Internship Abstract

For my internship I decided to work as a teaching assistant with Dr. James West. In response to the pandemic, Zoom software enabled our classes to transition to a virtual format during the Spring quarter. Zoom’s breakout room functionality helped to automatically divide the students into their project groups and allowed Dr. West and I to consult with each team individually. Other Zoom features we used included the whiteboard, polls, and integrated chat. As the teaching assistant, I supported class communication using Canvas tools, built tests using Canvas test tools, graded assignments, conducted class exercises and logged student participation using Zoom reports. On the logistical side, I created and maintained presentation schedules and kept students up to date on important information using Canvas announcements.

Throughout the quarter we also hosted guest speakers who helped provide technical and procedural details using web-based applications such as WordPress and Wix. To assess our students, we created a midterm in Canvas which pulled questions from various exam guides and built study guides for students to prepare for the exam. Following the midterm exam, we created weekly quizzes with multiple choice, true false, fill in the blank and discussion type questions. These tests were also built in the Canvas test tool and delivered asynchronously to students.

To keep our class engaged during this period of online learning and add to the “active learning” experiences using Zoom, I conducted exercises on various topics throughout the quarter. These included a Team Performance Analysis, Team Health
Monitoring activity, Desert Survival Game Scenario, a Cardboard Box Creativity Assessment and a Multicultural Team Questionnaire. Dr. West and I worked together to strategize prior to class on the types of active learning strategies that would be beneficial and course content that we were covering for the week. We then planned how the exercises would be discussed and delivered during the first hour of instruction. The second hour of class included team work with eleven teams, working through their project status reports and helping them plan and understand next steps and providing guidance on technical details and help needed items for student projects.

It has truly been a joy to work with Dr. West. I’ve had the pleasure of being in several of his classes and working with him has been nothing short of a good time. He has instilled in me several beneficial qualities, such as the importance of exiting one’s comfort zone. While I was hesitant to host class exercises, he helped me to develop teaching and active learning skills as well as the confidence boost that I needed to succeed. I sincerely appreciated the opportunity to work with Dr. West this quarter and look forward to using the skills I learned as his teaching assistant moving forward in my career.