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-time Comm 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:**

**Supervising Faculty Signature:**

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Seminar Instructor Approval:

Final Approval: Committee Signature: