

**Syllabus MCB 391/497A**  
**Dr Susan Jorstad**

**MCB 391/497A, Undergraduate Tutoring Seminar and Special Tutoring Workshop**, is a combined course designed for upper division students who have done well (i.e., received an A) in MCB 181R, and who would like to act as Learning Assistants for current 181R students. Students in MCB 391 are first-time LAs, and are enrolled for 3 units of SPCDE grading. MCB 497A is for returning LAs (i.e., those that have successfully completed MCB 391), and may be repeated twice (i.e., taken 3 times for a total of no more than 10 units). MCB 497A students are expected to take a leadership role mentoring and guiding small groups of MCB 391 students, including providing regular oral and written feedback to both the novice preceptors and to the lead instructor and/or TAs.

**Learning Assistants will**

- attend the lectures of one 181 lecture section
- attend a once-weekly 391/497A meeting, and spend 3 scheduled hours per week in the Tutoring Center, Koffler 203, with adjustments in time commitment made for online office hours, if those are offered by the 181 instructor.
- attend a weekly meeting with their 181 lecturer to plan in-class activities, if required. (These additional meetings will result in fewer hours in the Tutoring Center.)
- maintain log sheets of their interactions with students, recording full names, sections, and questions addressed
- complete the tutorials, writing assignments and quizzes located in the Content link in a timely fashion
- participate actively in the MCB 391/497 class meeting discussions
- help proctor during 181 exams, including the Final Exam

**Learning Assistants will be evaluated (graded) on:**

- attendance at 391/497A class meetings
- attendance at 181 lectures (recorded by team leaders)
- attendance at tutoring hours (as evidenced on sign-in sheets)
- attendance at weekly staff meeting with lecture professors (if required; recorded by team leaders)
- timely submission of MCB 391/497 writing assignments and/or quizzes
- maintenance and submission of log-sheets
- timely completion of any responsibilities to lecture professors

**Grading for MCB 391** is SPCDE (superior, pass, C, D, E). As per MCB departmental policy, the default grade is P; S will be awarded only under extraordinary circumstances. Two unexcused absences (from any/all of the following: 181 lecture, 391/497 class meeting, or office hours) will result in a drop in letter grade; 4 unexcused absences, a

drop in two letter grades; 6 unexcused absences, a drop in 3 letter grades. Two or more unexcused absences may prevent a tutor from continuing in MCB 497A.

**Grading for MCB 497A** is ABCDE, using standard 90/80/70/60 letter grade cut-offs. Each unexcused absence will result in a 5% deduction from final grade; incomplete tutor logs will result in 10% deduction; unexcused late arrival or early departure from lecture/class/office hours will result in a 2.5% deduction.

**Access to Teaching Staff:** You will have easy access to instructors and learning assistants before, during and after class; at discussion sessions; during office hours, or by appointment; and via D2L email. See contact info in the Contact Us section of the Syllabus links (in Content).

**Email etiquette:** please put a relevant topic in the subject line, address the recipient (such as "Hi, Dr Jorstad"), clearly state your question or concern, and sign your email with your full name. Please confine email correspondence with instructors to course-related matters that can be answered in a few sentences; questions requiring longer explanations should be posed in some other setting (such as before or after class, or during office hours). You may expect responses to emails within 24 hours, except over weekends.

**Course Goals:** Our goal is that, by the end of the semester, you will have solid understanding how people learn, and how you can support that learning as an effective guide. You will have improved your interpersonal and communication skills, and increased your comfort in working closely with students

### **Absence and Class Participation Policy**

- The UA's policy concerning Class Attendance, Participation, and Administrative Drops is available at: <http://catalog.arizona.edu/policy/class-attendance-participation-and-administrative-drop>
- The UA policy regarding absences for any sincerely held religious belief, observance or practice will be accommodated where reasonable, <http://policy.arizona.edu/human-resources/religious-accommodation-policy>. Arrangements to reschedule exams for religious observations must be made at least one week in advance.
- Absences pre-approved by the UA Dean of Students (or Dean Designee) will be honored. See: <https://deanofstudents.arizona.edu/absences>

**Accessibility and Accommodations:** It is the University's goal that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, please let me know immediately so that we can discuss options. You are also welcome to contact Disability Resources (520-621-3268) to establish reasonable accommodations. Please be aware that the accessible table and chairs in this room should remain available for students who find that standard classroom seating is not usable.

**Code of Academic Integrity:** Students are encouraged to share intellectual views and discuss freely the principles and applications of course materials. However, graded work/exercises must be the product of independent effort unless otherwise instructed. Students are expected to adhere to the UA Code of Academic Integrity as described in the UA General Catalog. See: <http://deanofstudents.arizona.edu/academic-integrity/students/academic-integrity>.

The University Libraries have some excellent tips for avoiding plagiarism, available at <http://www.library.arizona.edu/help/tutorials/plagiarism/index.html>.

*Selling class notes and/or other course materials to other students or to a third party for resale is not permitted without the instructor's express written consent.* Violations to this and other course rules are subject to the Code of Academic Integrity and may result in course sanctions. Additionally, students who use D2L or UA e-mail to sell or buy these copyrighted materials are subject to Code of Conduct Violations for misuse of student e-mail addresses. This conduct may also constitute copyright infringement.

### **Creating a Supportive Classroom:**

Disruptive behavior is prohibited. "Disruptive behavior" means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting. This type of behavior includes talking that prevents others from hearing, inappropriate use of cell phone, tablet, or laptop, refusing to collaborate, refusing to cooperate with classroom support staff (TAs, preceptors), interrupting class activities, etc. In the event of disruptive behavior by one of the students in the course, official policies and procedures will be followed as described at <http://policy.arizona.edu/disruptive-behavior-instructional>

### **UA Nondiscrimination and Anti-harassment Policy**

Required: The University is committed to creating and maintaining an environment free of discrimination; see <http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>

**Threatening Behavior is Prohibited.** "Threatening behavior" means any statement, communication, conduct or gesture, including those in written form, directed toward any member of the University community that causes a reasonable apprehension of physical harm to a person or property. In the event of threatening behavior by one of the students in the course, official policies and procedures will be followed as described at <http://policy.web.arizona.edu/~policy/threaten.shtml>

**Nondiscrimination and Anti-Harassment Policy:** The University of Arizona is committed to creating and maintaining an environment free of discrimination. In support of this commitment, the University prohibits discrimination, including harassment and retaliation, based on a protected classification, including race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. The University encourages anyone who believes he or she has

been the subject of discrimination to report the matter immediately as described in the section below, "Reporting Discrimination, Harassment, or Retaliation." All members of the University community are responsible for participating in creating a campus environment free from all forms of prohibited discrimination and for cooperating with University officials who investigate allegations of policy violations. <http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>

**Changes to this syllabus:**

The information contained in this syllabus, other than the grading and missed-exam policies, may be subject to change with reasonable advance notice, as deemed appropriate by the instructor.