



PLTL Syllabus

Peer-Led Team Learning (PLTL) workshops bring together a small group of students from a designated course to work together on challenging problem sets guided by a peer leader. The peer leaders are trained facilitators who also successfully completed the same course they are facilitating. They are not there to lecture or provide the answers. The peer leader will offer guidance through the learning process during the discussion and activities in workshop. It is the student's responsibility to be prepared to actively participate in workshop sessions providing their explanations, hypotheses, reasoning, and challenge other's perspectives. The content of the workshops is based on the course content. The workshops will meet for an hour and fifteen minutes once a week for the entire semester.

Remote Learning:

Some PLTL workshops will be conducted via remote instruction through Zoom. These workshops are designated through the room number as "Online" (example: "Room: Online"). Workshops will be held live during the time slot the student registered for. Students may only attend the workshop they are registered for. Links to access each Zoom-based cyber PLTL workshop will be available through Canvas. Students must have access to a functioning camera and microphone for the entire semester. The camera video and microphone audio must be turned on during the entire workshop to receive credit for taking part in the workshop. If any technical issues, such as poor connectivity, are discovered students must let us know as soon as possible at pltl@fiu.edu. It is the student's responsibility to let us know before the end of the add/drop week of any technical issue. No excuses will be accepted unless we are notified during this time. Failure to have a fully functioning electronic device (i.e., computer/laptop/iPad/tablet with functioning video/webcam) for the duration of the semester that results in an inability to attend/view/actively take part in Zoom workshops will jeopardize your earning of points in workshop.

Contact Information:

Inquiries are welcomed and can be directed to pltl@fiu.edu. Alternatively, you may visit our office at OE296 or contact us via phone at 305-348-3511. We highly recommend utilizing our dedicated [inquiry form](#) for more efficient handling of your concerns. Upon selecting the relevant issue category in the form, the **appropriate PLTL staff member** will be promptly notified via email to address your inquiry.

Attendance:

You **MUST** attend the session that you are registered for, as **attendance at every workshop is mandatory. PLTL no longer issues make-ups for excused or unexcused absences but if you would like to attend a session you missed, fill out this [form](#)**¹. If you decide to attend a different section, this will be purely to gain the content knowledge from the workshop. You will still be receiving a 0 for that week, regardless of the reason for absence (see absences to see what this means for your grade)

¹ The make-up form should be submitted within the same week of the missed session. This ensures you can attend a make-up session for the specific worksheet covered during your absence.

Switching Sections:

You may **NOT** switch sessions **FOR ANY REASON** after the **third week** of PLTL. Each PLTL Leader will have a roster to verify that the right students are in the right session. Please note that you cannot earn credit for attending PLTL for a subject other than the course you are taking PLTL for. There are no exceptions to this. **MAKE SURE YOU ARE IN THE CORRECT COURSE!!** For example, if you are taking General Biology I and you accidentally enroll in General Biology II PLTL, you will receive a 0 for PLTL!! If you realize you enrolled in the wrong course, you are only allowed to switch sections up to week 3 of PLTL. After this, there is nothing we can do and you cannot receive credit for PLTL.

Absences:

We **do not differentiate** between excused or unexcused absences in PLTL. Instead, we will drop the two lowest grades to account for any absence during the semester. PLTL no longer issues make-up for absences but if you would like to attend a session you missed, fill out this [form](#)² This will strictly be for you to learn the information covered in the session that you missed. It will not be for a grade, and you will still be marked absent for the week.

For all PLTL courses:

There is no maximum number of absences; however, every absence will result in a zero (0) for that day, which will lower your final PLTL score past the initial two absences, which are dropped.

Tardiness:

Students may not be more than ten (10) minutes late for their session. Peer Leaders will begin their workshops on time and will not return to previously discussed material. Students who try to arrive at their session after ten (10) minutes will be allowed to enter the session but will receive zero (0) points for that session. Tardiness will count as an absence.

Technical difficulties/internet connectivity issues should be resolved prior to your session so you may arrive on time. Should you have any issues, please contact your Peer Leader or the PLTL Office for assistance and resolution.

Leaving Early:

Students are not permitted to leave their workshop early. There are no excuses for leaving/logging off early. Those leaving/logging off early will receive zero (0) points for that session.

Grading Rubric for PLTL Sessions:

Each week, your PLTL Leader will issue points solely on your preparedness and degree of participation in the workshop. The total points a student may earn per workshop is ten (10) points.

² The make-up form should be submitted within the same week of the missed session. This ensures you can attend a make-up session for the specific worksheet covered during your absence.

The following table outlines the assessment criteria for participation in PLTL workshops. Students are expected to engage actively and collaboratively, contributing thoughtfully to discussions and activities. The points are awarded based on the level of engagement and contribution to the workshop.

Assessment Criteria	Earnable Points and Expectations
Students earn ten (10) points if:	<ul style="list-style-type: none"> - Answer worksheet questions or prompts from their Peer Leader without being called upon. - Actively contribute to discussions. - Provide comprehensive and thoughtful answers to the worksheet questions. - Actively seek to deepen their comprehension of the concepts.
Students earn five (5) points if:	<ul style="list-style-type: none"> - Only engage when called upon by the Peer Leader. - Are passive contributors to discussions. - Provide insufficient answers to the worksheet questions. - Provide distracting and/or disruptive off-topic responses. - <u>Virtual Sessions</u>: Camera off for more than five (5) minutes but less than thirty (30) minutes.
Students earn zero (0) points if:	<ul style="list-style-type: none"> - Absent from their session. - Non-contributors to discussions even when prompted by the Peer Leader. - Provide only “yes” or “no” responses without elaboration. - Display combative, hostile, and/or rude behavior. - Working on other assignments for other classes or activities not related to the workshop. - <u>Virtual Sessions</u>: Camera turned off for longer than 30 minutes or never turned on. - <u>Virtual Sessions</u>: Stay muted throughout the entire session.

Once all grades have been submitted by your Peer Leader, the PLTL Office will verify your grades and drop the two lowest Participation grades of the semester. The total points will then be summed, divided by the number of total sessions, and then multiplied by 100 to generate your grade as a percentage.

The PLTL Office reserves the right to adjust student grades to ensure fair and equitable assignment of grades per the grading rubric and policy.

Conduct:

All students are governed by the [Florida International University Student Handbook](#) and any conduct, behavior, or action displayed in contradiction outlined therein will not be tolerated. You **MUST** be respectful to your PLTL Leader and your peers. Inconsiderate, disrespectful, dishonest, or disruptive behavior, as the Peer Leader or your fellow classmates perceive it, or as is described in the Student Handbook, is unacceptable for students in this program. PLTL Leaders reserve the right to ask you to leave the workshop if such behavior is displayed in which you will receive a zero (0) for the session. Singular or repeat offenses deemed irrevocably destructive to an educational environment will result in removal from the PLTL Program, an automatic failing

grade [a zero (0), or equivalent letter grade], and a report to their professor pending a report being filed to the Office of Student Conduct and Academic Integrity.

Cheating will NOT be tolerated! The student participant in the workshop must be the one participating in each element.

Cell phone use or the use of any other technology that would be distracting, in all capacities, is not allowed during workshops. Accessing your phone or other distracting technology during a workshop will result in zero (0) points earned for that session.

Students with Disabilities

The Disability Resource Center collaborates with students, faculty, staff, and community members to create diverse learning environments that are usable, equitable, inclusive and sustainable. The DRC provides FIU students with disabilities the necessary support to successfully complete their education and participate in activities available to all students. Students that have a diagnosed disability and plan to utilize academic accommodations are asked to please contact the MMC Disability Resource Center at 305-348-3532 or visit their office at the Graham Center GC 190. For BBC students, please contact the BBC Disability Resource Center at 305-919-5345 or visit their office at the Wolfe University Center WUC 131. **Students are required to contact the PLTL Office regarding their accommodations so the proper arrangements with the DRC office can be made (preferably during the first week of PLTL). A Letter to Professor (also known as a Letter of Accommodations) from the DRC office must be provided to PLTL Office so your PLTL Leader can be instructed on implementation. DO NOT notify your Peer Leader or provide them your Letter of Accommodations as Peer Leaders are not authorized to implement accommodations without direct instruction from the PLTL Office.**

Counseling and Psychological Services

Some students may experience extreme stress during the course due to difficult circumstances outside of class. We respect the needs of students in distress and encourage students at any time of need to contact the supportive and knowledgeable staff at the FIU Counseling and Psychological Services. The MMC office is reachable by phone at (305) 348-2277 and is located at SHC 270. The BBC office is reachable by phone at 305-919-5305 and is located at WUC 320. There are daily walk-in hours there from Monday-Friday. There is help out there, and students do not have to go through it alone.

Athletes:

In the case that athletic events, proper documentation must be sent to the PLTL Office, NOT your PLTL Leader, BEFORE you leave for a game/tournament. If possible, this should be done at the start of term or as soon as the schedule of games is received. You may send documentation via email using pltl@fiu.edu.

Peer Leader Not-Here Policy:

In the case that your PLTL peer leader does not show up in time to your session, please email the PLTL office immediately using pltl@fiu.edu, or call 305-348-3511, and await further instruction. Do not leave!

If you would like to file a complaint, please use this [form](#) to do so.

PLTL Weekly Schedule

PLTL sessions start on Wednesdays and end on Saturdays each week. Depending on the day of your section, your session will fall within the dates shown in the PLTL weekly schedule table.

****Syllabus is subject to change****

Session Number	Start Date	End Date	Grading
1	5/15/2024	5/18/2024	Graded
2	5/22/2024	5/25/2024	Graded
3	5/29/2024	6/1/2024	Graded
4	6/5/2024	6/8/2024	Graded
5	6/12/2024	6/15/2024	Graded
6	6/19/2024	6/22/2024	Graded
7	6/26/2024	6/29/2024	Graded
8	7/3/2024	7/6/2024	TBA