

## PTYS 297A:

Teaching Teams Professional Development 10 Week Workshop — 3 Units; Asynchronous Online

### Instructor and Contact Information

<b>Hannah Edwards, MHM</b> Course Instructor	Email: <a href="mailto:hjohnson20@arizona.edu">hjohnson20@arizona.edu</a> Office Hours: By Appointment, Zoom Brightspace (D2L): <a href="https://d2l.arizona.edu/d2l/home/1619916">https://d2l.arizona.edu/d2l/home/1619916</a>
<b>Steve Kortenkamp, Ph.D.</b> Co-Instructor	Email: <a href="mailto:kortenka@arizona.edu">kortenka@arizona.edu</a> Office Hours: By Appointment, Zoom Brightspace (D2L): <a href="https://d2l.arizona.edu/d2l/home/1619916">https://d2l.arizona.edu/d2l/home/1619916</a>

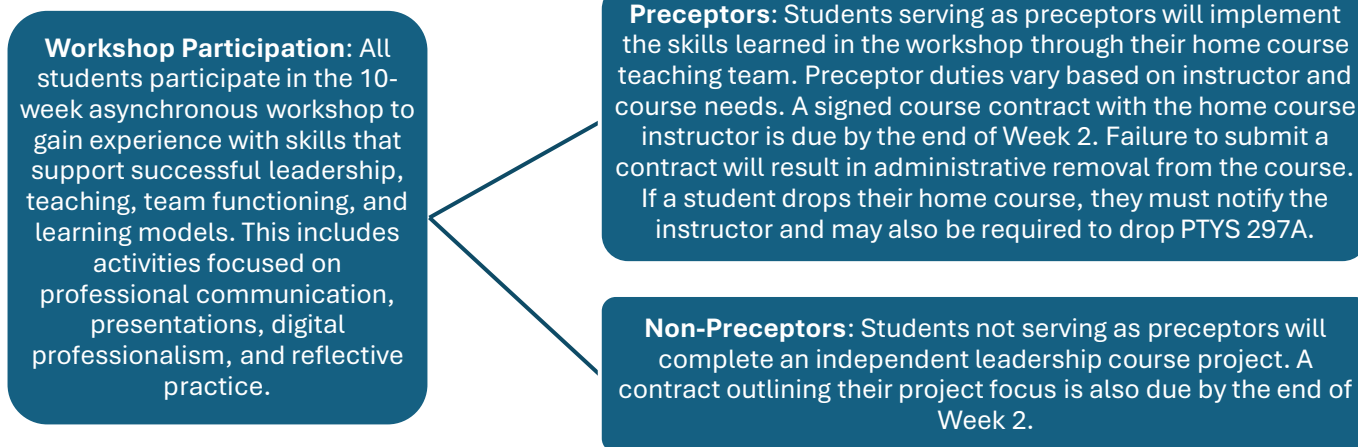
### Course Teaching Assistants

<b>Guthrie Devine</b> , Undergrad Teaching Assistant	Email: <a href="mailto:guthriedevine@arizona.edu">guthriedevine@arizona.edu</a> Office Hours: By Appointment
<b>Noor Jones</b> , Undergrad Teaching Assistant	Email: <a href="mailto:noorjones@arizona.edu">noorjones@arizona.edu</a> Office Hours: By Appointment

\*\*Noted Teaching Assistants work under the supervision of, if not alongside, course instructors to provide feedback on coursework. If you have a question about your grade at any time, please feel free to contact Mrs. E to schedule a time to meet.

### Course Objectives

Within PTYS 297A, students will engage with professional development in areas of team leadership, group dynamics, and career readiness through a blended workshop and applied learning approach. Additionally, the workshop will provide significant preparation for communication in professional and educational settings. These course objectives will be implemented in a two-fold structure:



All students will:

- Strengthen communication abilities for professional and educational contexts.
- Explore strategies for collaboration, feedback, and peer-led learning.
- Build professional profiles and prepare for future career opportunities

## Expected Learning Outcomes

*Upon successful completion of this course, students should be able to...*

1. **Demonstrate professional communication and networking skills** by effectively applying professional communication techniques, including but not limited to email etiquette and LinkedIn optimization, to build and maintain a professional network.
2. **Create and present professional materials**, including polished resumes/CVs and structured presentations that highlight their skills and expertise, applying principles of effective content organization and public speaking.
3. **Apply leadership and teamwork principles** and strategies within collaborative settings, enhancing their ability to work effectively in diverse groups and project environments.
4. **Prepare for career advancement** and articulate experiential learning and leadership experiences through well-prepared interviews and professional documents, demonstrating readiness for career exploration and advancement opportunities.

## Required Texts or Readings; Required or Special Materials

There is no textbook for this course. All reading and materials will be posted on the course Brightspace (D2L) page. Students must have Internet access to connect to Brightspace (D2L) for any course announcements, emails, and Dropbox.

## Required Extracurricular Activities

If a student is enrolled as part of a preceptorship, that preceptor must serve on a teaching team for their assigned home course outside of this class. This work counts for one-third of the PTYS 297A grade. A signed contract with the home course instructor is due by Week 2; failure to submit will result in removal from the course. If a student drops their home course, they must notify the instructor and may also be required to drop PTYS 297A.

## Assignments and Examinations: Schedule/Due Dates

These assignments are all required for the workshop (all students).

**Additional assignments for Non-Preceptors are seen in the next set of descriptions.**

More specific guidelines, rubrics, and due dates for each assignment will be posted on the Brightspace (D2L) site, as well as seen in the course calendar below – please contact your instructor (Mrs. Edwards – [hjohnson20@arizona.edu](mailto:hjohnson20@arizona.edu)) if you have any questions about or trouble locating an assignment rubric.

**All assignments must be submitted online on their respective deadline by 11:59 pm unless otherwise noted.**

**Assignments are not accepted via email, unless otherwise noted. To ensure fairness to all students, late work will not be accepted after the due date/time and designated grace period except under extraordinary circumstances or with prior approval. If you miss a deadline by just a few minutes, email your instructor immediately and explain the situation. If you anticipate a problem meeting a deadline (job interview, travel, illness, etc) email the instructor to work out a solution prior to the deadline.**

### 1. **Course Contract Assignment** (10 Points):

Due via Brightspace (D2L) Assignment DropBox by the end of the 2nd week of the workshop (Sunday at 11:59 PM).

**If you are a preceptor:** Take a photo or scan in the physical paper contract signed by the professor/instructor you are precepting for. If you do not turn in a contract, you will be administratively dropped.

**If you are not a preceptor:** Take a photo or scan in the physical paper contract filled out and signed by you.

\*If you are confused whether you are or are not a preceptor, email Mrs. Edwards at [hjohnson20@arizona.edu](mailto:hjohnson20@arizona.edu)

2. **Weekly Feedback Fruits (FF) Participation** (30 points per week, 10 weeks):  
Within the weekly Feedback Fruits lectures, you will be prompted to participate in various slides and post-lecture written responses, for a total of 30 points each week. These questions/prompts will be based on either that week's topic or used as an introduction to the following week's topic. Students are required to participate in each week on the appropriate and marked slides by each **Sunday by 11:59 pm**.
3. **Resume/CV Workshop** (50 points):  
During week 2, you will submit a draft of your current resume or curriculum vitae (CV) as part of your Feedback Fruits participation. By the end of week 2, you must sign up for a time to **workshop your resume during week 3** using the sign-up link on Brightspace (D2L). These individualized 15-minute workshops, led by a member of the teaching team, will focus on your drafted resume/CV. Corrections must be incorporated within your final resume/CV assignment.
4. **Resume (or CV)** (100 points):  
Students are required to submit a final draft of their tailored resume or CV worth 100 points of their semester grade. Submission of the resume is designed to prepare students for communicating leadership experiences throughout the semester and outside of the classroom.
5. **60 Second Presentation** (60 points):  
There are three presentations designed to improve your communication, teaching, and public speaking skills. This is the first presentation. You will give a 60-second presentation on an element from your major or a class you have taken or are currently taking here at the University. This presentation must include a visual prop (i.e., physical object, tool, etc.). You will film and post your presentation to the designated Feedback Fruits. Students must post using the "video" option on Feedback Fruits (not the voice, text, etc. options). Detailed instructions and rubric can be found on the Brightspace (D2L) page under Week 4 content.
6. **3 Minute Presentation** (100 points):  
This is the second presentation. You will give a 3-minute video presentation on an element from your major or a class you have or are currently taking here at the University. Unlike the 60-second presentation, this presentation must include a visual demonstration (not just a photo or a prop). You will film and post your presentation to the designated Feedback Fruits. Students must post using the "video" option on Feedback Fruits (not the voice, text, etc. options). Detailed instructions and rubric can be found on the Brightspace (D2L) page under Week 5 content.
7. **Peer Led Workshop (PLW) Lesson Plan** (35 points):  
The PLW is an opportunity to plan and teach an interactive, learner-centered fifteen-minute lesson. The first assignment in the PLW series is to decide on your presentation topic and complete the PLW lesson plan.
8. **Peer Led Workshop (PLW) Slideshow** (35 points):  
The PLW is an opportunity to plan and teach an interactive, learner-centered fifteen-minute lesson. The second assignment in the PLW series is to create and post a slideshow that you will later use to film your PLW presentation. You must have at least 4 slides (intro, main content, conclusion, and sources); however, you can have more. Slides are encouraged to be creative.
9. **Preceptor Led Workshop (PLW)** (160 points):  
Due in the 8th week of the workshop, this project is an opportunity to plan and teach an interactive, learner-centered fifteen-minute lesson. Using Feedback Fruits, students are required to film this presentation. Detailed instructions and rubric can be found on Brightspace (D2L).
10. **Preceptor Led Workshop (PLW)** (30 points):  
The final step in the PLW project is a short reflection on your experience preparing and delivering your lesson.

Share your thoughts on the process, what you learned, and areas for future growth. Submit your reflection to Brightspace (D2L).

11. **Interview Final** (120 points):

At the end of the semester, each student will have a “mock” interview with their instructors. These interviews will be held over Zoom during Week 10. If you do not have the technology needed to log onto a video conference interview, please email Mrs. Edwards as soon as possible (hjohnson20@email.arizona.edu). This assignment will be further discussed in class at the end of the semester.

Summary of Assignments Points

Course Contract (10 Points)	10
Feedback Fruits Participation (30 Points per Week/10 Weeks)	300
Resume/CV Workshop (50 Points)	50
Resume or CV Assignment (100 Points)	100
60 Second Presentation (60 Points)	60
3 Minute Presentation (100 Points)	100
PLW Lesson Plan (35Points)	35
PLW Slideshow (35 Points)	35
PLW Presentation (160 Points)	160
PLW Reflection (30 Points)	30
Final Interview (120 Points)	120

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Total = 1000 Points

Workshop Grade

A—900-1000 points B—800-899 points C—700-799 points D—600-699 points E—Below 600 points

**Non-Preceptor Assignments:**

These assignments are all required for the Non-Preceptors. Preceptors fulfill these points through the completion of their preceptorship (assignments and duties assigned within your preceptor contract). More specific guidelines, rubrics and due dates for each assignment will be posted on the Brightspace (D2L) site – please contact instructor Hannah Edwards – hjohnson20@email.arizona.edu – if you have any questions.

\*\* The assignments below will total to 500 points. These points will be given in increments (depending on the assignment due date) under the Grade item, “Preceptorship or Course Project Grade”

1. **Exercise #1** (50 points): Due by Sunday, Feb 23 at 11:59 pm  
You will complete a brief written assignment, turned into the Brightspace (D2L) Assignment Dropbox. Prompt details are provided on Brightspace (D2L).
2. **Exercise #2** (75 points): Due by Sunday, March 7 at 11:59 pm. Assignment details will be posted to Brightspace (D2L). Follow the instructions to complete the job/career search assignment.
3. **Exercise #3** (75 points): Due by Sunday, March 30 at 11:59 pm.  
Create a LinkedIn. Be sure to include your education, past jobs, volunteer experience, and other relevant details. Connect with at least 10 people (you may connect with your instructors - ask us for additional instructors in which you can connect with if you are having trouble finding individuals you know). Submit a document (.PDF or .docx) with your name and link to your LinkedIn profile.

teachingteams.arizona.edu

4. **Exercise #4** Assignment (100 points): Due by Sunday, Apr 13 at 11:59 pm.  
Write a hypothetical cover letter to a position you may be interested in (Hint: think back to Exercise #2 and the jobs you listed there). Keep your cover letter to one page.
5. **Course Paper** (200 points): Due by Sunday, Apr 20 at 11:59 pm. Write a 1000-word (can be 100 under or over) paper on one of the following topics:
  - a. Leadership Styles and Your Personal Leadership
  - b. How you see yourself as a leader in your future Career
  - c. Critical Thinking and How it Affects Professional Environments (positively or negatively)
  - d. Any other Professional or Leadership Development Topic that you have pre-approved with your Instructor (email Hannah Edwards, hjohnson20@arizona.edu)

### **Summary of Assignments Points (For Non-Preceptors)**

Exercises:

#1 (50 Points)

#2 (75 Points)

#3 (75 Points)

#4 (100 Points)

Course Paper (200 Points)

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Total = 500 Points

**Preceptorships are also worth 500 Points; grade based on terms from your preceptorship course contract**

### **Overall PTYS 297A Grade**

A—1350-1500 points

B—1200-1349 points

C—1050-1199 points

D—900-1049 points

E—Below 900 points

### **Final Examination or Project**

This course does not have a final exam. A mock interview (**Interview Final**) is done in place of a final exam and will occur during week 10 of the workshop.

### **Grading Scale and Policies**

Your final Overall Grade for PTYS 297A is a weighted average of your workshop grade and the grade your home course instructor assigns you OR the grade from your course project. If you are a preceptor, your home course instructor for whom you precept will evaluate your attitude, participation, and contribution to his or her class by assigning you a letter grade (A, B, etc.). This grade will be averaged with your workshop grade to determine your overall final grade for PTYS 297A, as follows: Workshop Grade (66.6%) + Preceptorship OR Course Project (33.3%)

Final Grading Scale

—90-100%

—80-89%

—70-79%

—60-69%

—Below 60%

## Incomplete (I) or Withdrawal (W):

Requests for incomplete (I) or withdrawal (W) must be made in accordance with University policy, which is available at <https://catalog.arizona.edu/policy/courses-credit/grading/grading-system>.

## Scheduled Topics/Activities

All assignments are due at 11:59 PM (AZ Time). To get the current local time in Tucson, Arizona refer to: <https://www.timeanddate.com/worldclock/usa/tucson>

Week	Dates	Topic	Assignments	Due Date (by 11:59 PM AZ Time)
1	September 15 - 21	Welcome; Intro to Leadership & AI Tools	Week 1 Feedback Fruits Participation	Sunday, September 21
			Course Contract	Sunday, September 28
2	September 22 - 28	Resume & CV	Week 2 Feedback Fruits Participation <b>(Reminder: Submit Resume Draft as part of FF Participation to Brightspace/D2L folder)</b>	Sunday, September 28
			Sign up for Week 3 Resume Workshop	Sunday, September 28
			Course Contract	Sunday, September 28
3	September 29 - October 5	Leadership & Team Dynamics	Resume/CV Workshop	TBD - You will pick a time in Week 2
			Week 3 Feedback Fruits Participation	Sunday, October 5
			<b>Non-Preceptor Course Project: Exercise #1</b>	Sunday, October 5
4	October 6 - 12	Effective Presenting	Final Resume or CV Assignment	Sunday, October 12
			Week 4 Feedback Fruits Participation	Sunday, October 12
5	October 13 - 19	Structuring Presentation Content	60 Second Presentation	Sunday, October 19
			Week 5 Feedback Fruits Participation	Sunday, October 19
			<b>Non-Preceptor Course Project: Exercise #2</b>	Sunday, October 19
6	October 20 - 26	LinkedIn & Professional Networking	PLW Lesson Plan	Sunday, October 26
			3 Minute Presentation	Sunday, October 26
			Week 6 Feedback Fruits Participation	Sunday, October 26
7	October 27 - November 2	Communication Skills	PLW Slideshow	Sunday, November 2
			Week 7 Feedback Fruits Participation	Sunday, November 2
			<b>Non-Preceptor Course Project: Exercise #3</b>	Sunday, November 2
8	November 3 - 9	Email Skills	PLW Video Presentation	Sunday, November 9
			Presentation Reflection	Sunday, November 9
			Week 8 Feedback Fruits Participation	Sunday, November 9
9	November 10 - 16	Interview Skills	Sign Up for Final Interview	Thursday, November 13
			Week 9 Feedback Fruits Participation	Sunday, November 16
			Sign Up for Final Interview	Thursday, November 13
			<b>Non-Preceptor Course Project: Exercise #4</b>	Sunday, November 16
10			Final Interview	TBD - You will pick a time in Week 9

November 17 - 23	Final Interviews & Class Skill Application	Week 10 Feedback Fruits Participation	Sunday, November 23
		Non-Preceptor Course Project: Final Course Paper	Sunday, November 23

## Classroom Behavior Policy

To foster a positive learning environment, students and instructors have a shared responsibility. We want a safe, welcoming, and inclusive environment where all of us feel comfortable with each other and where we can challenge ourselves to succeed. To that end, our focus is on the tasks at hand and not on extraneous activities (e.g., texting, chatting, reading a newspaper, making phone calls, web surfing, etc.).

Classroom conduct follows the guidelines established by the Arizona Board of Regents' Student Code of Conduct. Within this online classroom, students must act professionally and respectfully. Disruptive and disrespectful students in violation of the Student Code of Conduct will face consequences. The Arizona Board of Regents' Student Code of Conduct prohibits threats of physical harm to any member of the University community, including to oneself (see policy link above for more information). Please see resources at [The Office of Instruction and Assessment](#) and/or the [Arizona Online's Digital Learning](#).

### **Online Collaboration/Netiquette**

You will primarily communicate with instructors and peers virtually through a variety of tools such as discussion forums, email, and web conferencing. The following guidelines will enable everyone in the course to participate and collaborate in a productive, safe environment.

- Be professional, courteous, and respectful as you would in a physical classroom.
- Online communication lacks the nonverbal cues that provide much of the meaning and nuances in face-to-face conversations. Choose your words carefully, phrase your sentences clearly, and stay on topic.
- It is expected that students may disagree with the research presented or the opinions of their fellow classmates. To disagree is fine but to disparage others' views is unacceptable. All comments should be kept civil and thoughtful. Remember that this course abides by university policies regarding disruptive behavior:  
<https://deanofstudents.arizona.edu/studentrightsresponsibilities/disruptive-behavior>
- Compose your messages and posts in a word processing tool, and check your spelling and grammar before submitting your post / email.

## Generative AI use is allowed for certain purposes/assignments, but not for others

Generative AI use is allowed for certain purposes/assignments, but not for others. In this course, generative artificial intelligence/large-language-models tools, such as ChatGPT, DALL-E, Bard, Bing, may be used for the Resume/CV assignment without the need for citations. AI use is not allowed for other assignments unless explicitly noted within the virtual lecture or written communication. If you are in doubt as to whether you are using generative AI tools appropriately in this course, I encourage you to discuss your situation with me. Be aware that many AI companies collect information; do not enter confidential information as part of a prompt. LLMs may make up or hallucinate information. These tools may reflect misconceptions and biases of the data on which they were trained and the human-written prompts used to steer them. You are responsible for checking facts, finding reliable sources for, and making a careful, critical examination of any work that you submit. Please use the following guidelines for acknowledging/citing generative AI.

## Safety on Campus and in the Classroom

For a list of emergency procedures for all types of incidents, please visit the website of the Critical Incident Response Team (CIRT): <https://cirt.arizona.edu/case-emergency/overview>

Also watch the video available at

[https://arizona.sabacloud.com/Saba/Web\\_spf/NA7P1PRD161/common/learningeventdetail/crtfy000000000003560](https://arizona.sabacloud.com/Saba/Web_spf/NA7P1PRD161/common/learningeventdetail/crtfy000000000003560)

## Additional Resources for Students

UA Academic policies and procedures are available at <http://catalog.arizona.edu/policies>

### **Campus Health**

<http://www.health.arizona.edu/>

Campus Health provides quality medical and mental health care services through virtual and in-person care.

Phone: 520-621-9202

### **Counseling and Psych Services (CAPS)**

<https://health.arizona.edu/counseling-psych-services>

CAPS provides mental health care, including short-term counseling services.

Phone: 520-621-3334

### **The Dean of Students Office's Student Assistance Program**

<https://deanofstudents.arizona.edu/support/student-assistance> Student Assistance helps students manage crises, life traumas, and other barriers that impede success. The staff addresses the needs of students who experience issues related to social adjustment, academic challenges, psychological health, physical health, victimization, and relationship issues, through a variety of interventions, referrals, and follow up services.

Email: [DOS-deanofstudents@arizona.edu](mailto:DOS-deanofstudents@arizona.edu)

Phone: 520-621-7057

### **Survivor Advocacy Program**

<https://survivoradvocacy.arizona.edu/>

The Survivor Advocacy Program provides confidential support and advocacy services to student survivors of sexual and gender-based violence. The Program can also advise students about relevant non-UA resources available within the local community for support.

Email: [survivoradvocacy@arizona.edu](mailto:survivoradvocacy@arizona.edu) Phone:

520-621-5767

## Confidentiality of Student Records

<http://www.registrar.arizona.edu/ferpa>

## University-wide Policies link

Links to the following UA policies are provided here, <http://catalog.arizona.edu/syllabus-policies>

### **Threatening Behavior**

UA policy prohibits threats of physical harm to any member of the University community. Details on the policy are available at: [policy.arizona.edu/education-and-student-affairs/threatening-behavior-students](http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students).

[teachingteams.arizona.edu](http://teachingteams.arizona.edu)

## **Nondiscrimination and Anti-harassment**

The University is committed to creating and maintaining an environment free of discrimination. Our classroom is a place where everyone is encouraged to express well-formed opinions and their reasons for those opinions. We also want to create a tolerant and open environment where such opinions can be expressed without resorting to bullying or discrimination of others. Details on the official UA policy are available at: [policy.arizona.edu/humanresources/nondiscrimination-and-anti-harassment-policy](http://policy.arizona.edu/humanresources/nondiscrimination-and-anti-harassment-policy)

## **Additional Resources for Students**

UA Academic policies and procedures are available at [catalog.arizona.edu/policies](http://catalog.arizona.edu/policies).

Student Assistance and Advocacy information is available at: [deanofstudents.arizona.edu/studentassistance/students/student-assistance](http://deanofstudents.arizona.edu/studentassistance/students/student-assistance)

## **Confidentiality of Student Records**

All student records, not just grades but also any identifiable material submitted for credit are handled according to FERPA guidelines, see [www.registrar.arizona.edu/ferpa/default.htm](http://www.registrar.arizona.edu/ferpa/default.htm)

## **Subject to Change Statement**

Information contained in this course syllabus, other than the grade and absence policy, may be subject to change with advance notice, as deemed appropriate by the instructor.

**Academic advising:** If you have questions about your academic progress this semester, please reach out to your academic advisor (<https://advising.arizona.edu/advisors/major>). Contact the Advising Resource Center (<https://advising.arizona.edu/>) for all general advising questions and referral assistance. Call 520626-8667 or email to [advising@.arizona.edu](mailto:advising@.arizona.edu)

**Life challenges:** If you are experiencing unexpected barriers to your success in your courses, please note the Dean of Students Office is a central support resource for all students and may be helpful. The [Dean of Students Office](#) can be reached at (520) 621-2057 or [DOS-deanofstudents@email.arizona.edu](mailto:DOS-deanofstudents@email.arizona.edu).

**Physical and mental-health challenges:** If you are facing physical or mental health challenges this semester, please note that Campus Health provides quality medical and mental health care. For medical appointments, call (520) 621-9202. For After Hours care, call (520) 570-7898. For the Counseling & Psych Services (CAPS) 24/7 hotline, call (520) 621-3334.

**Equipment and software requirements:** For this class you will need daily access to the following hardware: laptop or web-enabled device with webcam and microphone; regular access to reliable internet signal; ability to download and run the following software: web browser, etc.

**Staying current:** You are required to complete the aforementioned assignments (See **Assignment Descriptions with deadlines above**) on your own time to accomplish the following: Effectively present on their preceptorship home course and major, for the benefit of their preceptorship (study sessions, tutoring, exam review, etc.); Obtain refined skills in leadership, group dynamics, and effective communication; Articulate their preceptorship on their refined resume or curriculum vitae, as well as within interviews; Utilize technology and social media to benefit

their preceptorship experiences; Learn how to obtain and achieve letters of recommendation from their preceptorship professor.

**Course Communications:** Communication will primarily be done with in-class announcements and through the course Brightspace (D2L) page. If email communication with the instructor or TAs is needed please use only your official UA email address to avoid the chance of your message being rejected as junk mail.

**Additional Syllabus Policies Applying to All University of Arizona Classes:** For an up-to-date list, including policies on Academic Integrity, Accessibility and Accommodations, see: [catalog.arizona.edu/syllabus-policies](https://catalog.arizona.edu/syllabus-policies)