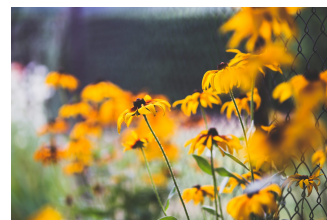


Remote Learning Theory & Practice: Introduction, Methods & Applications

LS192B-E; Phys192M; Chem192F; CS 192
Spring 2020



Instructor Names	Office Hours	Room	Discipline	Contact
Shanna Shaked (program director)	by request	Young 3077C	Physics	
Co-instructors Kankana Ghoshal, Lindy Comstock Teaching Assistants Sherlock Li: (Answers questions about grading and seminar attendance) Vahe Yacoubian: (Answers all other questions)				LAinstructorsUCLA@gmail.com SHL449@g.ucla.edu vsyacoubian@gmail.com ,
Program Development Team (PDT): Sarah Castillo, Byron Corado Perez, Joshua Lee, Aashi Patel, Raphael C. San Jose, Aly Ung, Arliette Sulikhanyan, Christine Tseng, Olivia Lopez, Esin Gumustekin, Mia Navarro				uclalearningassistants@gmail.com

Contents

Have a Question?	1
Online Teaching Facts and Zoom Resources	2
Getting Help Using Zoom at UCLA	2
Course Description	2
Course Learning Outcomes	2
Assignments (for All LAs earning units)	2
How do you sign up for the appropriate 192(s)?	3
How to make up an absence or submit something late	3
Letter Grade	5
Our Inclusive Learning Environment and Student Resources	5

Have a Question?

Welcome! Here's some guidance on how to ask different questions:

- Your content course:** Ask Head LAs
- Seminar issues:** Send Lindy or Kankana an email to LAinstructorsUCLA@gmail.com
- The Project:** Send Shanna an email at shaked@ceils.ucla.edu
- An LA assignment or your grade:**
 - Ctrl-F on Piazza + Syllabus to make sure your question isn't answered there.
 - Ask a fellow LA to point you to info. (*Some Log. Head LAs don't do assignments, so don't count on them.*)
 - If neither helps, we can help! Send **@Vahe** or **@Sherlock** a Piazza question or use their emails above.
- PTEs:** Contact Vahe (through Piazza or his his email above)
- Other:** Email the LA Program Development Team at uclalearningassistants@gmail.com, **indicating content course and main question** in the subject.

Online Teaching Facts and Zoom Resources

UCLA provides free Zoom licenses to enrolled students. You can obtain a Zoom license [here](#).

A quick guide for students on using Zoom can be found [here](#).

A tutorial for LAs who need to host Zoom meetings can be found [here](#) and [here](#).

Take a look at useful [teaching tips](#).

Getting Help Using Zoom at UCLA

If you require additional technical assistance using Zoom, please visit the [Zoom Help Center](#) or contact your department's [local IT](#). Live support options are [here](#).

Course Description

Learning Assistants (LAs) - LS192B/C/D/E; Phys192M (2-4 units); Chem192F (2-4 units); CS192: Training seminar for undergraduate students who are selected for the LA program. Exploration of current topics in pedagogy and education research focused on methods of learning and their practical application in remote learning settings. Students practice communication skills with frequent assessment of and feedback on progress. This quarter will focus on online teaching.

The combination of all listed 192s may be repeated for credit but not to exceed 4 times.

Course Learning Outcomes

After this course, LAs should be able to...

1. Reflect on and develop their views on teaching and learning, for themselves and others.
2. Increase implementation of core LA strategies: Wait time, redirect student questions instead of simply explaining; check for understanding; foster collaboration.
3. Enhance communication skills through exchange with students, instructors, and one another.
4. Apply key techniques related to LA-ing online, and then address common challenges that arise each week.
5. Suggest ways in which education could improve, either within the content course or broadly.
6. Increase confidence in their abilities to learn more, overcome obstacles, and succeed in their major.
7. Further develop awareness of the diversity of students and inclusive teaching practices.
8. Further value and get more excited about interacting with fellow LAs, instructors, and students.

Assignments (for All LAs earning units)

1. **Class Readings/Videos/Tutorials and Pre-Seminar Reflections:** We will build the “Virtual LA-ing Seminars” around Zoom features (co-hosting, breakout rooms, polls, etc.) and your thoughts, experiences, and responses to online LA-ing as much as possible; these resources will prepare you to make the most of the interaction during this time. You will get ***1-hour pre-seminar reflection assignments (often with readings, videos, tutorials or questionnaires) due 7pm the day before your online seminar (i.e., 7pm Tuesday for a Wednesday online seminar).***
2. **Online Class Discussion and Participation:** The purpose of these discussions is to help all of us as individuals and as a group to develop meaningful communication and collaborative learning experiences in the classroom. ***You are expected to attend one online seminar each week.***

3. **Weekly Collaborative Learning Reflections:** We expect you to spend 2-8 hours per week engaging undergraduate STEM students in collaborative, learner-centered environments. Using this experience and other feedback as your guide, please submit a written reflection (non-anonymously) ***on Piazza by Friday 5pm each week.***
 - Questions will be posted each week by Thursday 7pm. Be aware, reflections may be shared with the Content Instructors.
 - *You can also make anonymous posts if sharing something sensitive or feedback that you prefer to keep anonymous.*
4. **Weekly Meetings with Lead Faculty in Content Disciplines to Plan Instruction:** Each week, you are responsible for meeting with the content course instructor to plan and reflect on instruction and to discuss student achievement of content course learning outcomes. ***If you find that your Lead Instructor is not meeting with you, please notify your LA seminar instructor immediately. You are expected to attend each weekly content meeting unless you have an excused absence.***
5. **Quarter-long project (for ALL LAs earning credit):** see [here](#) for more info. These requirements will be adapted to accommodate the new online format within one week (3/30/20).

How do you sign up for the appropriate 192(s)?

1. In **Wk1**, you indicate the hr/wk you plan to spend on for-credit LA duties.
2. By the **beginning of Wk2**, you indicate more detailed time commitment. When these details match your original commitment, you are issued PTE number(s) (in the middle of Wk2).
3. **By the end of Wk2**, follow the instructions provided mid-Wk2 to correctly sign up for your assigned section **and units**.
4. **If you make a mistake** and sign up for the wrong number of units in a variable unit class, a previous LA was told the following procedure of **how to change the enrolled units online on myucla** without needing to show up to the office, or drop and re-enroll in the course.
 - a. The deadline to change units for free is before week 3. During weeks 3 and 4 you can change the units (without dropping the class) for a fee, and it is possible after week 4, however you need college approval.
 - b. To change 192s, log onto myucla and select "Enrollment Home" under the "Classes" tab.
 - c. Under the "Enrollment Actions" section, click the arrow pointing to the right to show more options, and then click "Change Units" or "Exchange".
 - d. Any variable unit courses in which you are enrolled should appear, along with the option to change the enrolled units or course for a \$5 fee. (If changing 192s, you need to get a new PTE.)
 - e. After changing units, check the Study List to ensure the action is complete.

How to make up an absence or submit something late

Follow the steps below to get back any points lost. If it is an excused absence (i.e. due to an illness or emergency), you will get back the full points. If it is an unexcused absence (e.g. too busy with other work or forgot), you can get back half the points lost.

ABSENCES

1. **From your assigned "Virtual LA-ing" seminar:**
 - a. Attend an alternate seminar if possible.
 - i. If not possible
 - Summary slides will be created for each online seminar reiterating main points. You can find these slides in the [Google Drive Folder](#)

- **By the following seminar, post on Piazza:**

- your responses to the points raised in the summary slides.
- Indicate how other students might have different perspectives on at least two of these points.

b. Send Vahe or Sherlock (depending on who conducts your seminar) a Private Piazza note indicating what you had/have to miss and why, along with your plan to make it up.

2. From content meeting:

- a. Attend a TA content meeting instead, if one exists and the instructor agrees.
- b. Send your Head LA and content instructor the work that you would have done if you had attended a content meeting. For example, reflect on how last week's sections went, write out solutions to any activity you would do during the content meeting, and indicate common student misconceptions.

3. From your assigned section: You should only miss your assigned discussion/lab section for an excused absence reason, because we want you to form connections with your set of students. If you have to miss your section:

- a. Find an LA to cover for you,
- b. Email the TA and cc uclalearningassistants@gmail.com and Logistics Head LA, and
- c. Find an opportunity within the next two weeks to attend another section/workshop/etc. (this is often achieved by trading with the LA who covers for you)
- d. Post a Private Piazza note to instructors, explaining the reason and how you plan to make it up.

LATE ASSIGNMENTS

4. For Spring 2020: We are being more flexible in grading (drop lowest 10% of any grade category - no questions asked) and not accepting late work after Wk2 without a doctor's note or other formal notice. *That said, we know many might get sick and not want to go to the doctor given the current health system state, so please keep us posted as soon as you get sick, so accommodations can be made.*

~~5. If you posted/submitted a form and just forgot to submit on CCLE: just explain in the end-of-quarter grade adjustment form to get that point back.~~

~~6. Complete the assignment within a week to get half credit. At the end of the quarter, you'll get a chance to indicate why the zero on CCLE should be replaced by half a point (or a full point if for an "excused" reason, which you should contact instructors about).~~

Letter Grade

To get an A, you need to complete, on time, at least 90% of assignments in each of the categories 1, 2, 3, and 6.

Note: You do still need to attend at least 90% of your content meetings and LA tasks, since those are the most critical assignments.

80-100%: A
78-80%: A-

76-77.5%: B+
74-75.5%: B

72-73.5%: B-
70-71.5%: C

60-69.5%: D
<60%: F

#	Time	All LAs earning units
1	1 hr/week	Weekly tutorials, readings, and quizzes: weekly quiz on assigned tutorials or readings.
2	1 hr/week	Pre-seminar Online Teaching Reflections: Write thoughtful pre-seminar reflections on any combination of the following: your teaching, readings, project and tutorials or their application.
3	1 hr/week	Participation in Virtual LA-ing seminars
4	2-5 hr/wk	Attendance and Participation at Content meeting (and reviewing content material and content activity): completing worksheet/activity before meeting
5	3-8 hr/wk	Participation in lecture/lab/discussion/CLC/etc.; OR doing other useful tasks supporting student learning (e.g. revising instructor materials)
6	1 hr/week	Final Project

Our Inclusive Learning Environment and Student Resources

UCLA values diversity and inclusion. We expect everyone in this class to contribute to a respectful, welcoming, and inclusive environment to support the learning of all other members of the class. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or accurate assessment or achievement, please notify us.

Students needing academic accommodations based on a disability should contact the Center for Accessible Education (CAE) at (310) 825-1501 or present in person at Murphy Hall A255. CAE will assess all requested accommodations and communicate appropriately with us (your instructors). Any students with CAE approval for proctoring arrangements during exams will need to please inform us (or your TA) prior to the date of the exam. When possible, students should contact CAE within the first two weeks of the quarter to allow reasonable time to coordinate accommodations. For more information, please visit the CAE website:

<http://www.cae.ucla.edu>.

Resources are available to foster the well-being of all UCLA students as they pursue their academic goals. Any student who finds themselves in immediate distress, please call Counseling and Psychological Services (CAPS) to speak directly with a counselor 24/7 at (310) 825-0768, or please call 911. For more information, please visit the CAPS website: <http://www.counseling.ucla.edu>.

Student Resources for Support and Learning

UCLA has a multitude of **resources available to all students**. Please go to this site for a list of resources to support students: <https://ceils.ucla.edu/resources-for-your-students/>

- **IF YOU ARE EXPERIENCING AN EMERGENCY, CONTACT THE CONSULTATION & RESPONSE TEAM:**
 - PH: (310) 825-7291 or (310) 825-0682
 - Email: crteam@ucla.edu
 - Website: www.studentincrisis.ucla.edu.
 - Click [here](#) to view UCLA's Red Folder with important resources for assisting students in distress.
- **Academic Advancement Program (AAP):** <https://www.aap.ucla.edu>
- **Bruin Resource Center:** Includes services for transfer students, undocumented students, veterans, and students with dependents; <http://www.brc.ucla.edu>.
- **Career Center:** <http://www.career.ucla.edu>
- **Center for Accessible Education:** <http://www.cae.ucla.edu>.
- **Counseling and Psychological Services (CAPS):** Located in Wooden Center West; students in distress may call to speak directly with a counselor 24/7 at (310) 825-0768, or may call 911; <http://www.counseling.ucla.edu>
- **International Student Ambassadors, Dashew Center:**
<https://www.internationalcenter.ucla.edu/programs-events/ambassadors>

UCLA Life Sciences Core Education

IMPORTANT NOTICES

Academic Integrity - A Bruin's Code of Conduct

You have a responsibility to treat your fellow students, instructors, and guests with courtesy, civility, and respect. All people have the right to learn without interference from others. Guidelines established by the UCLA Academic Senate will be followed if a student is purposefully disrupting the educational process. All are required and expected to conduct themselves in a mature and considerate manner. Please conduct and express yourself in a way that is respectful to all individuals. This includes respecting the rights of others to comment and participate fully in class. You have a responsibility to refrain from any form of academic dishonesty, bullying, hazing, or indecent behavior. You also have a responsibility to treat your fellow students, teaching assistants, and instructors with courtesy, civility, and respect.

If you are not doing the tasks you commit to on the LA Roster (and if you have not communicated about this with the Head LAs and/or instructor), this is grounds for reporting you to the Dean of Students.

UCLA is a community of scholars committed to the values of integrity. In this community, all members including faculty, staff, and students alike are responsible for maintaining the highest standards of academic honesty and

quality of academic work. As a student and member of the UCLA community, you are expected to demonstrate integrity in all of your academic endeavors. When accusations of academic dishonesty occur, the Office of the Dean of Students investigates and adjudicates suspected violations of this student code. Unacceptable behaviors include cheating, fabrication, plagiarism, multiple submissions without instructor permission, using unauthorized study aids, or facilitating academic misconduct.

Please review our campus' policy on academic integrity in the UCLA Student Conduct Code:

<http://www.deanofstudents.ucla.edu/Student-Conduct-Code>.

Once referred to the Office of the Dean of Students, allegations of academic dishonesty can lead to formal disciplinary proceedings. Being found responsible for violations of academic integrity can result in disciplinary actions such as the loss of course credit for an entire term, suspension for several terms, or dismissal from the University. Such negative marks on your academic record may become a major obstacle to admission to graduate, medical, or professional school.

We cannot make exceptions to our campus' policy on academic integrity, and as we hopefully have communicated effectively here, penalties for violations of this policy are harsh. Please do not believe it if you hear that "everyone does it". The truth is, you usually don't hear about imposed disciplinary actions because they are kept confidential. So our advice, just don't do it! Let's embrace what it means to be a true Bruin and together be committed to the values of integrity.

Harassment and violence policy

Acts of discrimination, harassment, assault, and other forms of violence are not acceptable. They are against the code of conduct.

If you've experienced or witnessed any of these acts, or are concerned you or someone you know may have been subject to any of these acts, you can simply contact WeListen@equity.ucla.edu or call (310) 825-3935 or go to <https://equity.ucla.edu/report-an-incident/>.

If you have been, or are concerned about someone who you believe may have been subjected to dating violence, domestic violence, sexual assault, sexual violence, sexual harassment, racism, discrimination, or stalking, you can talk in confidence with UCLA's CARE Advisor at 310-206-2465 or CAREadvocate@caps.ucla.edu, contact the police at 911, and/or the UCLA Title IX officer at (310) 206-3417 and titleix@conet.ucla.edu.

Meme created by LA Alison Ly:

**WHEN YOU DON'T FACILITATE
GROUPWORK**

**AND END UP HAVING TO EXPLAIN THE
SAME THING 3 MORE TIMES**

