

1-2003

PSYC 301.01: Personal Student Instruction / Proctoring

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Psychology 301 Spring 2003

Meeting Times: Tuesday, 4:10 - 5:00 p.m. (Except Meeting 1)
Section 80: Monday- Thursday, 2:10 - 3:00 p.m.
Section 81: Monday- Thursday, 3:10 - 4:00 p.m.

Instructor: Heide Island, M.A., Psychology Department

Office Hours: Skaggs 364, Tuesday & Thursdays 10-12 & by appointment

Email: heide_island@yahoo.com

Office Phone: 243-4821 (email is better)

Psychology 301 provides a unique learning opportunity. It may be helpful to think of this class as an internship rather than a traditional class. While we will discuss the ways in which psychological theories intersect with classroom learning, the emphasis will be on applying this knowledge. This is a 300-level honors class, the work and quality expectations are consistent with that designation. Plan on spending 6-9 hours per week on this class. You will find that the more effort you put into this experience the more you will take away from it.

Knowledge and skills you will develop during the semester:

- Self-awareness of presentation style
- Provide constructive, specific feedback
- Explain complex concepts clearly and concisely
- Organize a presentation
- Teaching experience
- Ability to negotiate difficult interpersonal situations

A Few Do's and Don'ts:

- **Do** be attentive and take notes in lecture. Your students may ask you specific questions about lecture material.
- **Do** come to quiz/lab days with your text, prepared to refer students to the text when applicable to help explain concepts.
- **Do** ask your TA questions in the Tuesday meetings if a point is unclear to you. You can also let your TA know *after lecture* if you think students did not understand a concept. That way, it can be addressed in more detail in the next lecture.
- **Don't** contradict your TA in class. You may confuse students more than help them.
- **Don't** engage in power struggles with students in lab sections. If you are having a problem with your section, let your TA know so that she can help you resolve it.
- **Don't** forget to turn in your resource materials (the textbook and IRM are on loan to you) at the end of the semester; failure to do so will result in an incomplete for the course.
- **Do** be as neat and write as legible as possible when grading and recording quizzes. This saves everyone a lot of hassle and confusion in the long run.
- **Do** be creative and have fun in labs! The more that you are enjoying teaching, the more your students will as well.

What to do in a Crisis:

- If you have a crisis that will prevent you from teaching your sections, you need to let us know immediately. You should contact both your TA (ask her/him how s/he wants to be reached) and the graduate student coordinator, Donna Ryngala (243-6347; dryngala@hotmail.com).

Grading Quizzes

- Transcribing quiz scores into the grading record for your TAs will take place following Thursday's make-up quiz in room 303 of the Skaggs building, just down the hall from the psychology 100 office (room 365). This is the ONLY time you are permitted to remove the grading record from the psychology 100 office.

List-Server

- The list-server <http://groups.yahoo.com/group/psychproctors/> was piloted in fall of 2002. Proctors found this resource to be helpful, however toward the middle end of the semester proctors forgot about it and the resource was wasted. In an effort to avoid this again and to maintain the usefulness of the resource and the support network of proctors-to-proctors, four mandatory postings are required for you to earn an A for the course. To register on the list-server, go to the URL above and click to add membership. This is an invite only website so you will not be able to log-on immediately, you will receive an approved your membership email later that day.

HOW AM I GRADED?

1. Class and Lab Attendance (Both are mandatory)
2. Organization of Quizzes, Grades, Files
3. Lab Activity Quality
4. Professionalism in class and in the labs
5. List-server postings (4)
6. Extra points can be earned by providing students with extra help, study sessions, review sessions, and other unrequired services.

Returning Proctors Only

Part of your responsibility is to provide insight, guidance and as a model to the new proctors, however please don't be a know-it all. This is counter-productive and you will be avoided.

Returning Proctor Additional Requirements:

1. Two **new** write-ups of lab activities **not** included in the proctor manual. Start working on these right away so you are not scurrying to finish them right before the due dates. There a lot of activities in the manual you will need to think creatively to generate new (good) ones! **Do not turn in a soft copy. I want these activities emailed to me in an attachment or submitted to my box (computer lab in Skaggs) on a disk.** These activities (if they look good) will be included in the proctor handbook next year, it is easier for me to cut and paste, edit and modify the activities for the manual from a disk or a file from email.
2. You are expected to give one mini-lecture to the class on a subject of your and your instructor's choosing. Prior to delivering the lecture in the class, a copy of your lecture must be provided to instructor and to me (preferably attached in an email). Some topics present unique challenges, especially concerning sensitive subject material (e.g. child or domestic abuse, drugs, sex, etc), caution must be employed when discussing these issues. It is appropriate to seek advice from Heide Island and your instructor when presenting sensitive material in your lecture.



CALENDAR

- Tues., Jan. 28:** **Large Group Proctor Meeting # 1 (Skaggs 114) 4:10 – 6 p.m.**
Responsibilities & Skills Training, meet your TAs
- Tues., Feb. 4:** **Large Group Proctor Meeting # 2 (Skaggs 114) 4:10 – 5 p.m.**
Bring your textbook and lecture notes, lab activity practice
Be prepared to take quizzes on Chapters 1 & 2
- Wed., Feb. 5: First Lab Section—Good Luck! Meet in your lab room
Don't forget your textbook and lecture notes!
- Thurs, Feb. 6: Quiz Retakes: Meet in your lecture room
- Tues., Feb. 11:** **Large Group Proctor Meeting # 3 (Skaggs 114) 4:10-5 p.m.**
Bring a typed description of your lab activity for Lab #2,
Please select an activity from the handbook.
- Tues., Feb. 18: Proctor Meeting with TAs (Location: TBA)
- Wed., Feb. 19: 2nd Lab Section (in lab room)
- Thurs., Feb. 20: 2nd Quiz Retakes (in lecture room)
- Tues., Mar. 4: Proctor Meeting with TAs (Location: TBA)
- Wed., Mar. 5: 3rd Lab Section (in lab room)
- Thurs., Mar.6: 3rd Quiz Retakes (in lecture room)
- Tues., Mar. 11:** **Large Group Proctor Meeting # 4 (Skaggs 114) 4:00 - 5:00 p.m.**
Check-in meeting, address problems and see how things are going.
Returning Proctors Only You may choose to skip this meeting, but you
must turn in first new lab write-up.
- Thurs., Mar. 20** **MIDTERM EXAM (Ch. 1-7)**
- Tues., April 8: Proctor Meeting with TAs (Location: TBA)
- Wed., April 9: 4th Lab Section (in lab room)
- Thurs., April, 10: 4th Quiz Retakes (in lecture room)
- Tues., April 22: Proctor Meeting with TAs (Location: TBA)
- Wed., April 23: 5th Lab Section (in lab room)
- Thurs., April 24: 5th Quiz Retakes (in lecture room)
- Tues., May 6:** **Large Group Proctor Meeting # 5: 4:10 - 5:00 (Skaggs 114)**
Returning Proctors Turn-in second new lab write-up.
Food, Feedback, Discussion, Return Materials
- Wed., May 7: 6th Lab Section
- Thurs., May 8: 6th Quiz Retakes
- Tues, May 13** **FINAL EXAM Ch. 11-16, 7:00-9:00 pm**
Sections 1 & 2: Social Science Room 352
Sections 3, 4, 5 & 6: Urey Lecture Hall