

San Jose State University
College of Social Sciences / Environmental Studies Dept.
EnvS 295: Graduate Teaching Assistant, Fall 2016

Instructor:	Will Russell
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Email:	Will.russell@sjsu.edu
Office Hours:	Monday, 11:00 AM – 2:30 PM
Class Days/Time:	By arrangement
Classroom:	N/A
Prerequisites	Graduate Standing or instructor consent
Library Liason	Peggy Cabrerra

COURSE DESCRIPTION

From the catalog

Teaching experience in environmental studies at the college level. Does not meet requirements for California Certification in Elementary or Secondary Education. May be repeated for maximum of 6 units, but not for same course or instructor. Prerequisite: Graduate standing in Environmental Studies or instructor consent.

COURSE OBJECTIVE

The purpose of this course is to give graduate students experience in teaching at the college level under the supervision of a faculty member.

COURSE STRUCTURE

ENVS 295 has not set structure. Work hours and responsibilities will be determined by the faculty supervisor.

COURSE REQUIREMENTS

Students signed up for ENVS 295 may be asked to attend classes, help with reading papers and assignments, design and implement lessons and assignments. 295 students will work closely with their faculty supervisor to determine work schedules and expectations. A letter from the faculty adviser to the graduate coordinator, stating whether or not 295 students have adequately met expectations, will be required at the end of the semester.

EVALUATION

This is a CR/NC class. To receive credit, you must complete the requirements listed above. If the requirements listed above are not completed during the semester a no-

credit “NC” grade will be given.

University Policies

General Expectations, Rights and Responsibilities of the Student

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution. Students are encouraged to familiarize themselves with SJSU’s policies and practices pertaining to the procedures to follow if and when questions or concerns about a class arises. See [University Policy S90-5](http://sjsu.edu/senate/docs/S90-5.pdf) at sjsu.edu/senate/docs/S90-5.pdf. More detailed information on a variety of related topics is available in the [SJSU catalog](http://info.sjsu.edu/web-dbgen/narr/catalog/rec-12234.12506.html), at <http://info.sjsu.edu/web-dbgen/narr/catalog/rec-12234.12506.html>. In general, it is recommended that students begin by seeking clarification or discussing concerns with their instructor. If such conversation is not possible, or if it does not serve to address the issue, it is recommended that the student contact the Department Chair as a next step.

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester’s [Catalog Policies](http://info.sjsu.edu/static/catalog/policies.html) section at <http://info.sjsu.edu/static/catalog/policies.html>. Add/drop deadlines can be found on the current academic year calendars document on the [Academic Calendars webpage](http://sjsu.edu/provost/services/academic_calendars) at sjsu.edu/provost/services/academic_calendars. The [Late Drop Policy](http://sjsu.edu/aars/policies/latedrops/policy) is available at sjsu.edu/aars/policies/latedrops/policy. Students should be aware of the current deadlines and penalties for dropping classes. Information about the latest changes and news is available at the [Advising Hub](http://sjsu.edu/advising) at sjsu.edu/advising.

Consent for Recording of Class and Public Sharing of Instructor Material

[University Policy S12-7](http://sjsu.edu/senate/docs/S12-7.pdf), sjsu.edu/senate/docs/S12-7.pdf, requires students to obtain instructor’s permission to record the course:

- Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor’s permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material.
- Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.

Academic Integrity

Your commitment, as a student, to learning is evidenced by your enrollment at San Jose State University. The [University Academic Integrity Policy S07-2](http://sjsu.edu/senate/docs/S07-2.pdf) at sjsu.edu/senate/docs/S07-2.pdf requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The [Student Conduct and Ethical Development website](http://sjsu.edu/studentconduct) is available at sjsu.edu/studentconduct.

Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. [Presidential](#)

[Directive 97-03](http://sjsu.edu/president/docs/directives/PD_1997-03.pdf) at sjsu.edu/president/docs/directives/PD_1997-03.pdf requires that students with disabilities requesting accommodations must register with the [Accessible Education Center](http://sjsu.edu/aec) (AEC) at sjsu.edu/aec to establish a record of their disability.

Student Technology Resources

Computer labs for student use are available in the [Academic Success Center](http://sjsu.edu/at/asc) at sjsu.edu/at/asc located on the 1st floor of Clark Hall and in the Associated Students Lab on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library. A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include DV and HD digital camcorders; digital still cameras; video, slide and overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens and monitors.