

# TEACHING TEAMS PROGRAM

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## PTYS 397:

Teaching Teams Professional Development in a Digital Age— 3 Units

### **Course Instructors/Supervisors:**

**Steve Kortenkamp, Ph.D.**

Teaching Teams Faculty Supervisor | Email: [kortenka@arizona.edu](mailto:kortenka@arizona.edu) | Office Hours: By Appointment

**Hannah Edwards**

Teaching Teams Instructional Specialist | Email: [hjohnson20@arizona.edu](mailto:hjohnson20@arizona.edu) | Office Hours: By Appointment

### **Course Description**

The objectives of PTYS 397 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.

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## **COVID-19 Special Circumstances:**

**Class Modality:** This class is scheduled for the flex in-person modality. The class will likely begin remotely online and transition to in-person only after the University notifies us that in-person meetings may commence for our class type.

**Fully-Remote Option:** When or if we are able to meet for in-person class those sessions will be available live online through D2L. Our goal is to allow full participation in this class even for students unable or unwilling to ever meet in-person on campus.

**Class Recordings:** Recordings of class sessions that include students, either through Zoom or in-person, are considered part of a student's educational record and subject to the Federal Education Rights and Privacy Act (FERPA). These recordings can only be posted to our D2L course site and should NOT be shared with anyone outside of the class.

**In-Person Adjustments:** The in-person portion of this class may be adjusted. To accommodate travel time between classes we may start in-person class a few minutes later than scheduled and end in-person class a few minutes earlier than scheduled. Second, to accommodate physical distancing. These changes will be discussed during the first class meeting.

**Academic Advising:** If you have questions about your academic progress this semester, or about your chosen degree program, advisors at the [Advising Resource Center](#) can guide you toward university resources to help you succeed.

**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](mailto: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.

**Other Pandemic Announcements:** See the last page of this syllabus for requirements regarding face coverings and physical distancing during in-person meetings.

## **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.

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## **Grading Scheme**

Your final Overall Grade for PTYS 397 is based on normal letter grades (A, B, etc.). An overview of assignment points can be seen below.

**Final Grading Scale A** —90-100%

**B** —80-89%

**C** —70-79%

**D** —60-69%

**E** —Below 60%

## **Attendance and Participation/Course Requirements**

PTYS 397 is a fully online course. You are expected to log on to the course 3 times per week. This course requires active participation by students. Students are expected to read the assignments and be ready to engage in meaningful discussions (written D2L and VoiceThread) of course readings, build on topics and ideas in VoiceThread, and create writing and video assignments. Your observations, interpretations, and questions are vital to our class experience. Our class encourages personal experience as a form of knowledge especially as it relates and connects to our class readings, theories, and topics.

## **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>). Within this online classroom, students must act professionally and respectfully. Disruptive and disrespectful students in violation of the Student Code of Conduct will face consequences. 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).

## **Assignment Descriptions**

These assignments are all required. As needed, more specific guidelines, rubrics and due dates for each assignment will be either 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. No late work will be accepted.

1. **Syllabus/Course Intro Quiz** (20 Points): Due by the end of Week 1 on Sunday at 11:59PM. If you fail to take the Syllabus Quiz, you will be administratively dropped from the course.
2. **FlipGrid Weekly Discussions:** (50 Points per Week)
  1. **Week 1 – Introduction Discussion**
  2. **Week 2 – Digital Tools in Professional Settings**
  3. **Week 3 – Career Projection**
  4. **Week 4 - Online Job/Grad or Professional School Searching and Applications**

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5. **Week 5 – Resume, Curriculum Vitae, and Online Portfolios**
  6. **Week 6 - Professionalism in Social Media**
  7. **Week 7 – Online Interviewing**
3. **Utilizing Digital Tools Assignment (80 Points):** This assignment is meant for you to explore a digital tool you are not familiar with. Choose *one* of the following tools and answer the prompt. **You need to complete this assignment before your Week 2 FlipGrid discussion assignment. This is due to the Week 2 FlipGrid folder by Friday \_ at 11:59 PM, so that you can respond to a classmate for FlipGrid discussion credit by Sunday \_ at 11:59 PM. (See Week 2 FlipGrid Discussion for additional details).**
- Tools you can choose from: Adobe Spark (or any other Adobe Creative Cloud Product such as Photoshop or Lightroom – free to UA students), Slack, Canva, WeTransfer, Mindmeister, SurveyMonkey, Skype, Dropbox or other current or emerging tools that can be used in a professional setting found through additional research.
- Prompt:
- What is the technology/tool you are discussing?
  - How can it be used in a professional setting? (Please try to talk about whatever professional setting you foresee yourself in. I.e., if you are majoring in Education and you discuss how Zoom can be used to have remote parent/teacher conferences).
  - Why should professionals adopt this technology?
- Because of the vast use of Zoom video conferencing during the COVID-19 pandemic, you cannot discuss Zoom. If you are having trouble finding a technology you wish to discuss, reach out to Mrs. E.
4. **Career Projection Assignment (100 Points):** 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 roadmap (PowerPoint, Adobe Photoshop or Spark, etc.).
5. **D2L Quizzes (75 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 6, covering topics from weeks 4 - 6.
6. **Culminating Online Portfolio Assignment (300 Points):** Choose to create a form of online portfolio (LinkedIn, Personal Website/Blog, Instagram, or another approved by Mrs. E). 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**

Syllabus/Course Intro Quiz	= 20	
Weekly FlipGrid Discussions (50 Points/week)	= 350	
Career Projection Assignment	= 100	
Utilizing Digital Tools Assignment	= 80	
D2L Quizzes (75 Points per quiz, 2 Quizzes)	= 150	
Culminating Online Portfolio Assignment	= 300	<b>= Total Points: 1000</b>

## **Workshop Grade**

A—900-1000 points B—800-899 points C—700-799 points D—600-699 points E—Below 600 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](http://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](http://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](http://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](http://catalog.arizona.edu/policies).

Student Assistance and Advocacy information is available at: [deanofstudents.arizona.edu/student-assistance/students/student-assistance](http://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](http://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.

## Course Calendar

Course Week	Topic	Assignments
Week 1	Elevator Pitch and Communication	- FlipGrid Discussion Due by Sunday at 11:59 PM - Syllabus Quiz due by Sunday at 11:59 PM
Week 2	Digital Tools in Professional Settings	- FlipGrid Discussion Due by Sunday at 11:59 PM - Utilizing Digital Tools Assignment Due by <b>Friday</b> at 11:59 PM
Week 3	Career Projection	- FlipGrid Discussion Due by Sunday at 11:59 PM - Career Projection Assignment Due by Sunday at 11:59 PM - Quiz #1 Due by Sunday at 11:59 PM
Week 4	Online Job Searching and Applications	- FlipGrid Discussion Due by Sunday at 11:59 PM
Week 5	Resume, Curriculum Vitae, and Online Portfolios	- FlipGrid Discussion Due by Sunday at 11:59 PM - Work on Online Portfolio Assignment due Week 7
Week 6	Professionalism in Social Media	- FlipGrid Discussion Due by Sunday at 11:59 PM - Quiz #2 Due by Sunday at 11:59 PM - Work on Online Portfolio Assignment due by Next Sunday at 11:59 PM
Week 7	Online Interviewing	- FlipGrid Discussion Due by Sunday at 11:59 PM - Online Portfolio Assignment Due by Sunday at 11:59 PM

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## ADDITIONAL COVID-RELATED INFORMATION

### Face Coverings:

Per UA's [Administrative Directive](#), face coverings that cover the nose, mouth, and chin are required to be worn in all learning spaces at the University of Arizona (e.g., in classrooms, laboratories, and studios). Any student who violates this directive will be asked to immediately leave the learning space, and will be allowed to return only when they are wearing a face covering. Subsequent episodes of noncompliance will result in a Student Code of Conduct complaint being filed with the Dean of Students Office, which may result in sanctions being applied. The student will not be able to return to the learning space until the matter is resolved.

- The [Disability Resource Center](#) is available to explore [face coverings and accessibility considerations](#) if you believe that your disability or medical condition precludes you from utilizing any face covering or mask option. DRC will explore the range of potential options as well as remote course offerings. Should DRC determine an accommodation to this directive is reasonable, DRC will communicate this accommodation with your instructor.

### Physical Distancing:

During our in-person class meetings, we will respect CDC guidelines, including restricted seating to increase physical distancing. Any student who does not maintain appropriate physical distance from others may be asked to immediately leave the learning space. Noncompliance may result in a Student Code of Conduct complaint being filed with the Dean of Students Office, which may result in sanctions being applied.

### Classroom Attendance:

- 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 instructors if you will be missing an in-person or online course.
- [Campus Health](#) is testing for COVID-19. Please call (520) 621-9202 before you visit.
- Visit the [UArizona COVID-19](#) page for regular updates.