GMU: Communication Department

COMM 451: Facilitating Communication Education (**3 credits**)

**APPLICATION PROCESS INFORMATION & FORM**

***“It’s an experience!”***

**A. OVERVIEW:** Specialized course for undergraduates who desire to assist a professor. **UTA** purpose is to:

 (1) gain experience in leadership and management skills, and facilitate communication course instruction.

 (2) work with fellow undergrad students in an educational environment w/ the course instructor to gain

 an understanding of the pedagogy associated with teaching a college communication course.

**B. CATALOGUE DESCRIPTION**: (3:1:5) Theory and practice in facilitating learning of communication

 principles and skills. Students work as instructional aides in lower-division classes under supervision of a

 faculty member. Activities include online learning support, social media updates, media production,]

 facilitating small-group activities and individually critiquing oral performances.

 *May* ***not*** *be repeated for credit.*

**C. TRANSPARENT ELIGIBILITY**: *Successful applicants usually have met these minimum criteria.*

 1. Declared: Communication as a major or minor

 2. Completed: Approximately 75 college course credits with an approximate GMU GPA of 3.0, and

Approximately 15 COMM course credits with a minimum 3.0 GPA

 3. Attributes: Completed the specific course – **OR** – comparable courses with a B+ or better – **OR** –

has course competence & skills, dependable, helpful, detailed, collaborative, ethical

 4. UTA Finds: A full-timeComm faculty member (supervising instructor) and the course to assist

 5. Assist: Professor as a UTA, either a F-2-F, online synchronous or an asynchronous course

 6. Required: Preparation / participation in the 5 x **Comm 451 Seminar Class Zoom Sessions**.

 Topics: Comm course teaching assistance and pedagogy (the profession of teaching)

**D. APPLICATION PROCESS:** Complete – Discuss w/ Professor – Assemble – Email **E – F – G – H p.4** in order

 **PHASE #1:**

  **Section E. Application Form:**  Accurate & thorough (Completed by student)

 **F1 – F2 – F3 Learning Contract:** Objectives + Tasks + Assessments (Supervisor section)

 **G#1-G#2-G#3 Written Proposal Questions:** Answered in sections G#1-#2-#3 (Written by student)

 **Section H. Unofficial Transcript:** From Patriotweb – transcript form (not a degree progress)

 **Page #4 SIGNATURE PAGE** Student UTA + Supervising Instructor

 **PHASE #2:**

 1. **EMAIL Application**: Completed docs to: S. Tomasovic, Seminar Coordinator, stomasov@gmu.edu

 2. **Initial Approval**: Prof. S. Tomasovic ***before or during week#1 of the term.***

 3. **Final Approval**: Then, application is submitted to the COMM 451 committee for final approval

 4. **Registration**: Then, the UTA student is cleared & notified to self-register on Patriotweb

***Note: Incomplete applications are NOT processed. Questionable eligibility contact*** ***stomasov@gmu.edu***

**E. APPLICATION Comm 451: Facilitating Comm Education (Part #1)**

* **Teaching**: Showing the way; directing, guiding; imparting instruction or knowledge
* **Assistant:** A person who assists or gives aide and support; helper

Student applicant collaborates with your supervising instructor to complete the contract

* **Email Docs to**: stomasov@gmu.edu **Sections: E – F – G – H + p. #4 signatures**

STUDENT NAME:

G#:

ADDRESS:

CELL:

E-MAIL:

Supervising Instructor name + email:

You will assist – Course # & name:

You will assist – Course Days & Meeting Times:

When did you complete this COMM course: Semester + Final Grade?

Overall credit hours **completed** before this term + Overall GPA:

COMM credit hours **completed** before this term + COMM GPA:

Expected Grad Month / Year:

UTA Office Hour – Day & Time:

Expected Meeting Times w/ supervising professor:

**List 3 Comm courses you have completed (other than TA course) related to this experience:**

Course # – Title – Semester – Grade Received

1.

2.

3.

**F. LEARNING CONTRACT: Written by the In-Course Supervisor (Part #2)**

* Discuss, then list F1 – F2 – F3
* **F1.** TA COURSE LEARNING OBJECTIVES: List specific learning objectives / outcomes
* **F2.** TA TASKS / RESPONSIBILITIES: List specific tasks to achieve objectives / outcomes
* **F3.** TA GRADING / ASSESSMENT: List TA assessment (% or possible points)

**G. UTA: Written Questions & Proposal (Part #3)**

* Directions: Write – describe – **Sectionalize** G#1 – G#2 – G#3

College level writing – double-space – 350-500 words

 **G#1.** Brief description of your comm related background, and experiences that makes

 this learning experience appropriate for you.

 **G#2.** Completed coursework related to this learning experience, & how it will assist as a UTA.

 **G#3.** Brief discussion re: why you want this experience, and future academics or endeavors.

**H. UTA: Unofficial Patriotweb Transcript** – **ATTACH (Part #4)**

**I.** General In-Course Overview (75% of Comm 451 final grade)

 1. ASSIST: UTAs assist all course sessions and perform learning contract tasks

e.g. Blackboard management, course prep, editing, monitor team projects,

develop materials, demonstrations, lead discussions, hold review sessions

 2. OFFICE HOUR: Regular availability to students (In-person, via Blackboard, Email, Text)

At least 1 hour scheduled/week for student assistance related to course

 3. MEETINGS: Regular contact w/ supervising instructor to discuss course + UTA role

 4. ASSESSMENT: By in-course professor re: assisting & completing “Learning Contract”

**J.** General Seminar Course Overview: (25% of the final Comm 451 grade)

* Required: Attend seminar sessions facilitated by S. Tomasovic seminar instructor
* Evaluation: Engagement, discussion, presentations, effort & attitude noted in seminar
* Assignments: Written article critiques submitted w/ in-class presentation & discussion

 A. Read: **Journal Article**: Topic: *Role of a College Teaching Assistant*

Write Critique: 2–3 pages 500 – 700 word article review: Summary + Analysis

 B. Read: **Journal Article**: From Journal - *Communication Education*

Write Critique: 2–3 pages 500 – 700 word article review: Summary + Analysis

 C. Read: **Journal Article** or book chapter**:**  *Bloom’s Taxonomy*

Write Critique: Part #1: two-page article critique: Summary + Analysis

Student Survey: Part #2: Apply Bloom’s Taxonomy to an assignment + survey

 E. Reflection Paper: Briefly discuss what you have learned about the following:

 Learning Outcome: The nature of communication instruction – importance of pedagogy

F. **Weekly** Journal: Write a paragraph/s to reflect upon observations – pedagogy – tasks

Post on Blackboard **at the end of the semester**

***We, the undergraduate teaching assistant (UTA) & supervising faculty member have:***

* *Read, discussed, agreed upon, signed and dated all sections of this “Learning Contract”*
* *Section* ***E:*** *Comm 451 UTA Application*
* *Sections* ***F1 - F2 - F3****: Learning Contract (Professor & UTA agreement)*
* *Section* ***G:*** *Written Proposal*
* *Section* ***H:*** *Unofficial Transcript*
* ***Review only Section******I:*** *General In-Course Overview*
* ***Review only Section J:*** *General Seminar Overview*
* *Signatures page 4: (below) UTA Student + Supervising Faculty Member*
* *We understand the UTA expectations to:*
* *Assist the course with the supervising instructor (F2F – synchronous – asynchronous)*
* *Assist & document approximately 50+ hours of assistance in your journal entries*
* *Attend to & engage to complete assignments in the UTA seminar*
* *We understand the course final assessment:*
* *75% is for the in-course assistance that the UTA met the Learning Contract objectives*
* *25% of the final grade that the UTA successfully completed the Comm 451 course seminar.*
* *We understand the* ***GMU Policy:***
* *Undergraduate students may not award* ***final course grades*** *to any other undergraduate student.*
* *Undergraduate students may assist an instructor with course maintenance & the grading process to do the following,*

*e.g. review assignments, presentations, written exams, written papers, projects,*

*give feedback, edit, edit drafts, award general homework points, etc.*

*UTA Signature:* Date:

*Supervising Faculty Signature*: Date:

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*Seminar Instructor Approval*: Date:

Final Approval: *Committee Signature*: Date: