CHEM 4696 Syllabus

**Spring or Fall 20XX**

**CHEM 4696, Section X**

**Meeting times:**

**Instructor Information**Dr. Carrie Shepler Office: Clough Commons 584A  
Email: carrie.shepler@chemistry.gatech.edu Phone: 404-385-1342

The best way to contact me is via email. Please do not leave voice mail except in case of emergency.

**General Information  
Description**

This is a 3 credit-hour course offered on an audit basis that is designed to prepare you and support you during your teaching assistantship with the School of Chemistry and Biochemistry. The focus is on effective teaching and engaging students.

## Pre- &/or Co-Requisites

CETL 2000 CH1 or another approved section.

## Course Goals and Learning Outcomes

* Develop and apply active learning techniques in laboratory, recitation, and office hour settings.
* Develop and apply effective classroom management and conflict resolution techniques.
* Develop and apply interpersonal communication skills.
* Develop and apply skills that facilitate the effective communication of chemical and biochemical content.

**Course Requirements & Grading**

Students will be required to fulfill the duties of their teaching assistantship as outlined by the instructor. These duties may include: facilitating laboratory sessions, facilitating recitation sessions, conducting review sessions, holding office hours for students, proctoring examinations, and grading assignments. Student TAs are expected to be adequately prepared for all encounters with students in terms of course content, active learning techniques, safety (laboratory settings), and classroom management. Student TAs are required to communicate regularly and effectively with their students and faculty.

Each student TA is expected to meet regularly with their course advisor. Any performance concerns that arise will be addressed in these meetings. Student TAs will be observed by faculty advisors in a teaching environment twice per semester, and written feedback will be provided.

A reflection of the teaching experience will be submitted to the course instructor on the last day of classes for the semester. The reflection should be approximately one page in length (1.5x spacing, 12 point Cambria, Times New Roman, or Calibri font). The reflection should address:

* Response to written feedback from faculty supervisors (points of agreement, points of disagreement, how feedback was implemented)
* Identification of facets of the teaching assistantship that were surprising
* Identification of facets of the teaching assistantship that were most gratifying and most troublesome
* Identification of one activity or behavior that would be implemented again in a future teaching assistantship, one that would be eliminated, and would that would be newly incorporated.

**Grading Scale**

This course is offered on audit basis only. A letter grade will not be assigned, and the course will NOT count toward your degree program hours. The course will not be factored into your GPA calculation.

**Course Materials**

**Course Text**

There are no texts for this course.

## Additional Materials/Resources Some materials may be provided in via Canvas throughout the semester.

## Course Website and Other Helpful links

*Canvas*There is a Canvas site for this course. Be sure to select a deliver method for course announcements. ***You are responsible for all information posted in Canvas announcements. If you do not have Canvas set to email announcements to you, then you should check Canvas once daily.***

**Course Expectations & Guidelines**

## Academic Integrity

Georgia Tech aims to cultivate a community based on trust, academic integrity, and honor. Students are expected to act according to the highest ethical standards. For information on Georgia Tech's Academic Honor Code, please visit http://www.catalog.gatech.edu/policies/honor-code/ or <http://www.catalog.gatech.edu/rules/18/>.

Any student suspected of cheating or plagiarizing on a quiz, exam, or assignment will be reported to the Office of Student Integrity, who will investigate the incident and identify the appropriate penalty for violations.

During anytime throughout the semester you have question involving the Academic Honor Code, please contact your instructor or a first-year program faculty member.

## Accommodations for Students with Disabilities

If you are a student with learning needs that require special accommodation, contact the Office of Disability Services at (404)894-2563 or <http://disabilityservices.gatech.edu/>, as soon as possible, to make an appointment to discuss your special needs and to obtain an accommodations letter. Please inform Dr. Carrie Shepler ([carrie.shepler@chemistry.gatech.edu](mailto:carrie.shepler@chemistry.gatech.edu), Clough 584A) and Dr. Michael Evans ([michael.evans@chemistry.gatech.edu](mailto:michael.evans@chemistry.gatech.edu)) ***within the first week of the course or as soon as possible after receiving your accommodations letter.*** We are dedicated to honoring your accommodations as best we can, and to facilitate that we required a brief in-person meeting with each student who has accommodations.

**Attendance and/or Participation**

Attendance at all meetings scheduled by the faculty advisor and course instructor is expected.

## Collaboration & Group Work

You are encouraged to discuss your teaching experience with other teaching assistants. End-of-term reflections must be completed independently.

## Extensions, Late Assignments, & Re-Scheduled/Missed Exams

Comprehensive guidelines regarding class attendance and excused absences can be found in the Georgia Tech catalog. Please read through the policies in their entirety.

<http://www.catalog.gatech.edu/rules/4/>

<http://www.catalog.gatech.edu/policies/student-absence-regulations/>

## Student-Faculty Expectations Agreement

At Georgia Tech we believe that it is important to strive for an atmosphere of mutual respect, acknowledgement, and responsibility between faculty members and the student body. See <http://www.catalog.gatech.edu/rules/22/> for an articulation of some basic expectation that you can have of me and that I have of you. In the end, simple respect for knowledge, hard work, and cordial interactions will help build the environment we seek. Therefore, we encourage you to remain committed to the ideals of Georgia Tech while in this class.

**Statement of Intent for Inclusivity**

As a member of the Georgia Tech community, I am committed to creating a learning environment in which all students feel safe and included. Because we are individuals with varying needs, I am reliant on your feedback to achieve this goal. To that end, I invite you to enter into dialogue with me about the things I can stop, start, and continue doing to make our classroom an environment in which you feel safe to participate in learning.

**Campus Resources for Students**

In your time at Georgia Tech, you may find yourself in need of support. Below you will find some resources to support you both as a student and as a person.

**Academic support**

* Center for Academic Success <http://success.gatech.edu>
  + 1-to-1 tutoring <http://success.gatech.edu/1-1-tutoring>
  + Peer-Led Undergraduate Study (PLUS) <http://success.gatech.edu/tutoring/plus>
  + Academic coaching http://success.gatech.edu/coaching
* OMED: Educational Services (<http://omed.gatech.edu/programs/academic-support>)
  + Group study sessions and tutoring programs
* Communication Center (<http://www.communicationcenter.gatech.edu>)
  + Individualized help with writing and multimedia projects
* Academic advisors for your major

<http://advising.gatech.edu/>

**Personal Support**

Georgia Tech Resources

* The Office of the Dean of Students: <http://studentlife.gatech.edu/content/services>; **404-894-6367**; Smithgall Student Services Building 2nd floor
  + You also may request assistance at <https://gatech-advocate.symplicity.com/care_report/index.php/pid383662?>
* Counseling Center: <http://counseling.gatech.edu>; **404-894-2575**; Smithgall Student Services Building 2nd floor
  + Services include short-term individual counseling, group counseling, couples counseling, testing and assessment, referral services, and crisis intervention. Their website also includes links to state and national resources.
  + *Students in crisis may walk in during business hours (8am-5pm, Monday through Friday) or contact the counselor on call after hours at* ***404-894-2204****.*
* Students’ Temporary Assistance and Resources (STAR): <http://studentlife.gatech.edu/content/need-help>
  + Can assist with interview clothing, food, and housing needs.
* Stamps Health Services: <https://health.gatech.edu>; **404-894-1420**
  + Primary care, pharmacy, women’s health, psychiatry, immunization and allergy, health promotion, and nutrition
* OMED: Educational Services: <http://www.omed.gatech.edu>
* **Women’s Resource Center:** [**http://www.womenscenter.gatech.edu**](http://www.womenscenter.gatech.edu)**; 404-385-0230**
* **LGBTQIA Resource Center:** [**http://lgbtqia.gatech.edu/**](http://lgbtqia.gatech.edu/)**; 404-385-2679**
* **Veteran’s Resource Center:** [**http://veterans.gatech.edu/**](http://veterans.gatech.edu/)**; 404-385-2067**
* **Georgia Tech Police:** **404-894-2500**