

Syllabus

Mentored Teaching in Entomology

ENTOM 6501

Section: 6501

Credits: 1-3

Schedule: Variable

Instructor/Mentored Teaching Coordinator (MTC): Dr. Carol Anelli

Course Overview

Students will work with faculty members to gain intensive, hands-on, mentored teaching experiences focused on direct interaction with students and on the scholarly aspects of effective teaching.

Course Learning Goals

Participation in ENTOM 6501 will enable graduate students to:

1. Engage in meaningful teaching experiences that enhance their development as educators.
2. Gain practical experience for professional development as an entomologist.
3. Gain valuable insight into the practical and ethical aspects of the teaching component of the land grant mission.

Course Learning Outcomes

Depending upon contractual terms and course credit(s) (detailed below), individual students will do all or some of the following:

1. Develop, implement, and reflect upon the teaching strategies they put into practice.
2. Design high quality curriculum materials (lectures, quizzes, assignments, labs, rubrics, etc.), provide formative feedback to students, and grade student work.
3. Deliver clear classroom instruction following the highest professional and ethical standards.

Course Logistics

Graduate students enrolled in this course will work closely with both the Mentored Teaching Coordinator (MTC) and the Instructor of Record (IOR) for the course to which they have been assigned as a graduate assistant (GA). Before the semester begins, graduate students will identify ways in which they can contribute to courses being taught in the department. Students will meet with the MTC and the IOR to discuss their teaching goals. At the conclusion of the meeting, they will sign a contract that explicitly states the teaching-related activities they will fulfill over the semester. During the semester, students will meet bi-weekly on an individual basis with the MTC to discuss their teaching progress. At the end of the semester, students will write a reflective essay on their teaching development. The GA will again meet with the MTC to discuss SEIs and/or other student evaluations of their teaching as well as the GA's reflective essay, and feedback from the IOR on their performance and development as an educator.

The amount of course credit (1-3 credit hours) that graduate students will receive for this course is directly related to the amount of effort they will devote to developing as an educator and engaging in meaningful teaching experiences. *Please note: Although grading multiple-choice and short answer questions/prompts directly from a rubric and setting up laboratory exercises are vital to the department's teaching effort, these experiences **alone are NOT** considered to constitute substantive professional development in teaching and will not count toward the graduate student's credit in this course.* A list of several possible meaningful teaching activities can be found in the Student Contract below. The amount of credit that the graduate student receives will be subject to approval by both the MTC as well as the Graduate Studies Committee. The MTC's primary roles are to review each graduate

student request on a case-by-case basis to ensure fairness and equity in the amount of credit that is approved, and to use the following criteria when reviewing summaries and approving credit hour requests:

1. The intellectual scope and rigor of the experience proposed.
2. The time commitment required by the student to successfully complete the experience, although for fellowship students the total time-commitment for teaching-related activities should NOT exceed 10 hrs/week.
3. The amount of coaching and evaluation on the part of the IOR.

Evaluation

Graduate students will be graded on a S/U basis. Their grades will depend on their successful completion of the agreed upon teaching related activities outlined in the contract (below), their consistent communication with the MTC and the IOR to ensure that they are meeting all expectations throughout the semester and to resolve any problems as soon as possible, and their end of term SEI's or other student evaluations as well as the written feedback from the IOR on their performance and development as an educator. Note, a "U" grade will not be assigned by the MTC unless the IOR and the GA has met with the MTC at least once before the mid-point of the semester.

Conflict of Interest

We recognize that a conflict of interest may occur between two graduate students when personal, financial and/or academic relations exist. Specifically, when a GA instructs another graduate student that is in the entomology program and at the same level, there can be conflicts of interest due to their personal and academic relationships. Therefore, in the case where a GA is instructing another entomology graduate student, the GA-instructor should NOT be allowed access to any other entomology graduate student's academic records, and should NOT grade the work of their peers. Senior GA's (*e.g.* post-candidacy) may be permitted to and grade and evaluate the work of newer graduate students as long as the following stipulations are met to avoid the perception of bias and strengthen the assessment of learning:

1. Declaration of transparency

The GA-instructor as well as the entomology graduate students in the course should sign a document stating that they understand GA-instructor's role in the course, and that measures will be taken to ensure the GA instructor's objectivity should the GA grade or evaluate their work.

2. Independent procedures

In cases where a senior GA's grades or evaluates other entomology graduate students, the names of all students should be removed from the assignments to ensure the GA-instructor's objectivity. Additionally, a small subset of the assignments should also be graded by the Faculty Instructor of Record in the course to again ensure the GA-instructor's objectivity and consistency in grading among all students.

OSU Academic Integrity Policy

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University's Code of Student Conduct, and that all students will complete all academic and scholarly

assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's Code of Student Conduct and this syllabus may constitute "Academic Misconduct."

The Ohio State University's Code of Student Conduct (Section 3335-23-04) defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the University, or subvert the educational process." Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's Code of Student Conduct is never considered an "excuse" for academic misconduct, so we recommend that you review the Code of Student Conduct and, specifically, the sections dealing with academic misconduct.

If we suspect that a student has committed academic misconduct in this course, we are obligated by University Rules to report our suspicions to the Committee on Academic Misconduct. If COAM determines that you have violated the University's Code of Student Conduct (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University.

If you have any questions about the above policy or what constitutes academic misconduct in this course, please contact the MTC.

Other sources of information on academic misconduct (integrity) to which you can refer include:

1. The Committee on Academic Misconduct web pages ([COAM Home](#))
2. Ten Suggestions for Preserving Academic Integrity ([Ten Suggestions](#))
3. Eight Cardinal Rules of Academic Integrity (www.northwestern.edu/uacc/8cards.htm)

OSU Accessibility Policy

If you would like to request academic accommodations based on the impact of a disability qualified under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, contact the MTC privately as soon as possible to discuss your specific needs. Discussions are confidential. In addition to contacting the instructor, please contact the Student Life Disability Services at [614-292-3307](tel:6142923307) or ods@osu.edu to register for services and/or to coordinate any accommodations you might need in your courses at The Ohio State University.

Go to <http://ods.osu.edu> for more information.

Mentored Teaching in Entomology
ENTMLGY 6501
Graduate Student Contract

Desired Outcomes

My participation in ENTMLGY 6501 will enable me to partake in an intensive experience to develop my ability to communicate thoughts and concepts clearly and concisely to students and/or stakeholders. ENTMLGY 6501 will assist in my development as a knowledgeable professional in entomology. This opportunity will provide me with the skills necessary to give exceptional presentations, share my passion and knowledge of subject matter with others and be competitive in the job market.

Means of Evaluation

I, _____ (*student name*) will be graded S/U based on my teaching effectiveness, quality, and progression as an instructor. These aspects will be assessed through student evaluation forms (SEI's), periodic evaluation by _____ (the instructor of record of the course being taught, hereafter IOR), _____ (the designated Mentored Teaching Coordinator for ENTMLGY 6501), or any combination thereof. I expect to meet formally with Dr. _____, the Mentored Teaching Coordinator of ENTMLGY 6501, on a biweekly basis in the _____ semester of 20__ . At the conclusion of the semester I will write a reflective essay on my development as a teacher and meet with the Mentored Teaching Coordinator to review my SEI's, narrative student comments, and Dr. _____'s (IOR) evaluation of my teaching.

Request for Credit

I am requesting ___ credits (max. 3) for my teaching opportunity in ENTMLGY 6501 for the following reasons (circle any and all that apply):

- 1) I will be spending considerable time with Dr. _____ (IOR) prior to the start of _____ semester 20__ reviewing and revising class/lab handouts, syllabi, etc. for ENTMLGY _____ (course being taught).
- 2) I will be attending ___ class sessions and will lead in teaching ___ laboratory sessions each week for a total class time commitment of _____ hrs/week.
- 3) I will be responsible for leading weekly recitations.
- 4) I will facilitate and evaluate student discussion in either online or in-person courses.
- 5) I will give _____ guest lectures in the course.
- 6) I will develop and implement _____ new laboratory exercises.
- 7) I will assist or develop quizzes, homework assignments, and rubrics to evaluate student work.
- 8) I will lead _____ review sessions to help students prepare for examinations.
- 9) I will be grading long-term written essays and provide students with detailed feedback on early drafts.

10) I will be maintaining a reflective journal regarding the teaching and learning taking place in ENTMLGY _____.

11) I will be starting my teaching portfolio.

12) I will attend _____ teaching-specific workshops led by the University Center for the Advancement of Teaching (UCAT).

13) Other teaching activities (please describe in detail): _____

Signature of Graduate Student Assistant _____

Signature of Mentor Teaching Coordinator _____

Signature of Course Instructor of Record _____

Signature of Graduate Student Assistant's Major Adviser _____

Graduate Studies Committee Approval _____

Mentored Teaching in Entomology
ENTMLGY 6501
Contract for the Instructor of Record

Desired Outcomes

My graduate student assistant's (GA's) participation in ENTMLGY 6501 will enable him/her to partake in an intensive experience to develop his/her ability to communicate thoughts and concepts clearly and concisely to students and/or stakeholders. ENTMLGY 6501 will assist in my GA's development as a knowledgeable professional in entomology by providing him/her with the skills necessary to give exceptional presentations, share my passion and knowledge of subject matter with others and be competitive on the job market.

In addition to the graduate assistant's professional development, my GA's participation in ENTMLGY 6501 will improve my course, _____, in several ways. First, students in my course will benefit by being instructed by another person, as the GA will offer perspectives, experiences and expertise that differ from my own. Second, discussing the course content with the GA and determining ways that he/she can meaningfully contribute to the teaching effort will both improve the organization and execution of my course. Finally, by sharing many of the teaching responsibilities with my graduate assistant, including collaborating with the GA on course assignments, allowing the GA to give guest lectures, design new laboratory exercises, and write quiz and exam questions, I will reduce the time that I spend on course-related activities.

Terms of Agreement

By signing this document, I agree to the following conditions:

1. To meet with my GA, and the Mentored Teaching Coordinator prior to the start of the semester to determine how their efforts can contribute to my course and to determine specific instructional opportunities, and corresponding responsibilities and expectations.
2. To provide written and oral feedback to the GA on his/her performance of teaching-related tasks.
3. To meet with the Mentored Teaching Coordinator at least twice more, in the middle of the semester and at the end of the semester, to discuss the GA's progress and development as an educator.
4. To discuss with the GA if he/she is not meeting my expectations and those agreed upon in the Mentored Teaching Contract, or is not making a substantial effort to become a more effective educator.
5. To report ANY problems with the GA to the Mentored Teaching Coordinator as soon as they arise. Consistent failure of the GA to complete the agreed upon activities will result in a "U" grade, but ONLY if I report problems to the MTC well before the end of the semester.
6. To submit a written evaluation of the GA's teaching at the conclusion of the semester. In this document I will address the GA's performance vis-à-vis my expectations and the Mentored Teaching Contract, identify strengths, and offer insight on ways that the GA can improve his/her teaching.

Instructor of Record

Mentored Teaching Coordinator

Graduate Student Assistant