus.UFHealth.org

USE OF ELECTRONIC DEVICES:

The use of cell phones or other mobile devices is disruptive, and therefore is prohibited during class. Except in emergencies, those using such devices must leave the classroom for the remainder of the class period. Classes may not be recorded without express permission from the instructor.

ONLINE COURSE EVALUATIONS:

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students <https://evaluations.ufl.edu/results/>

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 (<http://www.dso.ufl.edu/sccr/process/student-conduct-honorcode/>) 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.

STUDENTS WITH DISABILITIES:

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

HEALTH AND WELLNESS:

U Matter, We Care: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit umatter.ufl.edu/ to refer or report a concern and a team member will reach out to the student in distress.

Counseling and Wellness Center: Visit counseling.ufl.edu/ 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 shcc.ufl.edu/.

University Police Department: Visit police.ufl.edu/ 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; ufhealth.org/emergency-room-trauma-center.

ACADEMIC RESOURCES

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 career.ufl.edu/.

Library Support: cms.uflib.ufl.edu/ask 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. teachingcenter.ufl.edu/

Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers. writing.ufl.edu/writing-studio/

Student Complaints On-Campus: sccr.dso.ufl.edu/policies/student-honor-code/student-conduct-code/
On-Line Students Complaints: distance.ufl.edu/student-complaint-process/



Wondering how far is far enough?



← “GATOR GOOD DISTANCING” = 6 FEET →



Screen. Test. Protect.
UF Health Screen, Test & Protect

UFHealth
UNIVERSITY OF FLORIDA HEALTH