CSC 391, Preceptorship

Locations and Times vary by TA position

Course Description

Specialized work on an individual basis, consisting of instruction and practice in actual service in a department, program, or discipline. Teaching formats may include seminars, in-depth studies, laboratory work and patient study.

Students in CSC 391 provide service to the department in the following roles (not a full list):
-Undergraduate TAs working under the supervision of assigned CSC course instructors
-Undergraduate tutors, student workers, and coordinators working under the supervision of a member of the Academic Services Office staff

Instructor and Contact Information

For Undergraduate TA positions: you can find your assigned course instructor's contact information by visiting the [Department of Computer Science Faculty page](#). UGTAs will be informed of their teaching assignment and course information (including instructor) with as much advance notification as possible. Refer to the [CS UGTA Handbook](#) for roles, responsibilities, and administrative information.

For Tutor Center positions:
Supervisor: Martin Marquez
Email: martinmarquez@cs.arizona.edu

For IdeaLab positions:
Supervisor: V Martinez
Email: vmartinez@cs.arizona.edu

For other positions, you will be notified of your supervisor and contact information provided.

Course Format and Teaching Methods

Varies, work with your supervisor on your modality.

Obtaining Help

- **Academic advising:** If you have questions about your academic progress this semester, or your chosen degree program, consider contacting your department's academic advisor(s). Your academic advisor and the [Advising Resource Center](#) can guide you toward university resources to help you succeed. **Computer Science major students** are encouraged to visit https://www.cs.arizona.edu/undergraduate/advising for advisor contact information.
- **CS Tutor Center:** The Department of Computer Science offers FREE tutoring for students enrolled in CSC courses. You can view tutor schedules and sign up for tutoring sessions by visiting our [CS Tutoring Page](#).
- **CS Help Desk:** The Computer Science IT team can help students with department technology issues including logging into/resetting your Lectura account, printing in the 930 lab, etc. You can submit a ticket for help by visiting the [Computer Science Lab Helpdesk](#) (requires UA login).
- **Life challenges:** If you are experiencing unexpected barriers to your success in your courses, please note the Dean of Students Office is a central support resource for all students and may be helpful. The [Dean of Students Office](#) can be reached at 520-621-7057 or DOS-deanofstudents@email.arizona.edu.
- **Physical and mental-health challenges**: If you are facing physical or mental health

challenges this semester, please note that Campus Health provides quality medical and mental health care. For medical appointments, call (520)-621-9202. For After Hours care, call (520) 570-7898. For the Counseling & Psych Services (CAPS) 24/7 hotline, call (520) 621-3334.

- **UA Ombuds**: The [UA Ombuds Office](https://ombuds.arizona.edu/) (https://ombuds.arizona.edu/) helps with a wide variety of issues, concerns, questions, conflicts, and challenges. The primary mission of the Ombuds Program is to assist individuals in resolving conflict, facilitating communication, and assisting the University by surfacing issues and providing feedback on emerging or systemic concerns. Communications with the Ombuds Committee are informal and off-the-record. The Ombuds Committee is governed by the following standards: (1) Confidentiality; (2) Impartiality: (3) Informality; and (4) Independence.
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Course Objectives/Expectations

Objectives vary by position, but typically include:

- providing assistance to CS students and students in CSC courses (all 391 students)
- assisting faculty with course management (grading, test and HW development; TAs)
- offer and attend office hours (TAs)
- attend scheduled tutor sessions (Tutors)
- respond to instructors/supervisors and students in a timely and professional manner (all 391 students)
- demonstrate a genuine willingness to help others while balancing their own coursework (all 391 students)
- refer students to appropriate staff/instructors, when needed (all 391 students)

Expected Learning Outcomes

Learning outcomes vary by position, but typically include the following.

By the end of CSC 391, students will be able to:

- highlight their contributions to the department
- discuss the importance of their position to the department
- provide feedback and suggestions for improving their role

Absence and Class Participation Policy

All CSC 391 students are required to work a minimum of 10 hours per week for 3 units of credit. Please work with your supervisor to determine your schedule, office hours, etc.

The UA's policy concerning Class Attendance, Participation, and Administrative Drops is available at http://catalog.arizona.edu/policy/class-attendance-participation-and-administrative-drop

The UA policy regarding absences for any sincerely held religious belief, observance or practice will be accommodated where reasonable: http://policy.arizona.edu/human-resources/religious-accommodation-policy.

Absences pre-approved by the UA Dean of Students (or dean's designee) will be honored. See https://deanofstudents.arizona.edu/absences

Illnesses and Emergencies

- If you feel sick, or may have been in contact with someone who is infectious, stay home. Except for seeking medical care, avoid contact with others and do not travel.
- Notify your instructor(s) if you will be missing up to one week of course meetings and/or assignment deadlines.

- If you must miss the equivalent of more than one week of class and have an emergency, the Dean of Students is the proper office to contact (DOS-deanofstudents@email.arizona.edu). The Dean of Students considers the following as qualified emergencies: the birth of a child, mental health hospitalization, domestic violence matter, house fire, hospitalization for physical health (concussion/emergency surgery/coma/COVID-19 complications/ICU), death of immediate family, Title IX matters, etc.
- Please understand that there is no guarantee of an extension when you are absent from class and/or miss a deadline.

Course Communications

Communicate directly with your supervisor via methods established by your supervisor.

Required Texts or Readings

No required texts for this course. TAs are required to complete requirements listed on TA training. Tutors must complete required training requirements, discuss with Amy and tutor coordinators.

Assignments and Examinations: Schedule/Due Dates

There are no course assignments or examinations for CSC 391.

All CSC 391 students are expected to work a minimum of 10 hours per week for 3 units. You will work with your supervisor to determine your schedule.

Grading Scale and Policies

CSC 391 uses the Alternative Grading System:

Grades of S (superior), P (pass), and F (fail)

Note, S,P,F grades are not included in the calculation of the GPA, nor do they count toward meeting the criteria for **dean's list, honorable mention, or academic distinctions**.

To earn a S(superior) grade, a CSC 391 student must:
-demonstrate actions contributing to the department above and beyond expectations
-actively participate and contribute to all team meetings
-demonstrate mastery of personal skills needed to help CSC students
-attend all scheduled hours (office, tutor, etc.)

To earn a P(pass) grade, a CSC 391 student must:
-meet all of the expectations set for their position
-participate in most team meetings
-demonstrate a level of personal skills appropriate for the position
-attend all scheduled hours (office, tutor, etc.)

A student will earn a F (fail) grade if they:
-do not meet expectations set for their position
-do not participate in team meetings
-demonstrate inappropriate personal skills for the position
-miss scheduled hours (office, tutor, etc.)

Requests for incomplete (I) or withdrawal (W) must be made in accordance with University policies, which are available at http://catalog.arizona.edu/policy/grades-and-grading-system#incomplete and

Department of Computer Science Code of Conduct

The Department of Computer Science is committed to providing and maintaining a supportive educational environment for all. We strive to be welcoming and inclusive, respect privacy and confidentiality, behave respectfully and courteously, and practice intellectual honesty. Disruptive behaviors (such as physical or emotional harassment, dismissive attitudes, and abuse of department resources) will not be tolerated. The complete Code of Conduct is available on our department web site. We expect that you will adhere to this code, as well as the UA Student Code of Conduct, while you are a member of this class.

Classroom Behavior Policy

To foster a positive learning environment, students and instructors have a shared responsibility. We want a safe, welcoming, and inclusive environment where all of us feel comfortable with each other and where we can challenge ourselves to succeed. To that end, our focus is on the tasks at hand and not on extraneous activities (e.g., texting, chatting, reading a newspaper, making phone calls, web surfing, etc.).

Threatening Behavior Policy

The UA Threatening Behavior by Students Policy prohibits threats of physical harm to any member of the University community, including to oneself. See http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students.

Accessibility and Accommodations

At the University of Arizona, we strive to make learning experiences as accessible as possible. If you anticipate or experience barriers based on disability or pregnancy, please contact the Disability Resource Center (520-621-3268, https://drc.arizona.edu/) to establish reasonable accommodations.

Code of Academic Integrity

Students are encouraged to share intellectual views and discuss freely the principles and applications of course materials. However, graded work/exercises must be the product of independent effort unless otherwise instructed. Students are expected to adhere to the UA Code of Academic Integrity as described in the UA General Catalog. See http://deanofstudents.arizona.edu/academic-integrity/students/academic-integrity.

Selling class notes and/or other course materials to other students or to a third party for resale is not permitted without the instructor's express written consent. Violations to this and other course rules are subject to the Code of Academic Integrity and may result in course sanctions. Additionally, students who use D2L or UA e-mail to sell or buy these copyrighted materials are subject to Code of Conduct Violations for misuse of student e-mail addresses. This conduct may also constitute copyright infringement.

Nondiscrimination and Anti-harassment Policy

The University of Arizona is committed to creating and maintaining an environment free of discrimination. In support of this commitment, the University prohibits discrimination, including harassment and retaliation, based on a protected classification, including race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. For more information, including how to report a concern, please see http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy

Additional Resources for Students

UA Academic policies and procedures are available at http://catalog.arizona.edu/policies
Visit the UArizona COVID-19 page for regular updates.

Campus Health

http://www.health.arizona.edu/

Campus Health provides quality medical and mental health care services through virtual and in-person care. Voluntary, free, and convenient COVID-19 testing is available for students on Main Campus. COVID-19 vaccine is available for all students at Campus Health.
Phone: 520-621-9202

Counseling and Psych Services (CAPS)

https://health.arizona.edu/counseling-psych-services

CAPS provides mental health care, including short-term counseling services.
Phone: 520-621-3334

The Dean of Students Office's Student Assistance Program

http://deanofstudents.arizona.edu/student-assistance/students/student-assistance

Student Assistance helps students manage crises, life traumas, and other barriers that impede success. The staff addresses the needs of students who experience issues related to social adjustment, academic challenges, psychological health, physical health, victimization, and relationship issues, through a variety of interventions, referrals, and follow up services.
Email: DOS-deanofstudents@email.arizona.edu
Phone: 520-621-7057

Survivor Advocacy Program

https://survivoradvocacy.arizona.edu/

The Survivor Advocacy Program provides confidential support and advocacy services to student survivors of sexual and gender-based violence. The Program can also advise students about relevant non-UA resources available within the local community for support.
Email: survivoradvocacy@email.arizona.edu
Phone: 520-621-5767

Campus Pantry

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in the course, is urged to contact the Dean of Students for support. In addition, the University of Arizona Campus Pantry is open for students to receive supplemental groceries at no cost. Please see their website at: *campuspantry.arizona.edu* for open times.

Furthermore, please notify me if you are comfortable in doing so. This will enable me to provide any resources that I may possess.

Preferred Names and Pronouns

This course affirms people of all gender expressions and gender identities. If you prefer to be called a different name than what is on the class roster, please let me know. Feel free to correct instructors on your pronoun. If you have any questions or concerns, please do not hesitate to contact me directly in class or via email (instructor email). If you wish to change your preferred name or pronoun in the UAccess system, please use the following guidelines:

Preferred name: University of Arizona students may choose to identify themselves within the University community using a preferred first name that differs from their official/legal name. A student's preferred name will appear instead of the person's official/legal first name in select University-related systems and documents, provided that the name is not being used for the purpose of misrepresentation. Students are able to update their preferred names in UAccess.

Pronouns: Students may designate pronouns they use to identify themselves. Instructors and staff are encouraged to use pronouns for people that they use for themselves as a sign of respect and inclusion. Students are able to update and edit their pronouns in UAccess.

More information on updating your preferred name and pronouns is available on the Office of the Registrar site at https://www.registrar.arizona.edu/.

Safety on Campus and in the Classroom

For a list of emergency procedures for all types of incidents, please visit the website of the Critical Incident Response Team (CIRT): https://cirt.arizona.edu/case-emergency/overview

Also watch the video available at https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/learningeventdetail/crtfy000000000003560

Confidentiality of Student Records

http://www.registrar.arizona.edu/personal-information/family-educational-rights-and-privacy-act-1974-ferpa?topic=ferpa

Land Acknowledgement Statement

We respectfully acknowledge the University of Arizona is on the land and territories of Indigenous peoples. Today, Arizona is home to 22 federally recognized tribes, with Tucson being home to the O'odham and the Yaqui. Committed to diversity and inclusion, the University strives to build sustainable relationships with sovereign Native Nations and Indigenous communities through education offerings, partnerships, and community service.

Subject to Change Statement

Information contained in the course syllabus, other than the grade and absence policy, may be subject to change with advance notice, as deemed appropriate by the instructor.

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