



TEXAS TECH UNIVERSITY

Women's & Gender Studies™

WGS 4000-Section: Individual Study

Teaching Assistantship

[Enter Semester and Year Here]

[Enter Faculty Details Here]

Supervisors: Dr. Elizabeth Sharp (Director) & Visiting Assistant Professor (WGS) or Instructor (WGS)

Instructor:

Office Hours:

Office Location:

Office Phone Number:

Instructor Email:

Course Description:

This course is designed to provide an opportunity for an undergraduate student to participate in supplementary teaching activities. The student will learn about the aspects of course development and administration, but she/he will not be responsible for teaching the course. Rather, the student will assist the instructor in course preparation and administration.

Course Objectives:

1. The student will gain knowledge about course development.
2. The student will gain knowledge about preparations for class meetings.
3. The student will gain knowledge about teaching activities.
4. The student will participate in class activities.

Course Assignments:

The student will be assigned course tasks on a regular basis. Tasks may include, but are not limited to:

1. Conducting literature/media searches
2. Attending class meetings
3. Taking attendance
4. Distributing documents in class
5. Monitoring/participating in class activities
6. Proofreading/verifying course documents

Work sheets: The student will submit a weekly worksheet that summarizes his/her course activities.

Quality of work: The student is expected to produce high-quality of work that fulfills the tasks and meets specified deadlines. If the work is of insufficient quality, then the student will course grade deductions. The instructor will determine whether the student will revise and resubmit the work until sufficient quality is achieved.



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Confidentiality: In the performance of his/her duties (e.g., recording attendance or grades), the student will have access to confidential information. The student is required to maintain the confidentiality of all information. Thus, he/she should only discuss grades and/or relevant information with the instructor, Associate Chair, or Department Chair. It would be a violation of confidentiality to discuss such information with family, friends, roommates, peers, or any other individuals. Any violations of confidentiality will result in a deduction of 50 points, and automatic failure of the course. In addition, such violations will be reported to appropriate departmental authorities for consideration of additional consequences (e.g., suspension from the university).

If a student needs clarification on any course assignment, then it is his/her responsibility to request clarification from the instructor. To increase the likelihood of successful performance on any course assignment, the student is strongly encouraged to attend class, take notes and read assigned materials.

Grading Scale:

The student will begin the course with 100 points. Point deductions will be made for the following infractions:

1. Unexcused absence from a meeting with instructor – 5 points
2. Unexcused absence from a class meeting – 10 points
3. Incomplete worksheet – 3 points
4. Worksheet that is more than two days overdue – 5 points
5. Incomplete task – 5 points per day until task is adequately completed
6. Insufficient quality of work – 5 points per day until task is adequately completed
7. Violation of confidentiality – 50 points
8. Cheating/plagiarism – 50 points

A= 90 - 100 points (90-100%)

B= 80 - 89 points (80-89%)

C= 70 - 79 points (70-79%)

D= 60 - 69 points (60-69%)

F= 0 - 59 points (0-59%)

Additional Considerations:

1. Excused/Unexcused Absence Policy: Acceptable reasons for an excused absence are: a) family emergency/official obligation, b) illness, c) representing University at official events and d) religious holidays. If a student misses a course assignment due to an excused absence, then she/he must submit written verification. The instructor must receive advance notification for family obligation, University representation, or religious holiday absence. The instructor must be informed of family emergency or illness absence within 72 hours of the first day of absence due to the event. If written verification for an appropriate excuse is received, the instructor will provide a revised due date for either the original assignment or an alternative assignment of equal value. If the student fails to meet the revised due date, then she/he will be given a zero (0) for the assignment.

2. No extra credit will be given in this course.



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3. ADA Policy: Any student who requires special arrangements in order to meet course requirements should contact the instructor to make necessary accommodations. A student should present appropriate verification from ACCESS TECH, the disability support program at Texas Tech University. No requirement exists that accommodations be made prior to completion of this approved University process.

4. Civility in the Classroom Statement: Each student is partly responsible for maintaining a classroom environment that is conducive to learning. In order to assure that all students have an opportunity to gain from time spent in class, each student is prohibited from using cellular phones/beepers/pagers, making offensive remarks, reading newspapers/nonclass materials, sleeping, excessive/loud talking, talking during exams, using tobacco products or engaging in any other form of distraction in the classroom. Inappropriate behavior in the classroom shall result in *minimally* a request to leave class. In addition, a student who engages in such behaviors during course assignments (e.g., exams, papers, group projects) will not be permitted to complete or make-up the assignment and will be given a grade of zero (0) for the assignment.

5. Revelation of Personal Information: This course addresses topics that are personal in nature. The student is encouraged to participate in class discussion/presentations, but the student is not required to share personal information with classmates. Also, the student is advised to use discretion in self-disclosure with classmates and the instructor. It is anticipated that fellow students will be respectful and not disclose information that is shared in class, but the student is responsible for the information that he/she shares. Thus, the student should not share information that he/she does not want others to know.

6. Academic Integrity Statement: It is the aim of Texas Tech University to foster a spirit of complete honesty, and a high standard of integrity. The attempt of a student to present as his/her own any work that he/she has not honestly performed is regarded as a serious offense and renders the offender liable to serious consequences, including the possibility of suspension. Two types of academic dishonesty are cheating and plagiarism. Cheating includes, but is not limited to (a) dishonesty on examinations/quizzes/written assignments, (b) illegal possession of examinations, (c) use of unauthorized notes during an examination/quiz, (d) obtaining information during an examination/quiz from the examination/quiz paper or from another student, (e) assisting others to cheat, (f) alteration of grade records and (g) illegal entry to or unauthorized presence in an office. Plagiarism includes, but is not limited to (a) offering the work of another as one's own without proper acknowledgment, (b) failure to give credit for quotations, (c) essentially identical expression of material taken from books, encyclopedias, magazines, websites, or all other forms of reference works and (d) essentially identical expression of material taken from fellow students. HDFS department policy is consistent with university policy. Therefore, the consequences of academic dishonesty may range from a grade of zero (0) for the assignment to a grade of F for the course. In addition, the dishonest activity will be reported to department authorities for consideration of additional consequences (e.g., expulsion from the course, suspension from the university).

7. Class Withdrawal: The last day to withdraw from the course with an automatic W is _____; the last day to drop the course or withdraw from the University is _____. A student who has already missed lectures, had difficulty adequately completing projects and/or anticipates difficulty in completing the course to his/her satisfaction is encouraged to give withdrawal all the consideration it is due. A student is encouraged to discuss her/his progress with the instructor prior to making a withdrawal decision.



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Textbook/Assigned Readings:

List textbook/readings for the course for which the student is providing assistance.

Course Outline

List the course outline for the course for which the student is providing assistance. If the student is providing assistance for two sections, list the course outline for each section (with proper notation).

Date	Topic	Assigned Readings	Activity
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* _____ is the last day to drop a course and receive an automatic W

** _____ is the last day to drop a course or withdraw from the University

Each student is held accountable for any syllabus changes verbally announced in class.

I HAVE READ THE SYLLABUS. I UNDERSTAND AND AGREE TO ABIDE BY ALL TERMS.

Signature of Student

Printed Name of Student

Date