

Leaders and Supervisors:

Fall 2010 begins Monday August 23, 2010 and ends Friday December 3, 2010. We will have a single mandatory orientation for both new and seasoned leaders Friday August 20, 2010 & Saturday August 28th, 2010 from 8:00am to 6:00pm in OE 134. To better evaluate each candidate, we ask every Leader to complete this packet in its entirety.

This includes the following:

1. Primary Information Form

- a. This form includes your basic information name, Panther ID, phone number etc. and it will also ask you a few basic questions. This form is attached to the packet.
- b. At the end of this form you will see a section that says time request for date and time of your session and three slots; please plan this out well when planning your Fall schedule. You will get to have your session at one or two of these time slots depending on the student to leader ratio. I recommend that you choose more than three time slots because this semester there will be a lot of leaders and multiple session availability per time slot is very rare. Time slot selection is based on a first come first serve basis and on time slot availability. Time request should be based on the schedule attached to this packet only.
- c. You also have to pick a prep-meeting session

2. Class Schedule

- a. Please have your schedule planned out around academics. Keep in mind that PLTL is run, even during midterms and finals.
- b. Please attach print out of your class schedule in the format given in the link on panther soft that says, "View My Class Schedule". If there's a change in your Schedule after you initially turn in your revised print out to us soon as you can.
- c. Please only turn in the schedule format indicated above

3. Transcript

- a. Leaders must earn either an A or B in the course you wish to mentor for as well as at least a "B" average cumulative GPA.
- b. An unofficial transcript is fine (you can print one out through my.fiu.edu)

4. PLTL Leader Contract

- a. Included in this packet
- b. This form basically states that you need to following the rules and guidelines of being a PLTL leader

Please submit all documentation with your application, either drop it off in the PLTL mailbox in the Biology Dept. Main Office (OE 167) or directly to us at orientation. Failure to submit all documentation will jeopardize your candidacy as a Leader and/or Supervisor.

PLTL is an OPTIONAL program for ALL students taking General Biology I, General Biology II, Intermediate Human Physiology, Fundamentals of Hum Physiology, and Human Biology at Florida International University, both on the University Park and Biscayne Bay Campuses.

- General Biology I will cover Cell Biology, Genetics, and Evolution.
- General Biology II will cover Organismal Diversity, Ecology, and Physiology.
- Genetics will cover Mendelian inheritance and introduction to molecular genetics.
- Intermediate Human Physiology will cover functions of the human body and the physio-chemical mechanisms responsible for each organ's function.
- Foundations of Human Physiology (for non-majors) will survey of the organ systems of the human body.

- Human Biology will cover the biological and general scientific principles governing human structure, function, health, and relationship to the planetary environment.

A student's PLTL grade can count as their final exam grade, or the students can opt to take their cumulative final exam. This portion of their grade will primarily reflect the students' participation and attendance record during the sessions throughout the semester. Grading policies are **strictly** enforced.

Students MUST register for PLTL on www.fiupl.org during the first week of class.

Each section listed on the schedule (attached) will have one assigned leader. All leaders are responsible to cover TWO sections. (Exceptions will be handled on a case-by-case basis).

Leaders and Supervisors must go to weekly **MANDATORY** group discussions and I emphasize MANDATORY. Every question will be covered in the group discussion. This semester leaders will have to sign-up for the group discussion that they will attend. Leaders will attend these group discussions like any other class, every week. If there is a significant amount of leaders not being able to attend these scheduled times another meeting may be added to the schedule. Do not rely on another discussion time being opened because most likely it will not happen. Rooms where the meetings will take place are TBA. You will NOT run a session without first attending the group discussion meeting.

When choosing a schedule, please be advised that leaders are expected to attend EVERY session, EVERY week! When making an obligation to PLTL, academics should be considered prior to selecting a session.

Fall 2010 Group Discussions:

General Biology I

- Monday – 10:00am-12:00pm
- Monday – 2:00pm-4:00pm
- Tuesday – 4:00pm-6:00pm

General Biology II

- Monday – 3:30pm-5:30pm
- Tuesday – 10:00pm-12:00pm

Genetics

- TBD

Foundations of Human Physiology

- Tuesday – 10:00am-12:00pm

Human Biology

- Wednesday 10:00am-12:00pm

If you have any questions, comments, or concerns about the program, changes within the program, anything on this list, etc. please let me know by e-mailing the PLTL team at pltl@fiu.edu or you can also reach us on the office phone 305-348-3511.

José Luis Alberte
Biology Department PLTL Program Coordinator



Information Form

Last Name: _____, First Name: _____ M.I. ____

Panther ID: _____

Address: _____

City: _____ State: _____ Zip: _____

Preferred e-mail address: _____

Please indicate preferred contact number:

Home Telephone Number: _____

Cellular Phone Number: _____

Date of Birth: _____ Sex: Male Female

Ethnicity: _____

Please indicate whether you are a:

Full Time Student or Part Time Student

Intended Major(s): _____

Intended Minor(s): _____

Intended Year/Semester of Graduation: _____

General Biology I Grade: _____, Semester Taken: _____

General Biology II Grade: _____, Semester Taken: _____

Genetics Grade: _____, Semester Taken: _____

Int Human Phys Grade: _____, Semester Taken: _____

Fund Human Phys Grade: _____, Semester Taken: _____

Human Biology Grade: _____, Semester Taken: _____

Current Cumulative GPA: _____

Have you ever been a PLTL Leader before: Yes No

If so what semester(s): _____

Which course do you plan on leading? General Biology I General Biology II Genetics
Int Human Phys Fund Human Phys Human Biology

What are you planning to do after graduating with a Bachelors Degree? (e.g. M.S., Ph.D.? Where? Please elaborate.)

Please attach your answers on a seperate sheet.



I _____ understand that, as a PLTL (Peer-Led Team Learning) leader:

- _____ -I will attend the group discussion prior to the session(s) that I lead.
- _____ -I will take attendance in every session that I lead.
- _____ -I will provide a sign-in sheet for the students, every session, and ensure that the students sign in.
- _____ -I will grade students according to the point system addressed in the syllabus.
- _____ -I will not abandon my duties as a leader.
- _____ -I will run session through the entire allotted time for the session.
- _____ -I will not be absent to a session, without a week’s notice to the Head of PLTL Substitutes
- _____ -I will have my attendance roster and points log, organized, updated, and also on <http://www.fiupltl.org>.
- _____ -I will turn in my folders containing the proper documents (including, but not limited to: Points log, attendance roster, sign-in sheets, excused absence, documentation and Warm Ups
- _____ -I will promptly and respectfully respond to student e-mails.
- _____ -I will conduct myself in a professional manner at all times and behave according to Florida International University’s guidelines.

I _____ have read and understood the rules and regulations of being a PLTL leader.

Leader Signature

Date

José Luis Alberte, PLTL Coordinator
(305) 348-3511

Date



PART I: Scheduling Session Time/Day

As stated in the cover letter you need to look at the provided schedule to choose which sections you would like to lead or supervise. **You must provide at least three times slots**; if three time slots are not provided the application will not be accepted as is. Three time slots is the minimum, however, I recommend you input five or six possibilities. If you have any questions, comments, or concerns about scheduling your session feel free to contact us. Please list the course, day and time of the section as formatted below. **DO NOT WRITE DOWN THE SAME DAY AND TIME TWICE. IF YOU WRITE IT DOWN ONCE WE UNDERSTAND THAT YOU ARE AVAILABLE AT THAT PARTICULAR TIME SLOT.**

	<u>Course</u>	<u>Day</u>	<u>Time</u>
1			
2			
3			
4			
5			
6			

PART II: Scheduling Group Discussion Time/Day

Group discussions are **MANDATORY! EVERY WEEK! NO EXCEPTIONS!** As stated in the cover letter you need to pick which group discussion session you will be attending. You only need to sign-up for one section and attend the meeting at that time EVERY week. You will NOT run a PLTL session without going to the group discussion first. Check off which section you will be attending during the semester. The times are extremely varied as to avoid major conflicts with scheduling. Expect to be in the discussion groups for at least two hours. If you have any questions, comments, or concerns about scheduling your prep-meeting feel free to contact us. Please check off which group discussion section you will be attending.

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- Monday – 2:00pm-4:00pm
- Tuesday – 4:00pm-6:00pm

General Biology II

- Monday – 3:30pm-5:30pm
- Tuesday – 10:00pm-12:00pm

Genetics

- TBD

Foundations of Human Physiology

- Tuesday – 10:00am-12:00pm

Human Biology

- Wednesday 10:00am-12:00pm

BSC 1010- General Biology I	PLTL Day	Start time	End Time	PLTL Day	Start time	End Time
	W	9:30am	10:45am	R	6:25pm	7:40pm
	W	11:00am	12:15pm	F	9:30am	10:45am
	W	12:30pm	1:45pm	F	11:00am	12:15pm
	W	2:00pm	3:15pm	F	12:30pm	1:45pm
	W	3:30pm	4:45pm	F	3:30pm	4:45pm
	W	5:00pm	6:15pm	F	5:00pm	6:15pm
	W	6:25pm	7:40pm	F	6:25pm	7:40pm
	R	9:30am	10:45pm	Sat	11:00am	12:15pm
	R	11:00am	12:15pm	Sat	12:30pm	1:45pm
R	3:30pm	4:45pm	Sat	2:00pm	3:15pm	
BSC 1011- General Biology II	PLTL Day	Start time	End Time	PLTL Day	Start time	End Time
	W	11:00am	12:15pm	R	2:00pm	3:15pm
	W	12:30pm	1:45pm	R	3:30pm	4:45pm
	W	2:00pm	3:15pm	R	5:00pm	6:15pm
	W	3:30pm	4:45pm	F	11:00am	12:15pm
	W	5:00pm	6:15pm	F	12:30pm	1:45pm
	W	6:25pm	7:40pm	F	2:00pm	3:15pm
	R	9:30am	10:45am	F	3:30pm	4:45pm
R	11:00am	12:15pm				
PCB 3063- Genetics	PLTL Day	Start time	End Time	PLTL Day	Start time	End Time
	R	2:00pm	3:15pm	F	9:30am	10:45am
	R	3:30pm	4:45pm	F	11:00am	12:15pm
	R	5:00pm	6:15pm	F	12:30pm	1:45pm
R	6:25pm	7:40pm	F	2:00pm	3:15pm	
PCB 2099- Fundamentals of Human Physiology	PLTL Day	Start time	End Time	PLTL Day	Start time	End Time
	M	11:00am	12:15pm	R	3:30pm	4:45pm
	M	3:30pm	4:45pm	R	5:00pm	6:15pm
	M	5:00pm	6:15pm	R	6:25pm	7:40pm
	R	12:30pm	1:45pm	F	5:00pm	6:15pm
R	2:00pm	3:15pm				

BSC 1011- General Biology II (BBC)	PLTL Day	Start time	End Time	PLTL Day	Start time	End Time
	R	12:30pm	1:45pm	F	9:30am	10:45am
	R	2:00pm	3:15pm	F	11:00am	12:15pm
	R	3:30pm	4:45pm	F	12:30pm	1:45pm
	R	5:00pm	6:15pm	F	2:00pm	3:15pm
BSC 2023- Human Biology	PLTL Day	Start time	End Time	PLTL Day	Start time	End Time
	M	9:30am	10:45am	T	9:30am	10:45am
	M	11:00am	12:15pm	T	11:00am	12:15pm
	M	12:30pm	1:45pm	T	12:30pm	1:45pm
	M	2:00pm	3:15pm	T	2:00pm	3:15pm
	M	3:30pm	4:45pm	T	3:30pm	4:45pm
	M	5:00pm	6:15pm	T	5:00pm	6:15pm
	M	6:25pm	7:40pm	T	6:25pm	7:40pm