Syllabus for
SBC 475 Undergraduate Teaching Practicum

Depends on particular course meeting times, and Instructor and TA’s open times to meet

Instructors: Varies depending on particular course that student is assisting in.
Offices: Depends on particular instructor
Phone: Depends on particular instructor
Email: Depends on particular instructor
Office Hours: Depends on particular instructor
Blackboard: blackboard.stonybrook.edu

Course Description: Work with a faculty member as assistant in a regularly scheduled course. The student must attend all classes and carry out all assignments; in addition the student will be assigned a specific role to assist in teaching the course. The student will meet with the instructor on a regular basis to discuss intellectual and pedagogical matters relating to the course.

Course Pre/co-requisites: Permission of instructor and undergraduate director.

3 credits, S/U grading

Additional Course Information: Students who excel in a particular course have the opportunity to become an undergraduate teaching assistant in that course in a subsequent semester. This teaching practicum provides for a unique experiential and active learning opportunity for the student; they gain experience in the process and methods of teaching, and by actively developing their skills to explain the course material to their peers, they come to understand the material better and deeper than they did when they originally took the course.

LEARNING OBJECTIVES:

● Become familiar with different pedagogic techniques and experience some different approaches to teaching the subject matter.
● Develop and practice your ability to clearly explain difficult concepts about the subject matter.
● Reflect on the strengths and weaknesses of different ways to deliver information by keeping a weekly course journal on BlackBoard.
● Conceive of and experiment with different ways to improve aspects of teaching the course material.

COURSE REQUIREMENTS:

Commitment: Teaching assistants must attend all classes, complete topic assignments before the class where the topic is introduced, hold one office hour per week, and meet twice a month with the instructor to go over upcoming course materials and discuss selected pedagogical readings provided by the instructor.

Journal: Keep a weekly journal on BlackBoard of reflections on the past week’s overall teaching experiences, and assessments of what is working well, and what is not. The journal
should also include ideas and suggestions of different ways to better engage the students in the learning of the material.

**Required Text:**
None, appropriate topic and pedagogical readings will be provided to the teaching assistant(s) by the instructor.

**Grading:**
Commitment is judged by attendance, holding regular office hours, and preparedness to teach. The journal is assessed by the regularity of the entries and thoughtfulness of its content. Both requirements will contribute equally to the overall assessment of the final grade.

**Basis for grading:**

- **S** = adequate completion of all the course requirements.
- **U** = insufficient or missing course requirements.

**Tentative Meeting Schedule:**

In addition to regularly scheduled class meetings, the teaching assistant(s) will meet every other week with the instructor to discuss various aspects of the course and specific pedagogical readings assigned by the instructor.

**Blackboard:** You can access class information, documents, and assignments on-line at: [http://blackboard.stonybrook.edu](http://blackboard.stonybrook.edu) If you used Blackboard during the previous semester, your login information (NetID and Password) has not changed. If you have never used Stony Brook's Blackboard system: for help or more information see: [http://it.stonybrook.edu/services/blackboard](http://it.stonybrook.edu/services/blackboard) For problems logging in, go to the helpdesk in the Main Library SINC Site or the Union SINC Site, you can also call: 631-632-9602 or e-mail: helpme@ic.sunysb.edu

**Student’s Responsibility:** Students are required to use their Stony Brook University e-mail for all official communications. Ensure you have entered a working email account in your Black Board account. Access your BB account and make sure that you have access to this class, send yourself a test email using the email option within BB. Adhere to deadlines for term paper and other assignments. Adhere to the formatting instructions for the term paper. Seek help from instructor when problems arise. Should you have a disability, follow the regulations spelled out below so that it can be quickly evaluated.

**Cell Phone and Electronic Devices:** Use of cell phones, blackberries, laptop computers, iPods, MP3 players, and other audio and telecommunications devices is strictly prohibited during class. The only exceptions are through permission granted by the instructor for special purposes. Clickers are excluded from this prohibition, if required for the class. During regular class sessions, cell phones must be either in ‘vibrate mode’ or turned off. Calls cannot be answered. Text messaging is not allowed during class. Cell phones must be turned off and enclosed in a case, book bag, briefcase, or the like during tests and exams. YOU are responsible for ensuring
this policy is followed. Students MAY NOT have cell phones, electronic dictionaries, calculators, pagers or other “information rich” devices (anything that can receive and/or store many pages of text) in their possession during tests and exams.

**Academic Dishonesty Policy:** Academic dishonesty is a serious offense and a breach of academic integrity that may result in failure of the course or failure for the individual paper or assignment. The “Code of Student Conduct” states that all forms of academic dishonesty, including the following are prohibited (see student handbook):

- Plagiarism – the intentional use of ideas or words of another as one’s own paper or other academic assignments. If you are unsure of what constitutes Plagiarism visit this document [http://www.wpacouncil.org/positions/WPAplagiarism.pdf](http://www.wpacouncil.org/positions/WPAplagiarism.pdf) or ask the instructor.
- Cheating during examinations, whether by copying from a fellow student or by using information in the form of unauthorized aids brought to the examination.
- The submission of work for any assignment that has been prepared by another student.

**Academic Integrity Statement:**
Each student must pursue his or her academic goals honestly and be personally accountable for all submitted work. Representing another person's work as your own is always wrong. Faculty are required to report any suspected instances of academic dishonesty to the Academic Judiciary. Faculty in the Health Sciences Center (School of Health Technology & Management, Nursing, Social Welfare, Dental Medicine) and School of Medicine are required to follow their school-specific procedures. For more comprehensive information on academic integrity, including categories of academic dishonesty, please refer to the academic judiciary website at [http://www.stonybrook.edu/commcms/academic_integrity/index.html](http://www.stonybrook.edu/commcms/academic_integrity/index.html)

**Classroom Policy:** Students are expected to follow the Stony Brook Code of Conduct while in the classroom. If you are not familiar with the Code you can find it at: [http://studentaffairs.stonybrook.edu/sites/handbook/Code_1-22-03.pdf](http://studentaffairs.stonybrook.edu/sites/handbook/Code_1-22-03.pdf)
Behavior that is disruptive to the function of the class, other students, or the instructor will not be tolerated. Poor class behavior or violations to the Code of Conduct will lead to removal from the class, possible withdrawal, or suspension. Food is not permitted in class. Beverages are OK, but please bring a container the can be closed to reduce spills. If a spill occurs please clean it up immediately.

**Instructional Responsibilities:** The University's statement of *Minimal Instructional Responsibilities* and *Minimal Undergraduate Student Responsibilities* are protocols with which you may already be familiar. They were established by the University Senate in 1996. If you have not already done so, please review them carefully. Both statements may be found beginning on page 81 of the *Academic Policies and Regulations* section of the on-line *Undergraduate Bulletin*: [http://www.stonybrook.edu/ugrdbulletin/current/index.shtml](http://www.stonybrook.edu/ugrdbulletin/current/index.shtml)

**DISABILITY SUPPORT SERVICES (DSS) STATEMENT**
If you have a physical, psychological, medical or learning disability that may impact your course work, please contact Disability Support Services, ECC (Educational Communications Center)
Building, room 128, (631) 632-6748. They will determine with you what accommodations, if any, are necessary and appropriate. All information and documentation is confidential.

Students who require assistance during emergency evacuation are encouraged to discuss their needs with their professors and Disability Support Services. For procedures and information go to the following website: [http://www.stonybrook.edu/ehs/fire/disabilities](http://www.stonybrook.edu/ehs/fire/disabilities)

**CRITICAL INCIDENT MANAGEMENT:**
Stony Brook University expects students to respect the rights, privileges, and property of other people. Faculty are required to report to the Office of Judicial Affairs any disruptive behavior that interrupts their ability to teach, compromises the safety of the learning environment, or inhibits students' ability to learn.

**Course Content:**
Course material accessed from Blackboard, SB Connect, SB Capture or a Stony Brook Course website is for the exclusive use of students who are currently enrolled in the course. Content from these systems cannot be reused or distributed without written permission of the instructor and/or the copyright holder.

Duplication of materials protected by copyright, without permission of the copyright holder is a violation of the Federal copyright law, as well as a violation of Stony Brook's Academic Integrity and Student Conduct Codes [http://www.stonybrook.edu/uaa/academicjudiciary/policies.shtml](http://www.stonybrook.edu/uaa/academicjudiciary/policies.shtml)

**Electronic Communication Statement**
Email and especially email sent via Blackboard ([http://blackboard.stonybrook.edu](http://blackboard.stonybrook.edu)) is one of the ways the faculty officially communicates with you for this course. It is your responsibility to make sure that you read your email in your official University email account. For most students that is Google Apps for Education ([http://www.stonybrook.edu/mycloud](http://www.stonybrook.edu/mycloud)), but you may verify your official Electronic Post Office (EPO) address at [http://it.stonybrook.edu/help/kb/checking-or-changing-your-mail-forwarding-address-in-the-epo](http://it.stonybrook.edu/help/kb/checking-or-changing-your-mail-forwarding-address-in-the-epo).

If you choose to forward your official University email to another off-campus account, faculty are not responsible for any undeliverable messages to your alternative personal accounts. You can set up Google Mail forwarding using these DoIT-provided instructions found at [http://it.stonybrook.edu/help/kb/setting-up-mail-forwarding-in-google-mail](http://it.stonybrook.edu/help/kb/setting-up-mail-forwarding-in-google-mail).

If you need technical assistance, please contact Client Support at (631) 632-9800 or supportteam@stonybrook.edu.