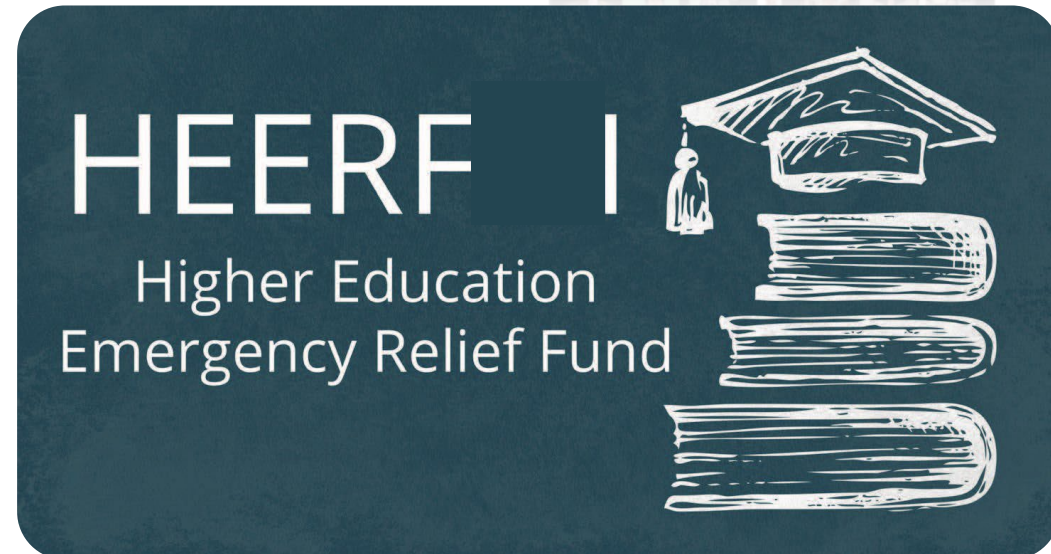


CECS UTA-ULA Welcome Presentation

Dr. Melissa Dagley
Ms. Mary Kate Wilkerson

Motivation and History

- Implementation of UTA-ULA during the pandemic
 - Address the adverse effects the switch from face-to-face to other modes had for students and instructors:
 - Students struggled to learn/focus
 - Attendance was not consistent due COVID exposure
 - Barriers diminished collaboration between students and student-instructor interactions
 - Instructors needed more help to deliver course content and assess the learning outcomes of students
 - Student learning was impaired based on "lingering" effects of COVID
 - Some students lost income due to changes with their employers
- Top UCF undergraduate students become excellent candidates for CECS graduate programs (BS-to-MS, Senior Scholars, Graduate Certificate, MS, and PhD)
- UTA-ULA program is a chance to do all of these



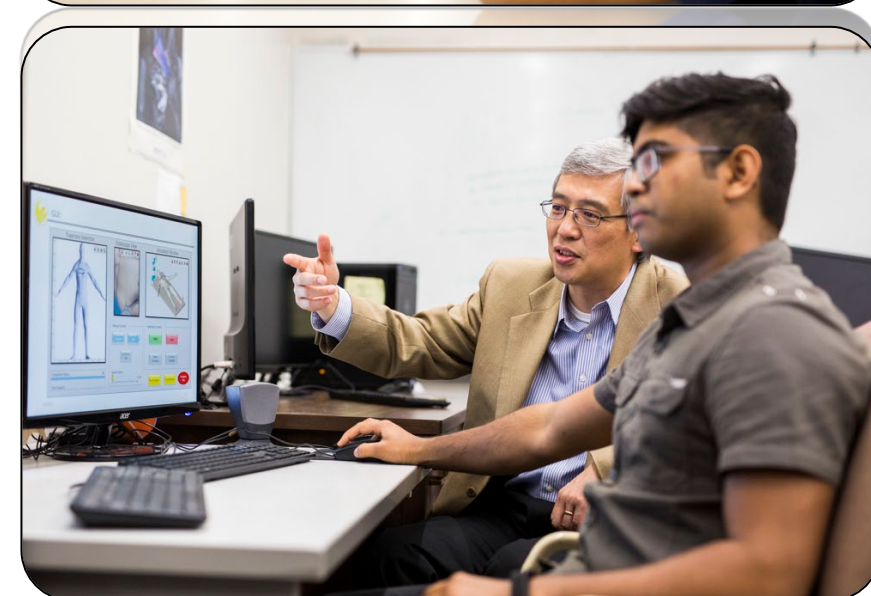
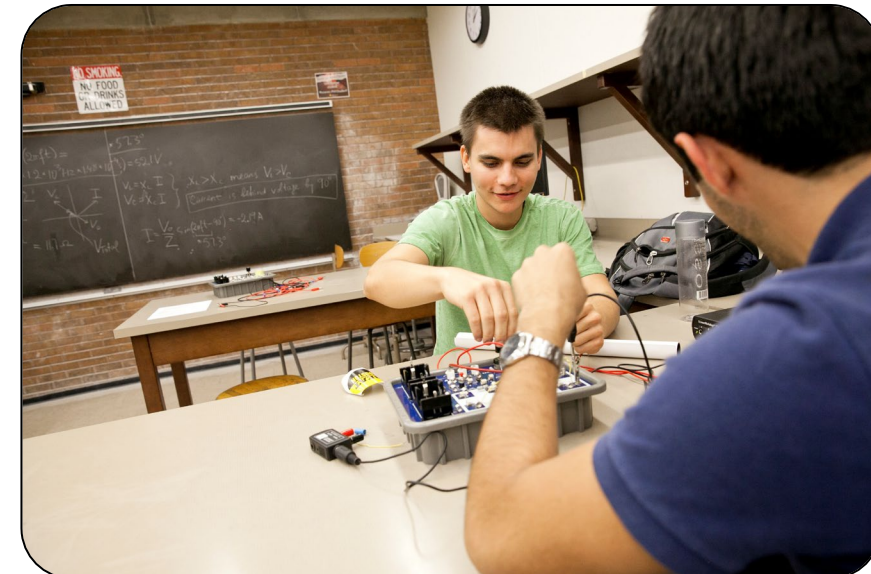


UCF

College of Engineering and Computer Science

Roles of UTAs and ULAs

- Undergraduate assistants can support courses in many ways
- Two common job descriptions:
 - **Undergraduate Teaching Assistant (UTA)** – a **grader** for homework, quizzes, lab reports and exams associated typically with large classes
 - No grading presentations or term projects
 - May potentially never meet the students that they are grading
 - Will help to proctor exams
 - Minimally trained
 - Schedule will be less defined on a week-to-week basis
 - **Undergraduate Learning Assistant (ULA)** – works more closely with students to help them to master the fundamental concepts
 - Typically meets outside of class in a defined room (e.g., virtual office hours)
 - May have a defined weekly schedule
 - Some training may be required
 - May attend the class or organize study groups
 - Will not grade course assignments
 - May need to ramp up activities just prior to examinations
- Undergraduate assistants may work with a lead instructor (1) as solo assistant, (2) as part of a team with other UTAs, ULAs, GTAs, or (3) in place of GTAs
- Broad possibilities



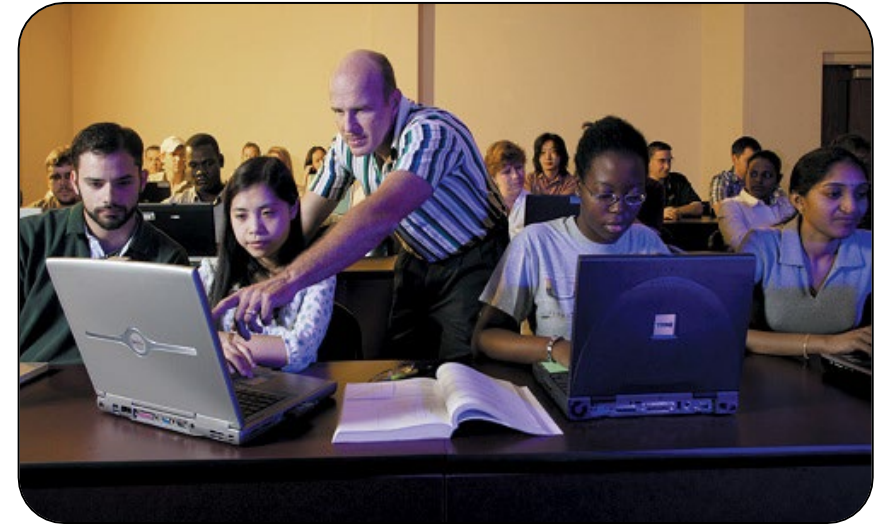
Expectations

- Help your peers
- Improve Key Measures:
 - DFW Rates
 - SPI
 - 4- and 6-year Graduation Rates
- Be a candidate for other opportunities in CECS



Expectations

- Help CECS faculty to maximize the quality of CECS courses
 - Share candid feedback and ideas to instructors
 - Identify struggling students
 - Uphold academic integrity
- Make ethical decisions
- Academic Misconduct
 - Immediate termination
 - Sharing course information not available to all students including homework or test banks





Training (Formal and Informal)

All

- FERPA (screenshot with name)
- New Employee Code of Conduct /Speak Up
- Other UCF required modules
- Guidance from the course instructor

ULA

- WebCourse – Mr. Jarah Dreamerson
 - On-going throughout semester (asynchronous)
 - Active learning strategies and techniques
 - Eliciting student ideas
 - Engaging students in the class
 - Listening and questioning skills



FERPA

Family Educational
Rights & Privacy Act



College of Engineering and Computer Science

Instructor:
Jarrah Dreamerson

Email: jarah.nelson@ucf.edu

Office Hours: Virtual
by appointment



Congratulations on being selected as a Learning Assistant!

A WhenIsGood has been posted on the Web Courses to determine when the meetings will be held. **Please complete this ASAP.**

Synchronous meeting times will be released next week.

The first assignment will be due next Sunday at midnight. It is a discussion post where you'll introduce yourself by answering a few questions.

Timeline

- Program meetings
 - Assessment
 - Feedback
- ULA training
 - Weekly assignments
 - Four-Five one-hour discussions
- Fall 2026 recruitment (June)
- Summer Final Examinations (July 31)
- Last day of period of performance
 - UTAs (when final grades are due August 6)
 - ULAs (last day of your class meeting)





Frequently Asked Questions

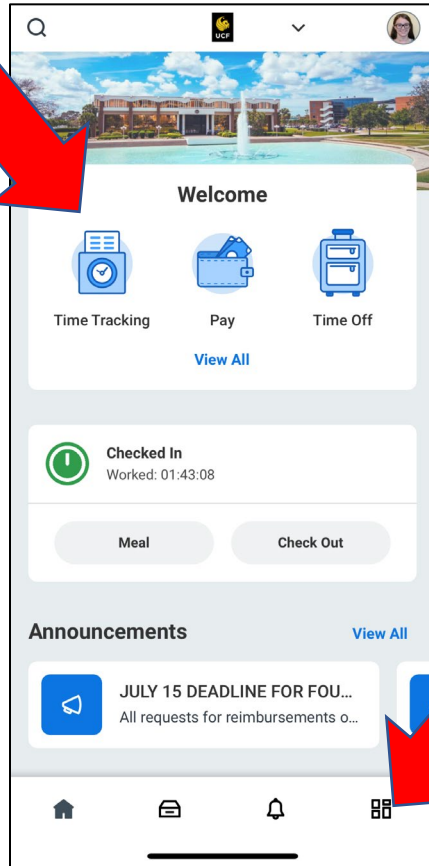
- Q: Should I or am I required to attend class as a part of my UTA/ULA duties?
 - A: Varies by instructor.
- Q: How do I hold my office/work hours?
 - A: Your instructor should provide you with their preferred method. Most will use Zoom.
- Q: Will UCF buy/provide me (or reimburse for) personal equipment to do this job?
 - A: No. The university will not reimburse for equipment. You should not be required to purchase equipment or software as part of this job. If your position requires equipment, please speak with your instructor about options.
- Q: Will UCF provide me with course books/equipment to do this job?
 - A: Textbooks, lab equipment or access to software necessary for all students to complete the course may be available from the instructor/department
- Q: What if I have a disagreement with my professor about work hours?
 - A: Reach out to us immediately.



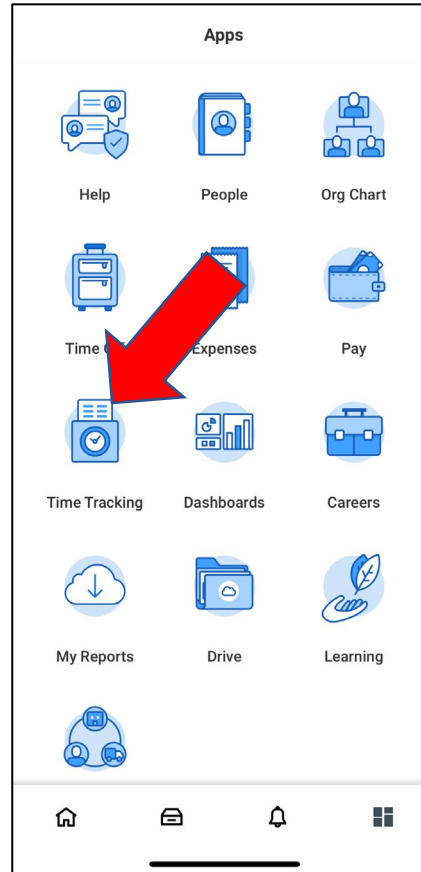
Frequently Asked Questions

- Q: What is the maximum number of hours that a UTA or ULA can work in any given week?
 - A: 10 hours/week.
- Q: Do I claim training time as part of my work?
 - A: The pre-training activities (FERPA, Code of Conduct, Kognito and HR modules) are required by all UCF employees and are preparation for performance of your duties. These activities can be claimed during the first week of classes, along with your assigned duties, up to 10 hours. ULAs can claim 1 extra hour a week for ongoing training, if it cannot be completed in your regular 10 hours.
- Q: How do I submit my time worked?
 - A: Workday!

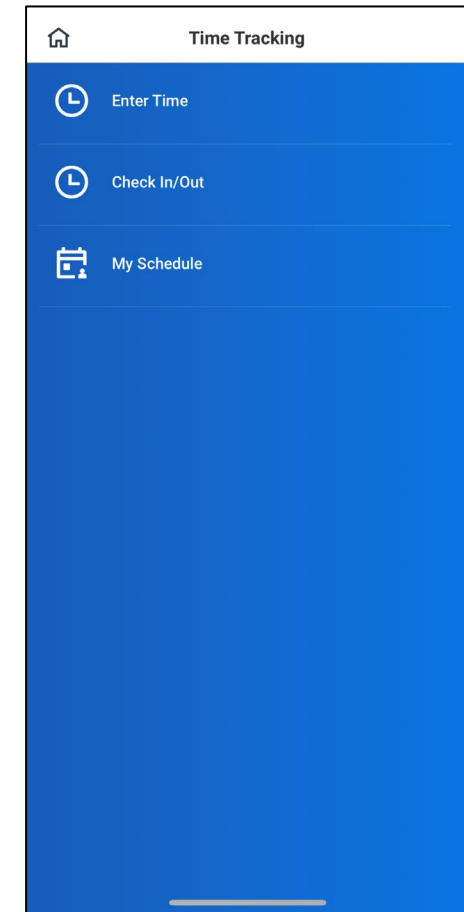
Workday Mobile



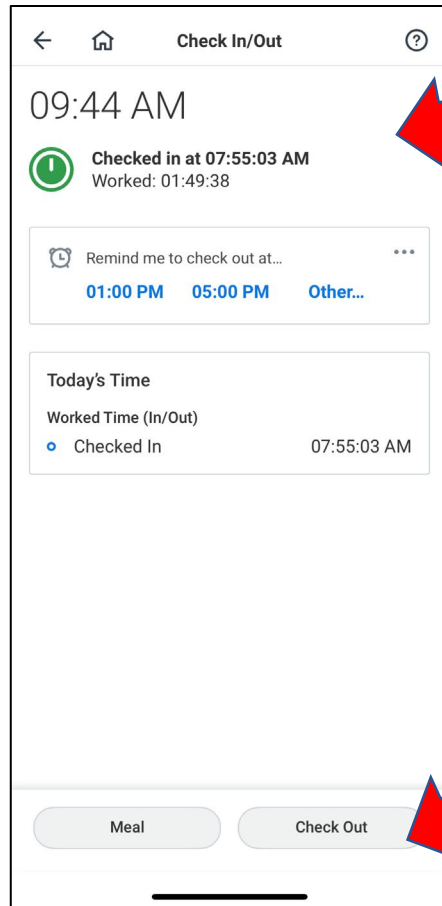
When you open the Workday mobile app, this will be the home screen. To clock in/out, tap the “Apps” icon at the bottom right-hand corner



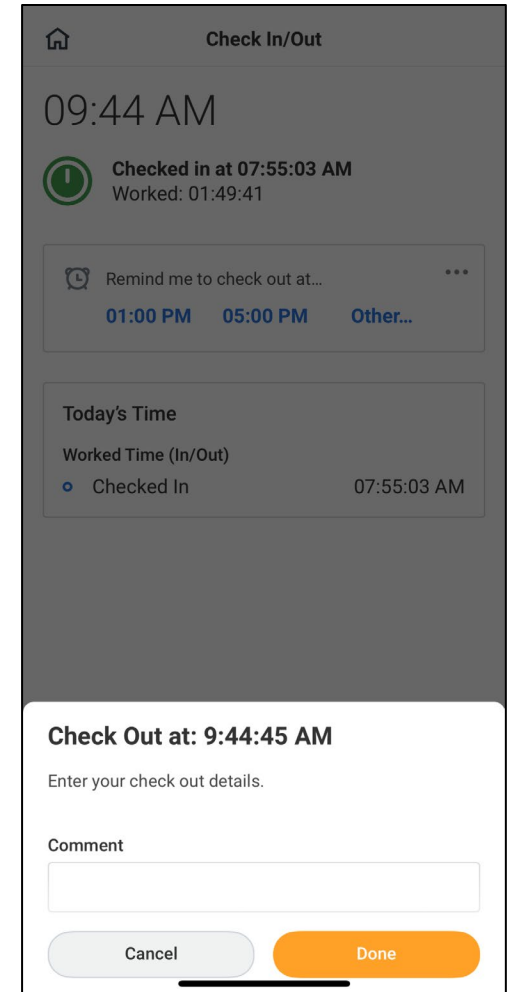
Once on the “Apps” screen, tap the “Time Tracking” logo



The only tab you will use here is the “Check In/Out” tab



1. When tap that button, your screen will look similar to this. You can see in the photo above I have already clocked in for the day when this screenshot was taken
2. There's an option that pops up there to send a reminder when it is time to clock out. **THIS IS HIGHLY RECOMMENDED**
3. If you've already clocked in for the day, at the bottom it shows you what time has been accounted for so far that day. If not, it will say "Check In" at the bottom.
4. When ready to clock in/out, hit "Check In/Out" at the bottom
5. This screen will appear, and you have the option to leave a comment (you will likely never use this). Hit "Done"



[Close](#)

Checked out

?

✓

Checked out at 09:44:45 AM

Today's Time

Correct Time 

Worked Time (In/Out)

 Checked In

07:55:03 AM

 Checked out

09:44:45 AM

Total

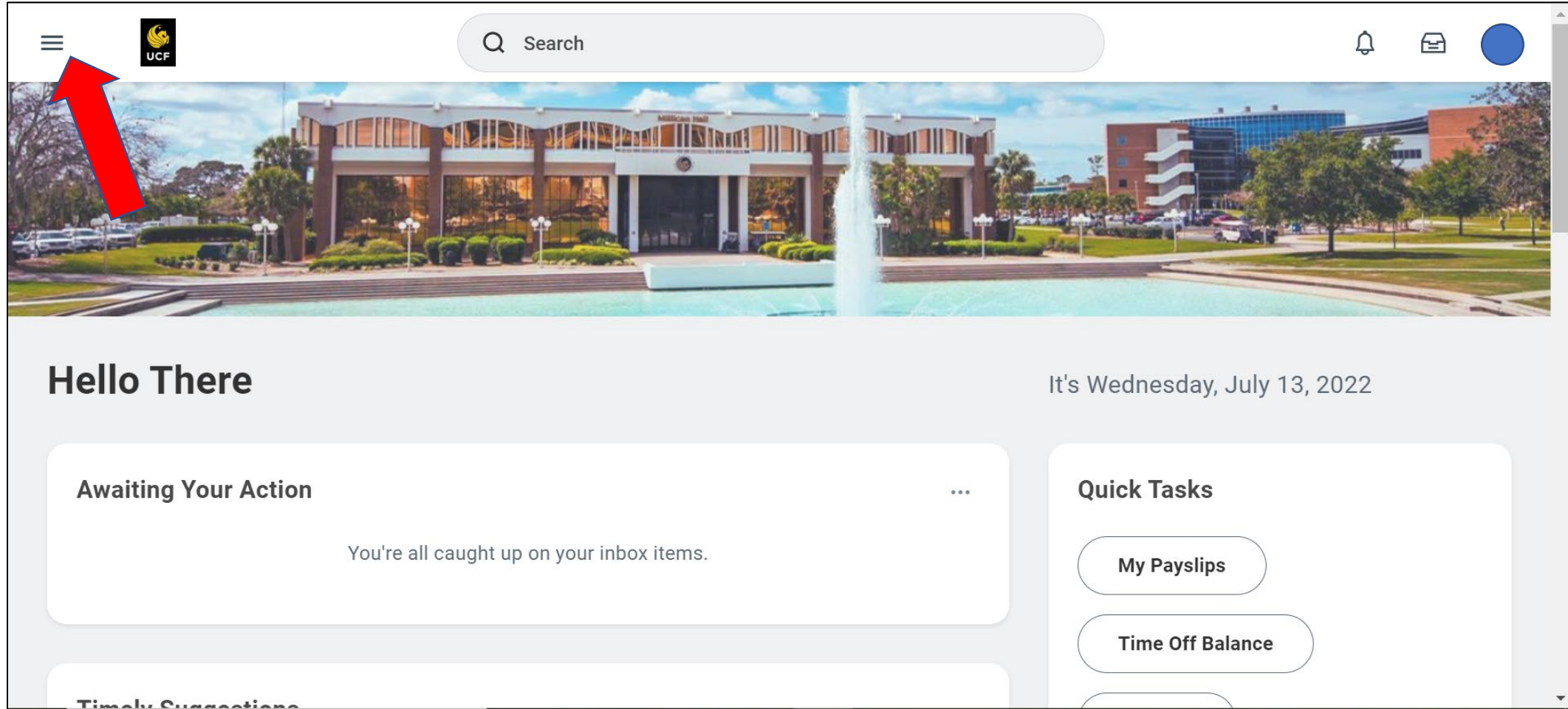
1 hour, 45 minutes worked

Review This Week's Time

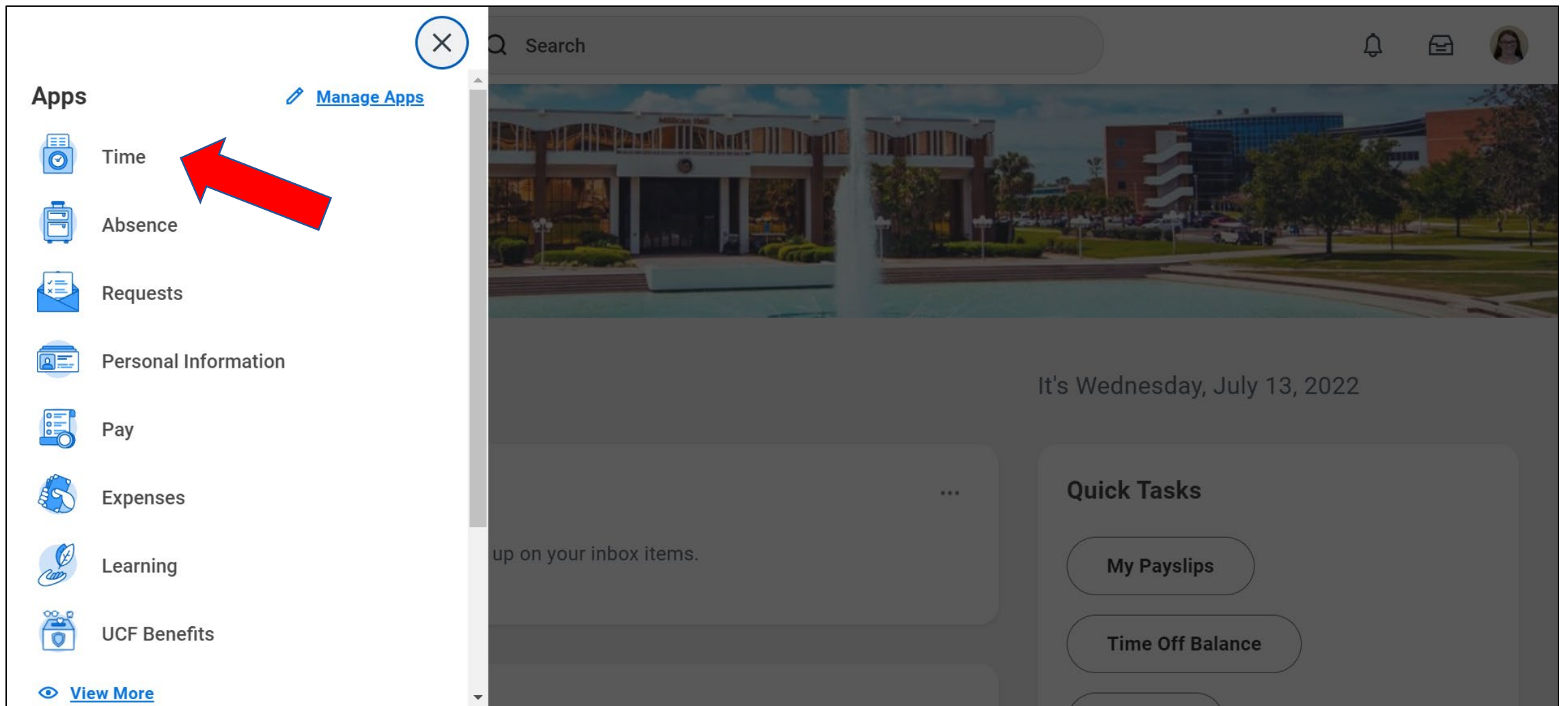
>

This final screen will appear. It will show you, in real time, when you clocked in/out, and your total hours logged for the day. And that's it!

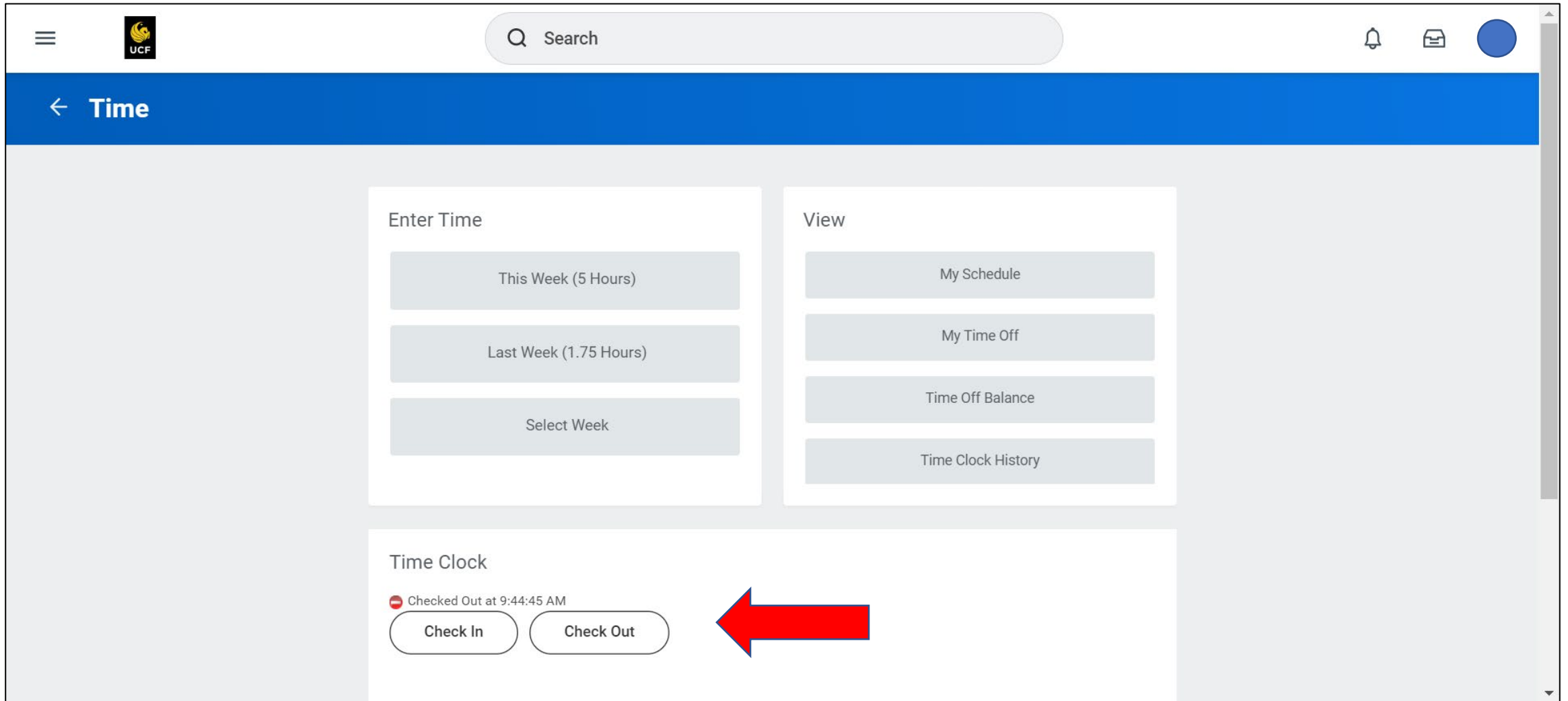
Workday Online



If using Workday on your web browser, this will be the home screen when you've logged on. Very similar to the mobile version. To clock in, click the 3 lines at the top left of the screen.



On the left, click “Time”



At the bottom of the screen, you will find the options to Check In/Out. If you've already logged time for the day, your screen will look like mine above. If you haven't, there will be no text above the "Check In/Out" buttons. Select "Check In/Out"

Enter Time 01/13/2023

Time Type * X Worked Time (In/Out)

In * select one

Out * P-22417 OPS Student (+), College of Sciences (COS) - iSTEM - OPS (Melissa Dagley)

Out Reason P-37773 OPS Student, Office of Research - Operations - OPS (John Sparkman)

Hours * P-47852 OPS Student (+), College of Sciences (COS) - Department of Mathematics - OPS (Alina Stefanov)

Position P-37773 OPS Student, Office of Rese... ▼

Details

Choose the correct position

If you have more than 1 position at UCF, you have to choose the position for which you want to claim time

Other Rules

- Holidays
- Class time
- Break every 5 hours

YOU can change your time if you make a mistake. Do this before submitting to your supervisor.

Check In

You are checking in. Please enter your work details.

Worker * Knightro

Date * 07/13/2022

Time * 02:34:50 PM

Time Zone GMT-05:00 Eastern Time (New York)

Time Type *

Details

Comment

OK **Cancel**

Similar to the previously mentioned Check Out procedure, you will be able to leave a comment and select the Time Type. Again, you will NOT need to edit either of these things. Just hit “OK”

UTA-ULA Assessment

- Your performance as a UTA-ULA is critical to the importance of the students, faculty, you, and the future of the program
- Feedback on UTA-ULA performance from
 - Lead instructor of the course
 - Students in the course
- Meeting attendance
- ULA: Program training attendance
- Review of times submitted in Workday (base rate \$14.00/hr) (timeliness and adherence)

Points of Contact



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Manager, iSTEM
utaula@ucf.edu



Mr. Jarah Dreamerson
Graduate Teaching Assistant
Chemistry PhD Candidate
Jarah.nelson@ucf.edu

***Thanks for your
attention!!***

Questions?

