TEACHING TEAMS PROGRAM

PTYS 397A:

Teaching Teams Professional Development in a Digital Age— 3 Units

Course Instructors:

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Course Description

The objectives of PTYS 397A are to provide professional development in areas that are affected by digital changes. Students will learn how to utilize digital tools regarding a variety of professional development topics, such as elevator pitches, project management, communication, resumes and portfolios, professionalism within social media, searching for jobs online, and interviewing.

Course Objectives

Students and working professionals alike are expected to utilize digital tools to complete assignments, projects, and even life tasks. The objectives of this course are for students to envision their career projections and to be immersed in technologies they will be utilizing in these perceived future career paths. These objectives will allow students to be more proficient in various professional settings. Students will utilize tools such as the Google workspace, Adobe Creative Cloud (via UA), and others in order to establish a professional online identity and then use their online portfolio to enhance job searches and interview skills.

Expected Learning Outcomes

Upon completion of this course, students will be able to...

1. Critically evaluate and consistently refine their resume and/or curriculum vitae and a corresponding digital portfolio.
2. Effectively present themselves to future employers, internships, and members within their field, both in person and digitally.
3. Articulate their value proposition as pertaining to career and personal interests and objectives to potential employers, advisors, and mentors.
4. Demonstrate practical skills with a variety of technology and social media to benefit their professional education experience.
5. Access and use continuing professional development resources.

Meeting schedule and logistics for in-person classes:

In-person meeting times and locations: All students will meet on Fridays from 9 – 10:50 pm in Kuiper Space Sciences Room 301. All other work as assigned will be completed through D2L.

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Course Materials

There is no textbook for this course. All reading and materials will be posted on the course D2L page. Students must have Internet access to connect to D2L for any course announcements, emails, and Dropbox.

Grading Scheme

Your final Overall Grade for PTYS 397 is a weighted average of your workshop grade and the grade your home course instructor assigns you OR the grade from your course project. If you are a preceptor, you home course instructor for whom you precept will evaluate your attitude, participation, and contribution to his or her class by assigning you a letter grade (A, B, etc.). This grade will be averaged with your workshop grade to determine your overall final grade for PTYS 397, as follows: Workshop Grade (66.6%) + Course Project OR Preceptorship (33.3%)

Final Grading Scale
A —90-100%
B —80-89%
C —70-79%
D —60-69%
E —Below 60%

Attendance and Participation/Course Requirements

- 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 a course meeting or an assignment deadline.
- Non-attendance for any reason does not guarantee an automatic extension of due date or rescheduling of examinations/assessments.
  - Please communicate and coordinate any request directly with your instructor.
- If you must miss the equivalent of more than one week of class, you should contact the Dean of Students Office DOS-deanofstudents@email.arizona.edu to share documentation about the challenges you are facing.
- 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.
- Visit the UArizona COVID-19 page for regular updates.

Additionally, PTYS 397 meets once a week for 8 weeks (instead of the full 16 weeks) out of the semester. You are expected to complete all assignments, come prepared, and show up on time to *ALL* of these classes. This course is not designed to be a lecture, but rather is designed as a seminar style course based extensively on students' participation. Due to the fast pace and nature of this course, **no late work will be accepted.** Students are expected to complete all assignments before coming to class and submit them on time. Failure to do so not only results in a loss of credit for an assignment, but students who miss more than one assignment may also receive a deduction from their overall grade at the discretion of their instructor. We will start class promptly each day. If you arrive late or leave class early, this will be noted and you will receive a deduction of weekly participation points. In addition, **three late arrivals or early departures will result in**

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an unexcused absence. However, if you show up significantly late for class (10+ minutes) this **will result in an automatic unexcused absence for each instance.**

You are allowed one excused absence **but only for an officially documented emergency or university sponsored event/activity.** For this absence to be excused, you must: (a) Inform your instructor at the start of the workshop and provide written documentation, such as a Dean's Excuse, OR **(**b) the reason for the absence must be justifiable and for the most part unplanned and unavoidable, such as a car accident. In the case of an emergency, you must contact your instructor as soon as possible.

All other absences will be considered unexcused and subject to a grade penalty. Any unexcused or undocumented absence will result in lowering your overall course grade by 10%. More than one excused or unexcused absence will result in lowering your overall course grade by *an additional* 15%. Two absences is a significant cause for concern in such a short workshop, and per UA policy, "Excessive or extended absences from class is a sufficient reason for the instructor to recommend that the student be administratively dropped from the course." **Three absences result in a failing overall course grade.**

Classroom Conduct

Classroom conduct follows the guidelines established by the Arizona Board of Regents' Student Code of Conduct (see the policy below for more information https://public.azregents.edu/ Policy%20Manual/ 5-308-Student%20Code%20of%20Conduct.pdf Disruptive students in violation of the Student Code of Conduct will be asked to leave class.

If you are asked to leave, it will count as an unexcused absence (see above grading

policy on absences). This is a learner centered environment, which requires the participation and attention from all students. Please help establish a learning climate in our classroom by adhering to the following guidelines:

● **All cell phones, computers, and other electronics must be silenced and non visible.** Using your cell phone in any capacity, including texting, is not allowed during the workshop. This includes texting under the desk or otherwise during class time. If you have an emergency situation, discuss it with your instructor prior to the beginning of class.

● Students creating disturbances or distractions that interfere with the conduct of class and learning of other students without prior instructor approval (including cell phone or other electronic use, working on other classes' assignments, etc.) will be asked to leave.

● **Be respectful of your fellow classmates' and instructors' opinions and statements.** Even if you do not agree with a statement or opinion, you should be able to express yourself in a constructive manner that contributes to learning and collaboration within the classroom. This includes any extension of the classroom, such as D2L and your home course. Disrespectful comments during class discussions or on D2L will not receive credit and furthermore may be considered harassment. Harassment or disrespect will not be tolerated during the workshop and all students should respect each other regardless of race, ethnicity, gender expression, sexual orientation, socioeconomic background, age, or religion.

● The Arizona Board of Regents' Student Code of Conduct prohibits threats of physical harm to any member of the University community, including to one's self (see policy link above for more information).

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Assignment Descriptions

These assignments are all required. As needed, more specific guidelines, rubrics and due dates (course schedule) for each assignment will be posted on the D2L site. All assignments that involve submission via D2L must be uploaded into the appropriate Dropbox or VoiceThread post on the respective deadline by 11:59 pm unless otherwise noted. Assignments are not accepted via email. To ensure fairness to all students, late work will not be accepted after the due date/time and designated grace period except under extraordinary circumstances or with prior approval. If you miss a deadline by just a few minutes, email your instructor immediately and explain the situation. If you anticipate a problem meeting a deadline (job interview, travel, illness, etc) email the instructor to work out a solution prior to the deadline.

1. **Course Contract** (20 Points): Due by the end of Week 1. Students who fail to submit the course contract may be administratively dropped from the course.

2. **Weekly VoiceThread Participation** (60 Points/week): For each of the 8 weeks, as prompted within the weekly VoiceThread lectures, students will be asked to participate in and contribute to discussions within the lectures. Prompts within the VoiceThread lectures may ask students to contribute in written, spoken, or video form. A breakdown of points will be given on slides which require participation.

3. **Career Projection Assignment** (100 Points): Follow the instructions posted on D2L to self-assess yourself/career projections and create a roadmap how you (optimally) foresee yourself reaching your future career. Examples will be posted to D2L. Extra Credit will be awarded if you utilize technology to create your visual roadmap (PowerPoint, Adobe Photoshop or Spark, etc.).

4. **D2L Quizzes** (50 points per quiz, 2 quizzes): Students will have two D2L quizzes to test their learning. The first quiz will be due at the end of Week 3, covering topics from weeks 1 - 3. The second quiz will be due at the end of Week 7, covering topics from weeks 4 - 7. These quizzes are open note and are not timed. Students may re-take each quiz up to 4 times.

5. **Culminating Online Portfolio Assignment** (300 Points): Choose to create a form of online portfolio (LinkedIn, Personal Website/Blog, Instagram, or another approved by the entire teaching team). Examples/How To videos will be posted to D2L. Your online portfolio needs to include:
    - Your name
    - Your UA email (or other professional email)
    - 10 elements of content (I.e., 10 posts on Instagram; OR 10 elements on your LinkedIn profile such as education, interests, skills, "about me" bio, etc.; 10 elements of content on your personal website such as blog style posts, photos, etc.)

    On a Word document, paste the URL (or username for Instagram) of your online portfolio. On this document, identify your name, email, and the 10 elements of content you have published.

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Summary of Assignments Points

Course Contract	= 20	
Weekly VoiceThread Participation (60 Points/week)	= 480	
Career Projection Assignment	= 100	
D2L Quizzes (50 Points per quiz, 2 Quizzes)	= 100	
Culminating Online Portfolio Assignment	= 300	
Course Project* or Preceptorship (1/3 of overall course grade)	= 500	**= Total Points:** 1500

PTYS 397 Grade
A—1350-1500 points B—1200-1349 points C—1050-1199 points D—900-1049 points E—Below 900 points

Academic Integrity
The guiding principle of academic integrity is that a student's submitted work must be their own. This includes avoiding plagiarism, or misrepresenting the words or ideas of another as one's own. To avoid plagiarism, you must credit the source whenever you use the words or ideas of another. Academic dishonesty will not be tolerated under any circumstances. Students who plagiarize will receive a failing grade for the course and be referred to the Dean's Office. For more information, see the complete Student Code of Academic Integrity http:// deanofstudents.arizona.edu/codeofacademicintegrity

Students with Disabilities
If you anticipate barriers related to the format or requirements of this course, please meet with your instructor to discuss ways to ensure your full participation in this course. If you determine that disability related accommodations are necessary, please register with Disability Resources (52062132678; drc.arizona.edu) and notify your instructor of your eligibility for reasonable accommodations. We can then plan how best to coordinate your accommodations.

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, online shopping, etc.).This course also supports elective gender pronoun use and self-identification; rosters indicating such choices will be updated throughout the semester, upon student request. As the course includes some group work and discussion, it is vitally important for us to create an educational environment of inclusion and mutual respect.

Threatening Behavior
UA policy prohibits threats of physical harm to any member of the University community. Details on the policy are available at: policy.arizona.edu/education-and-student-affairs/threatening-behavior-students.

Nondiscrimination and Anti-harassment
The University is committed to creating and maintaining an environment free of discrimination. Our classroom is a place where everyone is encouraged to express well-formed opinions and their reasons for those opinions. We also want to create a tolerant and open environment where such opinions can be

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expressed without resorting to bullying or discrimination of others. Details on the official UA policy are available at: policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy

Additional Resources for Students
UA Academic policies and procedures are available at catalog.arizona.edu/policies.
Student Assistance and Advocacy information is available at:deanofstudents.arizona.edu/student-assistance/students/student-assistance

Confidentiality of Student Records
All student records, not just grades but also any identifiable material submitted for credit are handled according to FERPA guidelines, see www.registrar.arizona.edu/ferpa/default.htm

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

Academic advising: If you have questions about your academic progress this semester, please reach out to your academic advisor (https://advising.arizona.edu/advisors/major). Contact the Advising Resource Center (https://advising.arizona.edu/) for all general advising questions and referral assistance. Call 520-626-8667 or email to advising@.arizona.edu

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) 621-2057 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.

Exams and Assessments: As described, there will be two course quizzes (on top of Syllabus quiz) given via D2L (open for the entirety of Week 3 and Week 6). There will be no time limit, nor a live proctor. Students are excepted to take quizzes without notes (closed book). Final exam information: this course does not have a final exam. A course project (Culminating Online Portfolio Assignment) is done in the place of a final exam.

Equipment and software requirements: For this class you will need daily access to the following hardware: laptop or web-enabled device with webcam and microphone; regular access to reliable internet signal; ability to download and run the following software: web browser, etc.

Staying current: You are required to complete the aforementioned assignments (See **Assignment Descriptions above) (Deadlines for assignments are seen in the course calendar below, as well as on D2L)** on your own time to accomplish the following: critically evaluate and consistently refine your resume and/or curriculum vitae and a corresponding digital portfolio; effectively present yourself to future employers, internships, and members within their field, both in person and digitally; articulate your value proposition as pertaining to career and personal interests and objectives to potential employers, advisors, and mentors; demonstrate practical skills with a variety of technology and social media to benefit your professional education experience; access and use continuing professional development resources.

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COVID-19: Please refer to **https://www.arizona.edu/coronavirus-covid-19-information** for updates and current information regarding COVID-19 here at the Universty of Arizona.

Safety on Campus and in the Classroom: For a list of emergency procedures for many types on incidents, please visit the website of the Critical Incident Response Team (CIRT): cirt.arizona.edu

Additional Syllabus Policies Applying to All University of Arizona Classes: For an up-to-date list, including policies on Academic Integrity, Accessibility and Accommodations, see: catalog.arizona.edu/syllabus-policies