

CIS 8950 - Teaching and Learning Practicum

Instructors

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Course Description

The Teaching and Learning Practicum (TLP) is a non-credit graduate-level course that provides high performing MCIT Online students the opportunity to gain additional skills in online course facilitation and student support through educational leadership and mentoring. You will explore features of effective online instruction, engage in practice teaching, and accurately describe and reflect on your experiences.

Course Learning Objectives

- Explore features of effective online instruction through a series of related workshops.
- Practice the responsibilities associated with typical online teaching assistantships under the guidance of a course manager.
- Reflect on what works and what does not in your practicum through brief but regular journaling.
- Accurately describe and report your hours and completed tasks on a weekly basis.

Course Prerequisites

- Must be in good academic standing and have received a B or higher in the course you will be supporting during the semester

Course Components

Teaching and Learning Workshops

You will attend four workshops over the course of the semester that focus on important aspects of virtual teaching and learning at a US institution.

Workshop	Description
Best MCIT Teaching Assistant Practices	Previous Teaching Assistants will join in a panel to discuss the best TA practices and how to provide appropriate and thorough feedback to students.
Conducting effective virtual office hours	Guests from Penn’s Center for Teaching and Learning share effective virtual office hour practices.
Three essential skills for clear instruction	This workshop will introduce you to three key skills for clear instruction: defining a term, explaining a visual, and handling questions. You will analyze a model and then practice implementing the skill with your peers.
Promoting positive student interactions	This workshop will provide TLP participants guidance on the best practices to support nurturing and engaging interactions with students across .

Teaching Practicum

Below are the expected participant duties associated with the practicum portion of the course. Please note these duties should be identical to the activities described in the TLP offer letter you signed, and if there are any discrepancies, please defer to the tasks outlined in the letter.

- Attend synchronous and asynchronous virtual orientation sessions

- Beta-test course material in Canvas
- Attend virtual synchronous course staff meetings (1 hour each week)
- Participate in virtual synchronous office hours, small group and individual (1 hour each week)
- Participate in virtual synchronous recitations, including problems chosen by course staff, and problems addressing the current difficulties of the students (1 hour each week)
- Monitor and respond to student questions in the communications forum based on a schedule, and ensure questions are answered within 24 hrs (1-2 hours each week)
- Provide 1:1 support to struggling students as needed and directed by the instructor
- Grade student work according to an established rubric, provide feedback and upload grades to the platform (may not be required for classes that use graders)

Reflective Journaling

Four times during the semester, you will draft a journal entry of 150-200 words reflecting on the successes and challenges you are experiencing in your practicum work thus far, and the opportunities you are targeting for improvement. Each journal entry should both describe an instructional moment or experience, as well as analyze it using perspectives from one of the four teaching and learning workshops.

Weekly Activity Reporting

You will complete a brief weekly log on Canvas that accurately describes the tasks you engaged in that week and the associated hours you worked to complete them.

Grading & Assessment

Participants will earn a mark of “S”-Satisfactory or “U”-Unsatisfactory. You must actively participate in the four activities described above to achieve an “S”. These marks will not impact your GPA. If you have any questions or concerns about grading or progress in the course, please reach out to the instructors.

Students may enroll in the TLP more than once. *Note: If a student earns a mark of “U”, they will be disqualified from future participation.

Getting and Giving Help

Communication

To communicate quickly with course administrators or peers, please use the MCIT Online TLP Lounge channel on Slack.

Access to Materials and Content Before and After Graduation

If you would like to retain copies of your submitted assignments, you must download them from Gradescope, Coursera, Codio, and any other platforms that you submit to during the semester in which you are taking that course. Your SEAS account will be permanently deleted in the fall following your graduation. Once your SEAS account is deleted, we will be unable to re-grant you access to the MCIT Online Program materials and course content. **Therefore, if you would like to retain the content from each course after you graduate from the program, you must download the content locally to your computer during the semester that you are in the course.**

Course Schedule and Important Dates

Dates are subject to change. Please check Canvas for announcements regarding schedule changes.

Assignment	Deadline
Weekly Reporting	Week 2
Workshop 1 Weekly Reporting	Week 3
Journal 1 Weekly Reporting	Week 4
Weekly Reporting	Week 5
Workshop 2 Weekly Reporting	Week 6
Journal 2 Weekly Reporting	Week 7
Weekly Reporting	Week 8

Workshop 3 Weekly Reporting	Week 9
Journal 3 Weekly Reporting	Week 10
Weekly Reporting	Week 11
Workshop 4 Weekly Reporting	Week 12
Journal 4 Weekly Reporting	Week 13
Weekly Reporting	Week 14
Weekly Reporting	Week 15