

CECS UTA-ULA Welcome Presentation

Dr. Melissa Dagley
Ms. Mary Kate Wilkerson

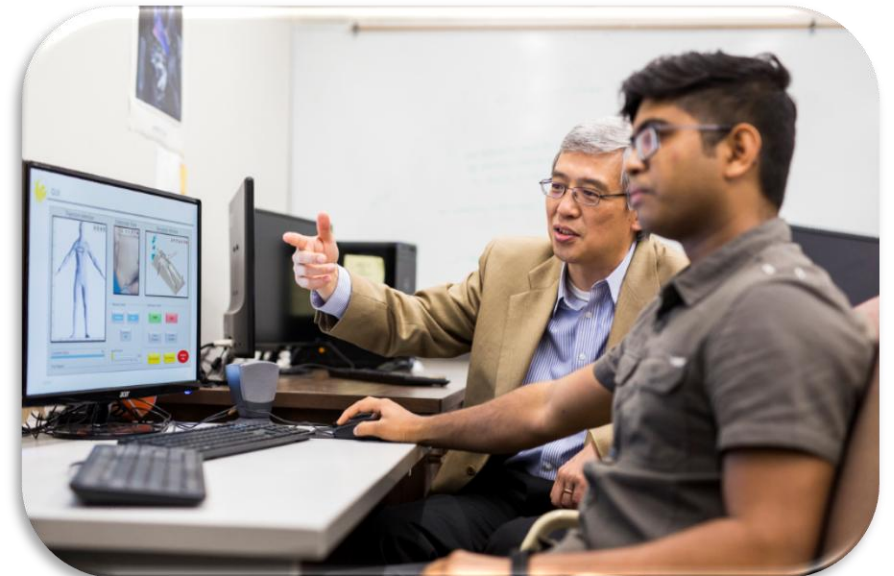
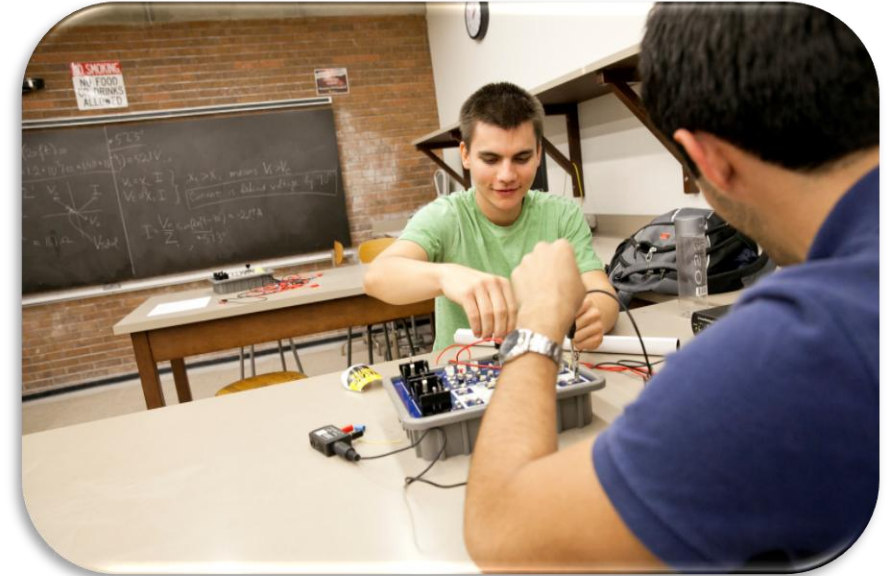


Motivation

- Improve student learning and assist instructors in critical pathway and high enrollment courses in the majors
- Top UCF undergraduate students become excellent candidates for CECS graduate programs (BS-to-MS, Senior Scholars, Graduate Certificate, MS, and PhD)

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



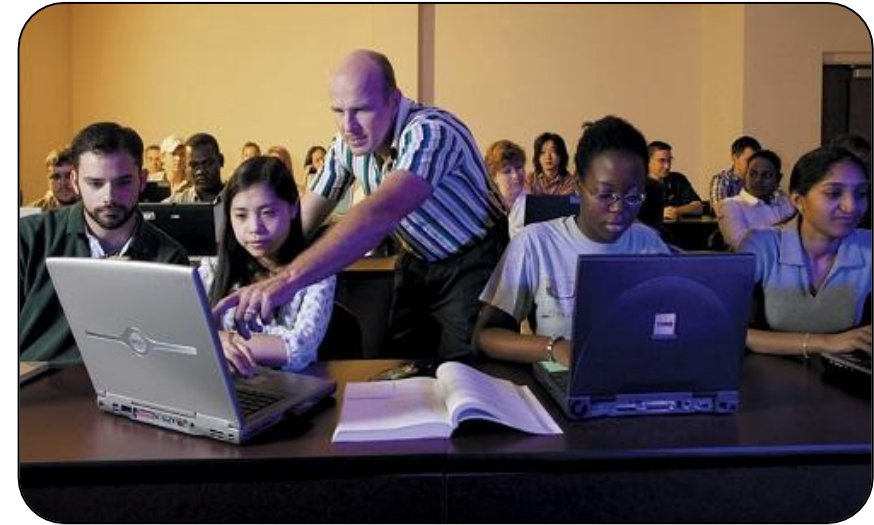
Expectations

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



Expectations (Continued)

- 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

ULA Course 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
- Spring 2027 recruitment (September)
- Final Examinations (December 4-10)
- Last day of period of performance
 - UTAs (when final grades are due December 15)
 - 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 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.

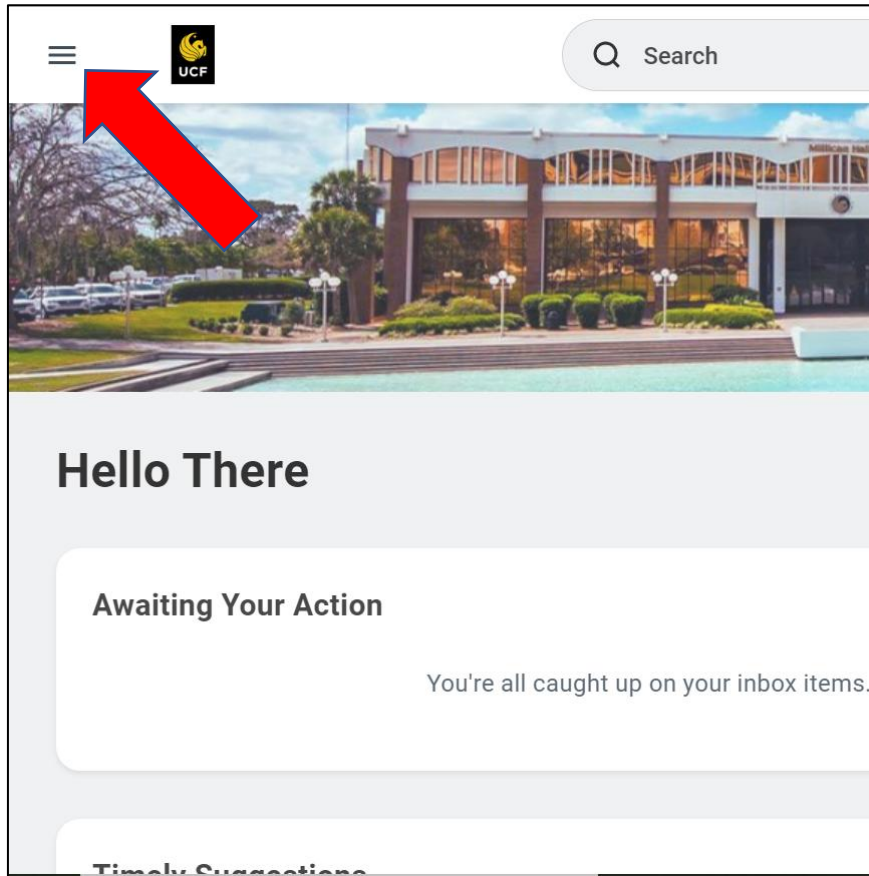


Frequently Asked Questions (Continued)

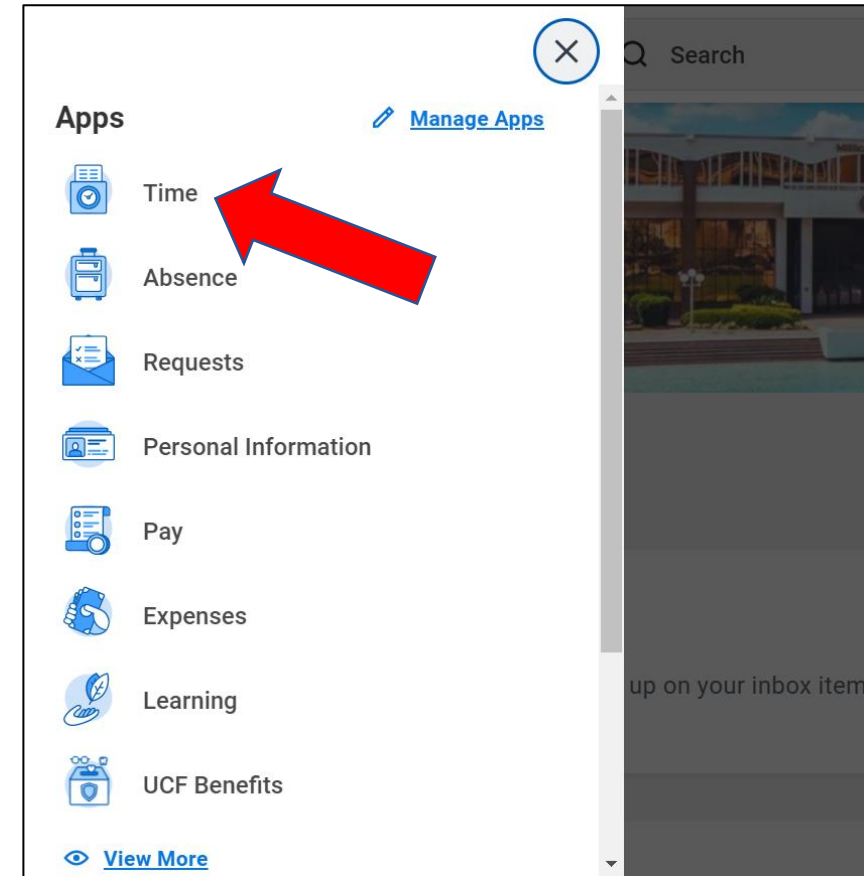
- Q: What is the maximum number of hours that a UTA or ULA can work in any given week?
 - A: 10 hours/week.
- Q: Do I claim training time as part of my work?
 - A: The pre-training activities (FERPA, Code of Conduct, and HR modules) are required by all UCF employees and are preparation for performance 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!



Claiming Time in Workday – Web Browser



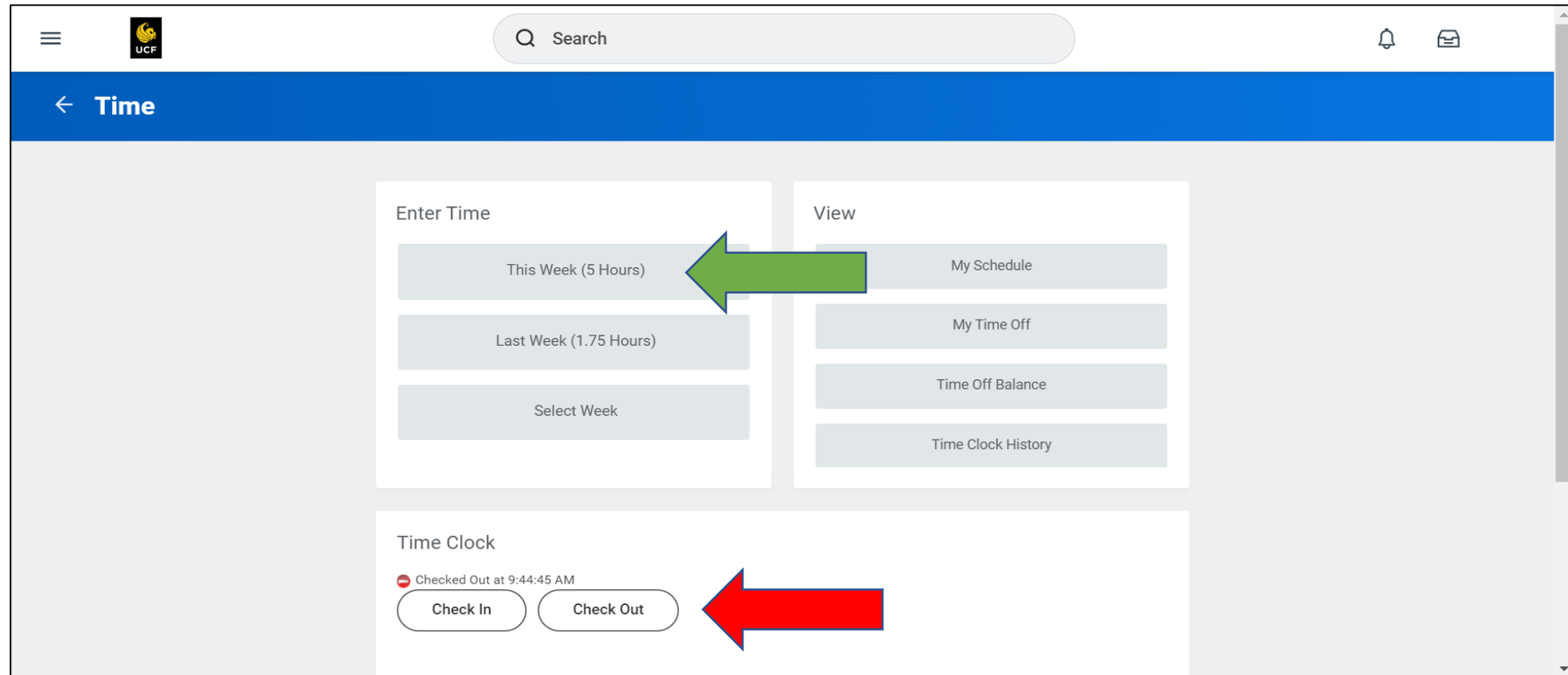
In the Workday homepage on your web browser, click the 3 lines at the top left of the screen



On the left, click “Time”. This is also the menu where you can navigate to other parts of Workday.



Claiming Time in Workday – Web Browser (Cont.)



On this screen, you will find the options to either “Enter Time” (green arrow) or “Check In/Out” (red arrow).

If entering your hours worked, select the “Enter Time” option and fill in your hours on the pop up window.
If checking in/out for your shift, select “Check In”. Remember to go back and “Check Out” once your shift is done.

Claiming Time in Workday

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.

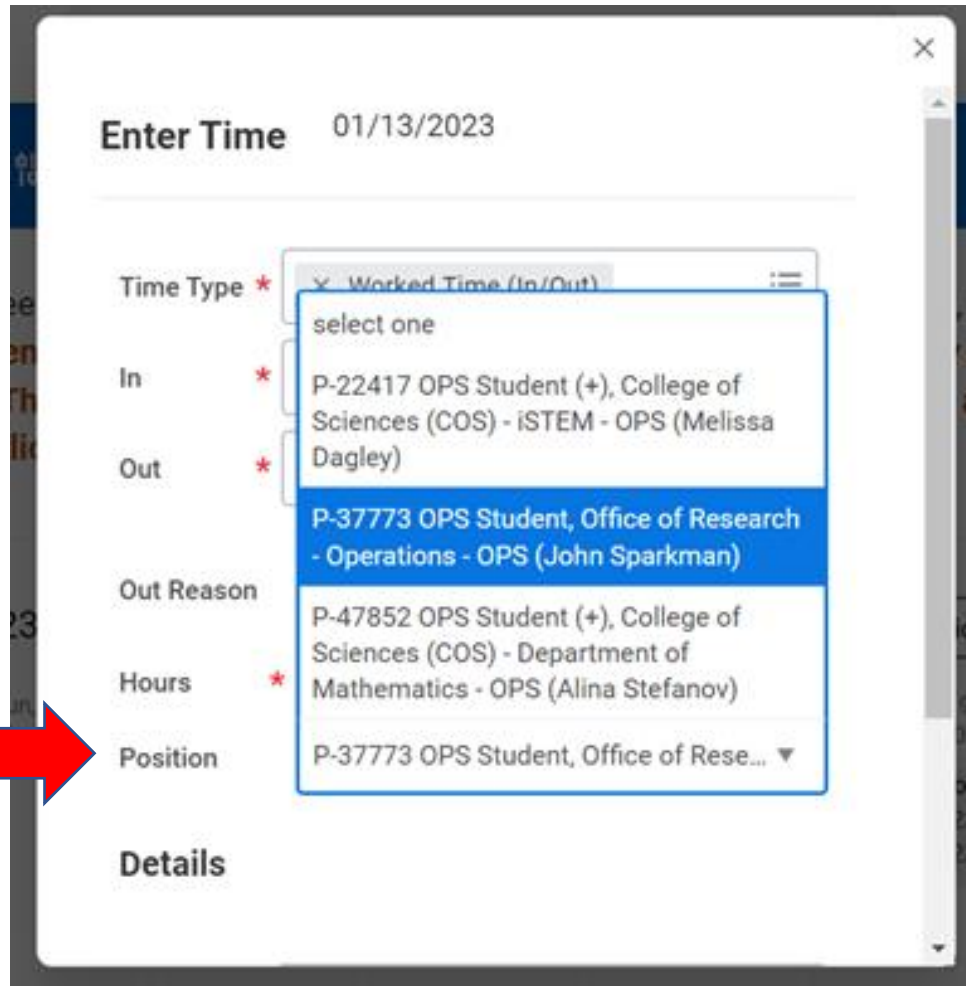
Other Rules

You cannot claim time during:

- University Holidays (UCF is closed)
 - September 7 (Labor Day)
 - November 11 (Veterans Day)
 - November 23-27 (Thanksgiving)
- Times you are in your registered classes
- When you are claiming time for another job on campus

You must take a break every 5 hours if claiming a large portion of time

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



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)

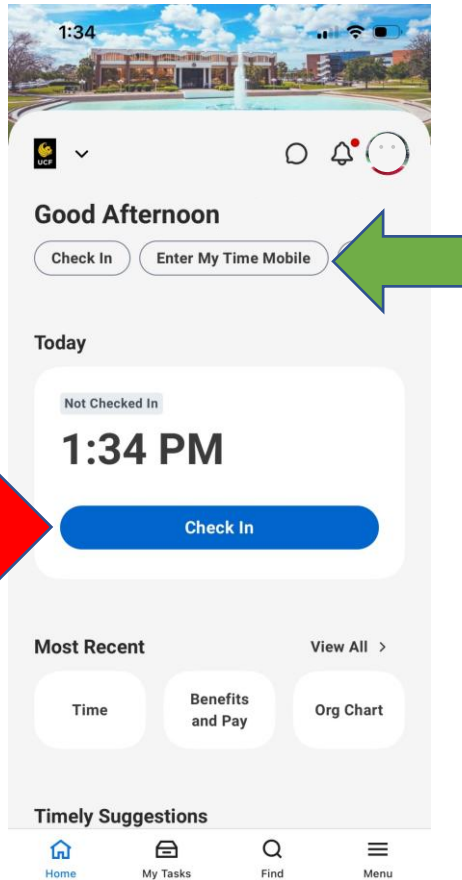
Hours * P-47852 OPS Student (+), College of Sciences (COS) - Department of Mathematics - OPS (Alina Stefanov)

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

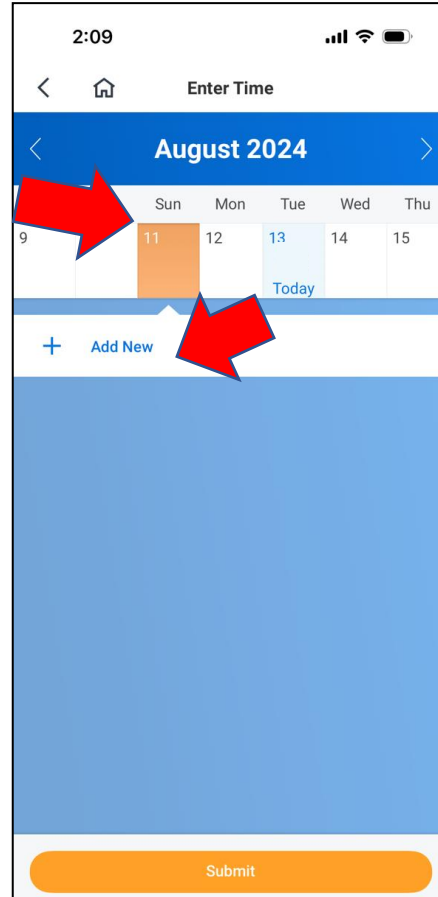
Details



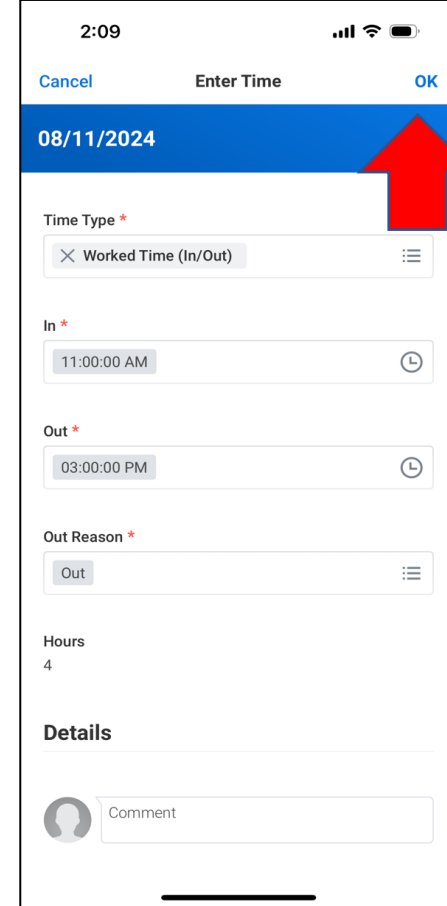
Claiming Time in Workday – Mobile



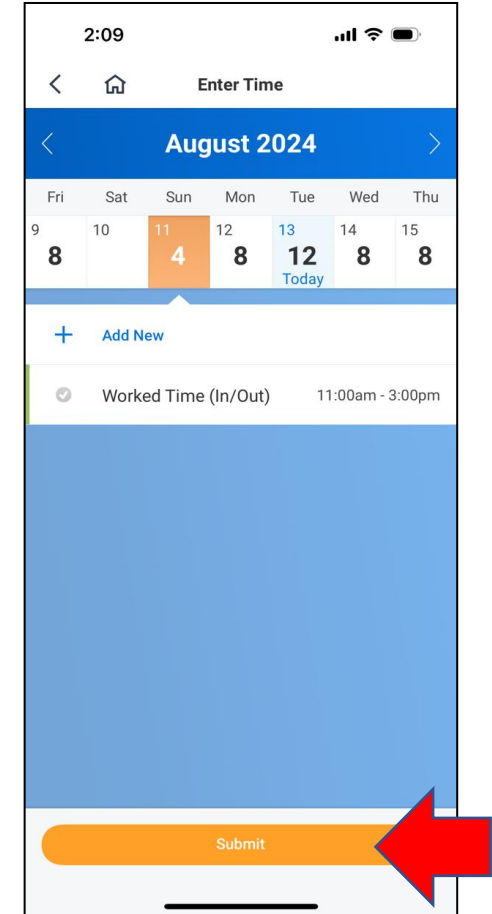
To clock in/out, tap the “Check-In” icon in the middle of the screen (red arrow) or go to “Enter My Time Mobile” at the top (green arrow)



Select the day that you would like to enter time and Click “Add New” to enter your hours.



When your time is entered, click “OK” on the top right corner.



When all time is submitted for the pay period, press “Submit”



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
- ULA: Program training attendance
- Review of times submitted in Workday (base rate \$15.00/hr) (timeliness and adherence)



UCF

Points of Contact



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

Questions?

