Syllabus
CTPS 6120
Teaching Practicum – GSBS Small Group Facilitation

Faculty: D. Coppenhaver
dcoppenh@utmb.edu
409-772-2665
Office: 4.429 Levin Hall

Course Description
This course is designed to prepare postdoctoral scholars to facilitate discussions in the small group discussion sections of courses within the UTMB Graduate School of Biomedical Sciences.

Objectives
After completing the course, participants should be prepared to:
• Develop a facilitating style that encourages discussion among the graduate students that will help them achieve the desired result.
• Develop a method for evaluating the students' knowledge and preparation.
• Demonstrate the ability to encourage participation by everyone in the group.

Prerequisites: Consent of the program director

Required Texts: None

Class Policies:
Assignments
Before co-facilitating a small group session, each postdoctoral scholar must attend the facilitating workshops provided by the Office of Educational Development.

Grading
The course consists of observing the facilitating style of the faculty co-facilitator and emulating his/her best practices. Grading will be based on:
• Attendance & Participation 70%
• Student evaluations of the facilitator 15%
• Accepting and incorporating suggestions for improvement 15%

Absences
Over the 15 of each GSBS course assigned, the postdoctoral facilitator must be present at 80% to 100% of the sessions. ALL absences must be discussed in advance with the course director.

Course Evaluation
As part of the overall course grade, the graduate students in the small group will be required to complete an evaluation of the facilitator.

Disability/Special Accommodations Statement It is the policy of the University of Texas Medical Branch (UTMB) at Galveston to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and state and local requirements regarding students and applicants with disabilities. Under these laws, no otherwise qualified and competitive individual with a disability shall be denied access to or participation in services, programs, and activities of UTMB-Galveston solely on the basis of the disability.
The University of Texas Medical Branch is committed to equal opportunity for students with disabilities. If you have a documented disability or would like to obtain information regarding services for students with disabilities, a complete copy of the “Student with Disabilities: Guidelines for Compliance” may be obtained from the Office of Equal Opportunity and Diversity.

**UTMB Honor Pledge**
On my honor, as a member of the UTMB community, I pledge to act with integrity, compassion and respect in all my academic and professional endeavors.

**Student Conduct and Discipline**
Student Conduct and Discipline policy in the Institutional Handbook of Policies and Procedures (IHOP), Section 7.1.3 ([http://www.utmb.edu/policy/ihop/search/07-01-03.pdf](http://www.utmb.edu/policy/ihop/search/07-01-03.pdf)). “General Responsibilities: It is the responsibility of every student, faculty member and administrative official to initiate a disciplinary complaint when scholastic dishonesty or other misconduct is involved” UTMB IHOP Section 7.1.3. Student Conduct and Discipline: General Responsibilities.

**Recommended Sequence**
Before course block: Complete OED facilitation workshop.
Course blocks’ subjects will be determined by the faculty co-facilitators.