

PSY 5105: Practicum in Teaching Psychology
Classroom: UAC 008
Fall 2019

Instructor: Azucena Rangel Mayberry, PhD

Office: UAC 244

E-mail: ar48@txstate.edu

Phone: 512-254-6768

Office Hours: MW 10:00 – 11:00 AM online, T 12:30 – 1:30 and by appointment

Course Description: This course will examine processes and strategies designed to improve the teaching and learning process. Students will be introduced to learning and instructional theory and selected concepts, issues, and strategies of instructional planning, delivery, management, and evaluation.

This course is meant to support graduate instructional assistants (GIA) and help them learn the basic principles of good teaching. These include, but are not limited to, adequate preparation, proper organization, student-teacher rapport, effective use of class time, clear and engaging communication and fair evaluation of student's understanding.

Course Grading: This course does not earn graduate degree credit. It is graded on a credit (CR), no-credit (F) basis. The CR (passing) grade is based on three components: attendance, proctoring, and assignments.

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| 1. Attendance & Participation | 30% | Attendance and participation in class discussions/activities are expected. |
| 2. Proctoring | 30% | Each GIA will be required to proctor exams for large sections and theater courses. |
| 3. Assignments | 40% | Several assignments will be given throughout the semester to help students develop teaching skills and study instructional theory. Detailed instructions will be provided |

Proctoring exams: Part of this class will consist of helping proctor exams for large classes in psychology. You will work with Sarah Pollok to sign up for proctoring assignments. Each large section exam will have at least two proctors. Proctors should:

- Arrive 5-10 minutes before the official start of class
- Check in with the professor about what they want you to do throughout the exam
- Make sure phones are away and silent throughout the exam

If there is an emergency and you are not able to make it to your proctoring assignment, please email the instructor and Sarah Pollok with as much advanced warning as possible.

Tuition Reimbursement: The University will reimburse tuition for this course, but you need to complete the tuition reimbursement form and return it to the Graduate Program Assistant by the scheduled due date.

Course Policies

Academic Honesty: In accordance with Texas State University policies, academic dishonesty/plagiarism and cheating are unacceptable. Please take note of and abide by the Texas State policy: "Violation of the Honor Code includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion and the abuse of resource materials." (UPPS 7.10.01) Academic dishonesty includes copying off another's person on an exam, signing another student's name on an attendance record, or in written work, paraphrasing from a reference source without an appropriate citation or not using direct quotes and a citation for more than four words taken from an outside source. Appropriate penalties in accordance with university and department policy will be enforced for academic dishonesty.

Accommodations: Texas State University is dedicated to providing appropriate academic accommodations for students with disabilities. If you may require accommodations due to a qualified or temporary disability, please contact the Office of Disability Services (ODS) to discuss and determine appropriate accommodations. ODS can be reached at 512-245-3451, is located in the LBJ Student Center, Suite 5-5.1. The ODS website is: <http://www.ods.txstate.edu/> Please contact me as soon as possible if you will need accommodations. Once you provide documentation from the Office of Disability Services we will be able to arrange accommodations that can help you to succeed in this class.

Classroom Etiquette: Be respectful of your classmates and your professor.

Privacy – Do not share personal information outside of class. Some information that we discuss personal and/or sensitive. Please respect the privacy of others.

Phones, computers, etc. – A low level of distraction is essential to our learning environment. No phones, computers, etc., will be allowed in class unless their use is required for a lab or class activity. Please step outside of the classroom to make any urgent phone calls or send messages.

Course Schedule

| Week | Date | Proposed Topic for Discussion |
|------|---------|---|
| 1 | Aug 29 | Introduction, syllabus/ overview of course |
| 2 | Sept 5 | Communication/ Office hours |
| 3 | Sept 12 | TRACS – Gradebook, Assessments, Assignments |
| 4 | Sept 19 | Grading Student Work / Honor Code |
| 5 | Sept 26 | Diversity/ Disability Services |
| 6 | Oct 3 | Policies |
| 7 | Oct 10 | Rubrics |

I reserve the right to change or make exceptions to this syllabus and schedule in order to best meet the needs of the students. Students will receive notification of any changes.