

# PT 672 TEACHING EXPERIENCE ANATOMY TEACHING ASSISTANT Spring 2024

## Duties and Responsibilities

All teaching assistants (TA) will be responsible for the following duties and other various assignments which will be made on an individual basis.

### Regular Laboratory Teaching Responsibilities:

1. Teaching Assistants will be assigned to assist a particular group of students, i.e., one or two dissection table(s).
  - a. **The TA's role is as a facilitator for the student's learning and the TA's are NOT responsible for the identification of the required anatomical structures for the assigned students.**
  - b. Rather, it is expected that the TA will be able to answer questions regarding the anatomical structures and their function, be able to direct students in dissection procedures, encourage students to utilize reference materials available and to guide students in their learning process.
  - c. **The TA is expected to be in lab on time and prepared for the dissection topic of the day. Preparation is expected prior to lab. The TA is expected to challenge the student's knowledge initially at the knowledge level and progress to the application level as the semester continues.**
  - d. **The TA is expected to prepare materials to be used during discussion sessions that will enhance the learning opportunities for the students.** These materials may include items such as quizzes, study guides, tutorials, etc. as needed by the students. These materials will be submitted as part of the grading criteria for the course. Students will be graded on their preparation and participation in discussion sessions by the TA. The TA will be graded by students and faculty on their performance as a faculty member. **Each TA is required to submit at least 3 of the developed materials for grading - minimum of 1 from each block to be submitted prior to testing on that block.**
2. Additional responsibilities
  - a. Monitoring the equipment/tools available at each assigned table. This includes cleanliness and completeness of the kits before and after each laboratory session and at the end of the semester.

- b. Supervision of the students in the dissection, preservation, and care of the cadavers.
- c. Supervision of the students in maintaining the cleanliness of their assigned dissection area and ensuring the area is clean prior to leaving the lab.
- d. **Each TA is responsible for the content areas presented in the case studies by students at their assigned table. The TA should take an active role in assisting the students with their case study to ensure that the content is relevant to the practice of Physical Therapy. Case studies will be graded by the TA's as a group**
- e. There may be opportunities for TAs to provide information and guidance to the first year med students who will be sharing our cadavers. Will provide more information as it becomes available.

### **Laboratory Examinations:**

1. Teaching Assistants will be required to assist with all laboratory test set-ups. Times for the test set-up will usually be arranged the week prior to the test date. TA's should be prepared to arrange their schedule to be available for several hours the evening prior to the test for the set-up.
2. **Teaching Assistants will be assisting with exam question development.** Assistants should then be prepared to allow time for this in their schedule. Refer to the syllabus for scheduled dates of laboratory exams. Keep in mind that the schedule is always subject to change - confirm the date of the test about one week prior to the scheduled date.
3. Teaching Assistants will monitor laboratory examinations on a rotational basis. Exams are generally given in two groups. Prior to each test, check with the laboratory director for individual assignments.

### **Special Topic Teaching Responsibilities**

1. Teaching Assistants may be asked to provide additional instruction on certain topics. This may be done either in small groups or to the class as a whole, dependent on the needs of the class, the time limitations present and the preferences of each TA. Arrangements for these experiences will be made on an individual basis.  
\*\* This may also include instruction with first year med students.

### **Additional Responsibilities:**

1. Assignments for other duties that may be required of Teaching Assistants will be arranged on an individual basis.
2. Additional learning experiences the Teaching Assistant may wish to pursue will be arranged with the laboratory director.
3. At the conclusion of the course, the TA will submit a 1-2 page self-reflection paper which examines their effectiveness as a teacher, the effectiveness of the design of their educational tools and ways to improve outcomes for the students in the class.

### **Objectives:**

At the completion of the course, the student will be able to:

1. Effectively create a learning environment and learning opportunities for students in basic gross anatomy using culturally appropriate teaching methods that are commensurate with the needs of the learner.
2. Develop test questions and educational materials at both the knowledge and application level to ensure content area has been mastered by the learner.
3. Evaluate the effectiveness of the design of their educational tools and self reflect on ways to improve their design and/or outcomes.
4. Display professional behavior in all interactions with students, faculty, and support staff as commensurate with being a faculty member in this course.

### **Grading:**

- 35% - Teaching effectiveness: based on student and faculty evaluation of performance both oral and written including demonstrations, review sessions, etc.
- 35% - Written work: based on materials submitted from educational materials and exam questions.
- 30% - Professionalism: based on attendance, punctuality, willingness to participate as a team member, professional dress, and attitude

### **Notice of Nondiscrimination**

It is the policy of the University of North Dakota that no person shall be discriminated against because of race, religion, age, color, gender, disability, national origin, creed, sexual orientation, gender identity, genetic information, marital status, veteran's status, or political belief or affiliation and the equal opportunity and access to facilities shall be available to all. Concerns regarding Title IX, Title VI, Title VII, ADA, and Section 504 may be addressed to Donna Smith, Assistant Vice President for Equal Opportunity and Title IX/ADA Coordinator, 102 Twamley Hall, 701.777.4171, [UND.EO.TitleIX@UND.edu](mailto:UND.EO.TitleIX@UND.edu) or the Office for Civil Rights, U.S. Dept. of Education, 230 S. Dearborn St., 37th Floor, 500 West Madison, Suite 1475, Chicago, IL 60611 or any other federal agency.

### Disability Access Statement

Contact your course instructor to request disability accommodations, discuss medical information, or plan for an emergency evacuation.

To get confidential guidance and support for disability accommodation requests, students are expected to register with DSS at [Disability Services](#), 190 McCannel Hall, or 701.777.2664.

### Religious Accommodations

UND offers religious accommodations, which are reasonable changes in the academic environment that enable a student to practice or observe a sincerely held religious belief without undue hardship on the University. Examples include time for prayer or the ability to attend religious events or observe a religious holiday. To request an accommodation, complete [student religious accommodation request form](#). If you have any questions, you may contact the [Equal Opportunity & Title IX Office](#).

### Pregnancy Accommodations

Students who need assistance with academic adjustments related to pregnancy or childbirth may contact the [Equal Opportunity & Title IX Office](#) or [Academic Affairs](#) to learn about your options. Additional information and services may be found at [Pregnancy Resources](#).

### Reporting Discrimination, Harassment, or Sexual Misconduct

If you or a friend has experienced sexual misconduct, such as sexual harassment, domestic violence, dating violence, or stalking, please contact the [Equal Opportunity & Title IX Office](#) or UND's Title IX Coordinator, Donna Smith, for assistance: 701.777.4171; [donna.smith@UND.edu](mailto:donna.smith@UND.edu)

You may also contact the [Equal Opportunity & Title IX office](#) if you or a friend has experienced discrimination or harassment based on a protected class, such as race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, genetic information, pregnancy, marital or parental status, veteran's status, or political belief or affiliation.

### Faculty Reporting Obligations Regarding Discrimination, Harassment, or Sexual Misconduct

It is important for students to understand that faculty are required to share with UND's Title IX Coordinator any incidents of sexual misconduct or of discrimination or harassment based on a protected class that they become aware of, even if those incidents occurred in the past or are disclosed as part of a class assignment. This does not mean an investigation will occur if the student does not want that, but it does allow UND to provide resources to help the student continue to be successful at UND. If you have been impacted by discrimination, harassment, or sexual misconduct, you can find information about confidential support services at the [Equal Opportunity and Title IX webpage](#).

### Ensure Accessibility

To comply with the latest accessibility guidelines, documents posted online, including, but not limited to, Adobe PDF files, Microsoft Word documents, Microsoft PowerPoint presentations, and online flipbooks, must be screen-reader friendly.

For directions on how to make your syllabus and other course materials accessible, go to [Blackboard > Services > Atomic Learning > Creating an Accessible Syllabus](#) (for technical assistance with Atomic Learning, contact [UND Tech Support](#) at [UND Tech Support](#)).

### Health and Safety

UND is committed to maintaining a safe learning environment while providing quality learning experiences for our students. COVID-19's continued presence within our UND community may necessitate changes in classroom management as the academic year progresses. As such, UND asks students and instructors to be flexible when necessary to promote a safe environment for learning. Please do not attend an in-person class or lab if you are feeling ill, particularly if you are experiencing symptoms of COVID-19, or if you have been directed by health professionals to quarantine or isolate. If you are not able to attend class or lab, please notify your instructor as soon as possible and discuss options for making up any missed work in order to ensure your ability to succeed in the course. If you will have an extended absence due to serious illness or other uncontrollable circumstances, you may request an absence notification through the [Office of Student Rights and Responsibilities](#). Similarly, if your instructor is ill they may need to cancel class or temporarily move your course to online delivery to ensure that you

are able to complete the course successfully. Instructors may require students to wear masks in the classroom or in the laboratory as a preventative measure designed to facilitate uninterrupted classroom engagement and to facilitate health and safety in the classroom. If your instructor does require masks in class or in a laboratory, you are expected to comply with that request.

UND also strongly encourages all members of the University community, including students, to get vaccinated, seek out testing when needed, and model positive behavior both on- and off-campus to foster a healthy and safe learning environment for all students. Individuals who would like to discuss disability accommodations regarding masks should contact the Disability Services for Students (DSS) office at 701-777-2664 or [UND.dss@UND.edu](mailto:UND.dss@UND.edu). Individuals who are unable to wear a mask due to a sincerely held religious belief should contact the UND Equal Opportunity and Title IX Office at 701.777.4171 or [UND.EO.TitleIX@UND.edu](mailto:UND.EO.TitleIX@UND.edu).