BIOC 4990
Undergraduate Teaching Internship in Biochemistry
SPRING 2008

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Lecture: BIOC 3653 MWF 12:30-1:20PM, ANSI 123

Course Description
In BIOC 4990 you will earn how to teach a university course while enhancing your scientific communication skills, by serving as a teaching intern (TI) for BIOC 3653: Survey of Biochemistry. There is no textbook, beyond the text for BIOC 3653 itself; this is a hands-on class!

Course Meetings:
You are expected to be able to attend BIOC 3653 this semester and additionally to commit to a weekly one-hour review session and a weekly one-hour Teaching Intern meeting for the duration of the semester. Given the small class size, we hope to be flexible in scheduling these, but please contact us early (before the semester begins) about your schedule so that we can avoid potential conflicts.

Prerequisites:
In order to participate in an Undergraduate Teaching Internship in the Department of Biochemistry & Molecular Biology, a student must have taken the course and achieved a grade of ‘A’ or ‘B’. In addition, students must have participated in the Undergraduate Teaching Internship application and interview process.

Grading: Your grade will be a weighted average, based on the following:
10% Attendance

10% Teaching performance (in-class lecture)

20% Teaching Performance (review sessions)

10% Grading papers, skills at fairly and consistently assigning partial credit

10% Proposing exam and homework questions
10% Outside-the-classroom responsibilities and overall performance

30% Student Evaluations: The undergraduates will evaluate your performance on a number of standard criteria at the end of the class, and their feedback will be taken into account in determining your grade.

**Teaching Intern Responsibilities:**
- Attend course lectures
- Hold (1) weekly review session for undergraduates
- Participate in the *writing and grading* of homeworks & exams.
- Attend weekly Teaching Intern meeting
- “Other” TI duties – student specific
- Present an in-class guest lecture

**Attendance:**
As stated above, you are expected to attend BIOC3563. Although occasional (<5 total) absences from BIOC3563 class time are acceptable, absence from the weekly review sessions is much more serious. If you absolutely must be absent from your weekly review session, make sure that you have arranged to trade review sessions with another teaching intern. If no one is present to teach your review session, you will lose one letter grade.

**Review Sessions:**
Each undergraduate teaching intern is required to hold 1 weekly review session. During these sessions, teaching interns answer student questions and present material which students may have previously had trouble comprehending. At the beginning of the semester, a review session will be scheduled which takes into account the availability of the teaching intern and the needs of the students. These office hours are an excellent opportunity in which the teaching intern can further their scientific communication skills.

**Homework and Exam Questions:**
Undergraduates teaching interns are required to contribute to both homework and examinations questions using lecture notes and the text. Teaching interns are required to submit 3 homework and 3 exam questions by Friday of each week pertaining to that week’s material. It is encouraged that teaching interns be creative when forming questions and incorporate their own interests.

**Homework and Exam Grading:**
Throughout the semester, as homework assignments are due and examinations are given, all of the teaching interns are asked to contribute to the grading process. Before the grading process, teaching interns will receive instruction on proper grading techniques and acceptable answers from the course Instructor.

**Weekly Teaching Intern Meetings:**
Weekly meetings will be held between the Instructor and Teaching Interns to foster course communication. The purpose of these meetings is to ensure understanding and
consistency in homework and lecture material as well as provide information on teaching and/or biochemistry to the teaching intern. The day, time, and location of these meetings will be arranged at the beginning of the semester.

**Components of Teaching Intern Evaluation:**
- Willingness to work
- Attitude
- Motivation
- Ability to work with individuals
- Ability to work with groups
- Presentation Skills
- Preparation
- Ability to follow instructions
- Enthusiasm
- Respect for students
- Confidentiality
- Completion of Assigned Tasks
- Teamwork

**Note:**
Because this is a new class, and because classroom teaching is inherently a dynamic and changing environment, the precise details of this class may evolve over the course of the semester and diverge from the syllabus.