

# Honors Teaching Assistance

HON 3203 (01), FALL 2015

Student will observe Magazine Media course (PR 4605), which will meet from 11 a.m. - 12:15 p.m. in SO 5105 College of Humanities and Social Sciences, School of Communication & Media

## Supervising Professors:

**T. Gray and S. Johnson**

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Social Sciences Bldg, #5107 (Gray)

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**Course Description:** This class is intended to help students develop teaching and leadership skills within their major field or a field of interest. Students will assist a professor in teaching duties. The class teaches students how to disseminate ideas and how to assess learning. It teaches communication skills since teaching assistants will work one-on-one, in small groups, and full class settings with students taking the course. **Credit Hours: 3-0-3**

**Course Objectives:** After successful completion of this course, students will be able to:

- >> Develop assignments that enable PR 4605 students to meet course objectives.
- >> Identify ways to address classroom management and administrative issues.
- >> Use written and verbal reflection to analyze their teaching.
- >> Apply knowledge gained during the semester to complete a course design and syllabus for a communication course.

**Important Note About D2L Brightspace:** In this course, I will use D2L Brightspace to post assignments, readings and information. Therefore, you should check D2L Brightspace regularly for information. **If you would like to send me an email, however, please contact me at sjohn172@kennesaw.edu.** If you miss an update because you do not check your KSU email, you are responsible for the consequences.

## Required Texts:

- None

## Other Required Materials

- Flash drive for saving work
- Notebook or folder for saving class handouts and exercises

**Submitting Assignments Via Brightspace:** \*\*\* Please Note: It is your responsibility to ensure that your document is in the correct Microsoft Word format and can be opened. If you send your assignment in from a mobile device or if I cannot open the file, a late penalty of one letter grade will be automatically assessed to your assignment. If you do not send me a document that I can open on the same day that you are notified there is a problem, then you will receive a further penalty of a zero for that assignment.

**Attendance:** Attendance is mandatory and essential to your success in this class. Two unexcused absences will result in the loss of a full letter grade for the course. Three unexcused absences will result in a grade of "F" for the course. Excused absences include University-sanctioned obligations or documented family or medical emergency with appropriate supporting documentation (accepted at my discretion and subject to further verification). Each class session is important, so please do not ask for special permission to miss class or makeup work for a non-emergency (job interviews and plane tickets are not considered emergencies). All documentation must be turned in during the week that you return to class for the excuses to be considered. After review of your request I will determine whether the excuse will be granted. I will then work with you to establish a deadline for any work you may have missed.

## Assignments:

Reflective Teaching Blog	20 %
Course Design & Syllabus	20 %
Course Administration	20 %
Teaching Demonstration	15 %
Final Reflective Essay	25 %
<b>TOTAL</b>	<b>100%</b>

## Grade Breakdown:

- A (90-100)
- B (80-89)
- C (70-79)
- D (60-69)
- F (Below 60)

SEE PRODUCTION  
SCHEDULE (P.3)  
FOR  
ASSIGNMENT  
DUE DATES

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## **Kennesaw State Policies**

### *Academic Integrity*

No student shall receive, attempt to receive, knowingly give or attempt to give unauthorized assistance in the preparation of any work required to be submitted for credit (including examinations, laboratory reports, essays, themes, term papers, etc.). Unless specifically authorized, the presence and/or use of electronic devices during an examination, quiz, or other class assignment is considered cheating. Engaging in any behavior which a professor prohibits as academic misconduct in the syllabus or in class discussion is cheating. When direct quotations are used, they should be indicated, and when the ideas, theories, data, figures, graphs, programs, electronic based information or illustrations of someone other than the student are incorporated into a paper or used in a project, they should be duly acknowledged. No student may submit the same, or substantially the same, paper or other assignment for credit in more than one class without the prior permission of the current professor(s). **A student who turns in work that is not his or her own will receive "0" points on the assignment and will be reported to the Office of Academic Integrity.**

*University Policy on Academic Misconduct:* Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the KSU Student Academic Integrity Policy.

### *Disruption of Campus Life*

It is the purpose of the institution to provide a campus environment which encourages academic accomplishment, personal growth, and a spirit of understanding and cooperation. An important part of maintaining such an environment is the commitment to protect the health and safety of every member of the campus community. In order to promote these goals, students should be familiar with and abide by the rules against disruption of campus life.

### *Disorderly Assembly*

No students shall assemble on the campus for the purpose of creating a riot, or destructive or disorderly diversion, or obstructing or disrupting the normal operation of the university, including any teaching, administrative, disciplinary or public service activity, or any other activity authorized to take place on the campus.

### *Disruptive and Dangerous Conduct*

No student shall act in a manner that can reasonably be expected to disturb the academic pursuits of others or infringe upon the privacy, rights, or privileges of others, or the health or safety of him/herself or other persons.

### *Disruptive Speech*

That speech is prohibited which: a) presents an immediate or imminent clear and present danger or b) is disruptive to the academic functioning of the institution.

### *University Policy on Accommodating Students with Disabilities:*

Students requesting accommodation for disabilities must first register with the Office of Disabled Student Support Services at [http://www.kennesaw.edu/stu\\_dev/dsss/dsss.html](http://www.kennesaw.edu/stu_dev/dsss/dsss.html). The Office of Disabled Student Support Services will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

*FERPA:* The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records once the student has reached 18 years of age (20 U.S.C. § 1232g; 34 CFR Part 99). Under that law we cannot release your student ID number, grades, performance evaluations, or any other personal or academic information to anyone but you, unless you provide written permission to do so.

*Global Learning:* Kennesaw State University is a learning-centered institution emphasizing creativity, diversity, global awareness, leadership, ethics, teaching excellence, digital literacy, technological competence, and community engagement. KSU has adopted a Quality Enhancement Plan (QEP), an educational process that enhances one's competencies for participating productively and responsibly in the diverse, international, intercultural, and interdependent world.

### **School of Communication & Media Policies** *Advising*

Students are encouraged to work with an advisor to plan their course of study.

Declared COM majors with fewer than 60 completed credit hours are advised by the College of Humanities and Social Sciences Undergraduate Advising Center (UAC) located in Willingham Hall, Suite 223. New transfer students should also make an appointment at the advising center. Advising appointments can be made by visiting the Center's website: <http://www.kennesaw.edu/hssadvising/home.php>

Once COM majors reach 60 credit hours, they are assigned to a faculty member in COM for advising/mentoring. To find your assigned advisor, check Degree Works or your transcript on Owl Express. Contact your faculty advisor directly to make appointments. To find your faculty advisor's contact information, visit <http://communication.hss.kennesaw.edu/about/faculty-staff/> and click on your advisor's name.

Of course, even after you have surpassed 60 credit hours, you are welcome to continue visiting the UAC for academic planning. For questions regarding graduate school or other post-graduation plans, however, you'll want to visit your faculty advisor.

Understand that, ultimately, advising is a student's responsibility. While faculty advisors are here to assist, course selections are a student's choice. Students are responsible for calculating how their course selections will affect their graduation date. The Registrar Office is the entity that reviews credits for graduation, and the Registrar's response to a student's Petition for Graduation form is the university's official word on graduation status.

### **Intellectual property protection:**

Lectures, presentation slides, exercises and handouts used in this course are the property of Kennesaw State University. Class sessions may not be electronically recorded without permission of Sarah Johnson or any guest lecturers that may speak in this class. Recordings, including class notes, may not be used for commercial purposes without proper attribution.

# HON 3203 I Honors Teaching Assistance

*Because some variables are not yet known, this course outline is flexible and may change. Honors Teaching Assistant will also assist with additional and unplanned needs as they arise.*

DAY	DATE	DURING CLASS	READINGS, ASSIGNMENTS, HOMEWORK and QUIZZES
MON	8/17	First day of class; Meet with Professors Gray and Johnson; Observe class; Begin weekly blog	Homework: Review current social media initiatives of Pipeline Magazine
WED	8/19	Observe class; Work on social media SWOT	Homework: Finish SWOT of social media initiatives
MON	8/24	Observe class; Work on social media SWOT	
WED	8/26	Observe class; Turn in social media SWOT	<b>SWOT Due</b>
MON	8/31	Observe class; Present SWOT findings to class (Editorial and Design); Determine how students can assist with social media initiatives	
WED	9/2	Observe class; Establish social media working groups and assign tasks	<b>Present SWOT findings to class</b>
<b>MON</b>	<b>9/7</b>	<b>LABOR DAY! NO CLASS!</b>	
WED	9/9	Assist Professor Johnson by providing mock-up suggestions to designers	
MON	9/14	Observe class; Meet with social media working groups as needed	
WED	9/16	Observe class; Discuss Course Design & Syllabus assignment with Professor Johnson	
MON	9/21	Observe class; Lab time to work on Course Design & Syllabus assignment	
WED	9/23	Lab time to work on Course Design & Syllabus assignment	Homework: Complete Course Design & Syllabus assignment
MON	9/28	Course Design & Syllabus assignment due to Professor Johnson; Critique design drafts and bring to class on Wednesday	<b>Course Design &amp; Syllabus Due</b>
WED	9/30	Assist Professor Johnson with design feedback	
MON	10/5	Observe class	
WED	10/7	Provide update on social media initiatives	
MON	10/12	Observe class	
WED	10/14	Ongoing meetings with social media working groups	
MON	10/19	Assist with design updates	
WED	10/21	Assist with ongoing design updates	
MON	10/26		
WED	10/28		
MON	11/2	Observe class	
<b>CONTINUED ON NEXT PAGE</b>			

WED	11/4	Review final spreads	
MON	11/9	Design analysis [art director and honors teaching assistant]	
WED	11/11	Assist with one-on-one design meetings	
MON	11/16	Assist with final production and publication; Discuss Reflective Essay with Professor Johnson	
WED	11/18	Lab to work on Reflective Essay	
MON	11/23	NO CLASS - THANKSGIVING BREAK	
WED	11/25	NO CLASS - THANKSGIVING BREAK	
MON	11/30	Lab to work on evaluation of social media campaign	
WED	12/2	Present social media campaign evaluation to class	<b>Present social media evaluation</b>
MON	12/7	Final Reflective Essay Due; Final blog post due	<b>Reflective Essay Due; Final Blog Post Due</b>