

EnvS 195: Instructor Assistant in Environmental Studies
SJSU Department of Environmental Studies
Fall 2016

Course and Contact Information

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| Instructor: | William Russell, Professor and Department Chair |
| Office Location: | WSQ 115E |
| Telephone: | (408) 924-5487 |
| Email: | will.russell@sjsu.edu |
| Office Hours: | Monday, 11:00 AM – 2:30 PM |
| Class Days/Time: | As per instructor |
| Classroom: | As per instructor |

Course Description

As instructor assistants, students gain experience in classroom teaching, course organization, and student evaluation. Under the guidance of the course instructor, students assist with classroom lectures, demonstrations, field techniques, discussion and other course-related tasks. This course provides valuable skills, especially to those interested in a teaching career. This course may be repeated for a maximum of 6 units.

Prerequisites: Upper-division standing, instructor consent and appropriate academic background.

Course Learning Outcomes (CLO)

Upon successful completion of this course, students will be able to:

- 1) Demonstrate a deep knowledge of the course subject through tasks such as assisting students with course content and materials;
- 2) Explain the logistics of delivering a college-level course to students;
- 3) Undertake some tasks associated with delivering a course, such as preparing and giving a lecture, preparing and grading assignments, and/or assisting the instructor with course related tasks.

Required Texts/Readings

As assigned for the course. You will need a valid SJSU library account to access SJSU databases, eBooks, and other materials needed for the course.

Course Requirements and Assignments

This course is a supervised activity. The tasks for this course will include:

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1. Assisting the instructor with tasks, as specified by the instructor, including maintaining course records, assisting with assignments and/or assisting with lectures, demonstrations, field techniques, discussion or other course-related tasks. Readers will not undertake student evaluation that requires judgement, and all evaluation will be reviewed by the instructor.
2. Completing assigned tasks for the course on the schedule set by the instructor.
3. Attending each day of class, unless otherwise directed by the instructor.
4. Undertaking a content-related task, as directly overseen by the instructor, such as giving a lecture, developing an assignment, or leading a discussion.

Grading Policy

This is a Credit/No Credit course. Students will receive credit if they work well with the instructor, competently undertake assigned tasks, and meet required deadlines.

Note that “All students have the right, within a reasonable time, to know their academic scores, to review their grade-dependent work, and to be provided with explanations for the determination of their course grades.” See [University Policy F13-1](http://www.sjsu.edu/senate/docs/F13-1.pdf) at <http://www.sjsu.edu/senate/docs/F13-1.pdf> for more details.

University Policies

Workload and Attendance

As per University Policy S12-3, SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in <http://www.sjsu.edu/senate/docs/S12-3.pdf>.

[University policy F69-24](http://www.sjsu.edu/senate/docs/F69-24.pdf) at <http://www.sjsu.edu/senate/docs/F69-24.pdf> states, “Students should attend all meetings of their classes, not only because they are responsible for material discussed therein, but because active participation is frequently essential to insure maximum benefit for all members of the class. Attendance per se shall not be used as a criterion for grading.”

General Expectations, Rights and Responsibilities of the Student

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution. Students are encouraged to familiarize themselves with SJSU’s policies and practices pertaining to the procedures to follow if and when questions or concerns about a class arises. To learn important campus information, view [University Policy S90–5](http://www.sjsu.edu/senate/docs/S90-5.pdf) at <http://www.sjsu.edu/senate/docs/S90-5.pdf> and SJSU current semester’s Policies and Procedures at <http://info.sjsu.edu/static/catalog/policies.html>. In general, it is recommended that students begin by seeking clarification or discussing concerns with their instructor. If such conversation is not possible, or if it does not address the issue, it is recommended that the student contact the Department Chair as the next step.

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Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Add/drop deadlines can be found on the current academic year calendars document on the [Academic Calendars webpage](#) at http://www.sjsu.edu/provost/services/academic_calendars/. The [Late Drop Policy](#) is available at <http://www.sjsu.edu/aars/policies/latedrops/policy/>. Students should be aware of the current deadlines and penalties for dropping classes.

Information about the latest changes and news is available at the [Advising Hub](#) at <http://www.sjsu.edu/advising/>.

Consent for Recording of Class and Public Sharing of Instructor Material

[University Policy S12-7](#), <http://www.sjsu.edu/senate/docs/S12-7.pdf>, requires students to obtain instructor's permission to record the course and the following items to be included in the syllabus:

- “Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor's permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material.”
 - It is suggested that the greensheet include the instructor's process for granting permission, whether in writing or orally and whether for the whole semester or on a class by class basis.
 - In classes where active participation of students or guests may be on the recording, permission of those students or guests should be obtained as well.
- “Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.”

Academic integrity

Your commitment, as a student, to learning is evidenced by your enrollment at San Jose State University. The [University Academic Integrity Policy S07-2](#) at <http://www.sjsu.edu/senate/docs/S07-2.pdf> requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The [Student Conduct and Ethical Development website](#) is available at <http://www.sjsu.edu/studentconduct/>.

Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. [Presidential Directive 97-03](#) at

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http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf requires that students with disabilities requesting accommodations must register with the [Accessible Education Center](#) (AEC) at <http://www.sjsu.edu/aec> to establish a record of their disability.