Teaching Tips Instructions

This is the instruction guide for the HAPS Teaching Tip Intake form and completing the Teaching Tip Template document. Please read these first to ensure necessary information is submitted. The intake form is used by the committee for review purposes. The template document provides the format for teaching tips posted on hapsweb.org.

A. OVERVIEW

Teaching Tips for A&P are descriptions of learning activities including instructor’s guides and formative assessments. They are published in a stand-alone website grouped by learning outcome and are available to all HAPS members.

Submission deadlines for HAPS Teaching Tips are January 15, March 15, May 15, July 15, September 15, and November 15.

B. INSTRUCTIONS TO AUTHORS AND THE PEER REVIEW PROCESS

Each submission will be evaluated by the HAPS C&I Teaching Tips Subcommittee.

1. The teaching tip must be original and not a duplicate of a previously published tip.

2. Teaching tips are submitted as three documents. These are the documents that will be posted on the teaching tips website.
   
   A. The teaching tip template document must be completely filled out with appropriate keywords, HAPS goals, etc.
   
   B. An instructor’s guide.
   
   C. Formative assessment with an answer key.

3. The Teaching Tip intake form must also be completed. This form contains information used by the committee to review and classify all teaching tips.

4. The tip must maintain scientific accuracy in its details and reflect the author’s preparation and knowledge of the field.

5. The information in the teaching tip must be organized and clearly presented, and free from spelling and grammatical errors.

6. When possible, describe any instructor or student accommodations that can be utilized.

7. All submitted images have copyright approval if applicable.

8. The review process will take 2-6 weeks. The reviewers will make one of four recommendations:
1. Accept as is.
2. Accept with minor alterations.
3. Accept with major alterations.
4. Reject.

C. DETAILED SUBMISSION INSTRUCTIONS

1. Terms of Submission
Teaching tips should consist of original material that is not currently being considered for publication by another journal, website, or book and has not previously been published. Make sure you search the current Teaching Tips website to confirm you are not submitting a duplicate tip.

Publication of the teaching tip must be approved by all of the authors.

Authors must obtain permission to reproduce any copyrighted material and the source of this material must be acknowledged in their teaching tip. Authors are expected to know that the unreferenced use of published or unpublished ideas, writing or illustrations of others, from any source, constitutes plagiarism.

Responsibility for (1) the accuracy of facts, (2) the expression of opinion and (3) the authenticity of any supporting material presented by the author rests solely with the author. The HAPS C&I committee and its reviewers take no responsibility for this verification.

2. Submission Procedure
There are two forms which must be completed. First, please complete the Teaching Tip Template document with the tip and all supplemental materials. Next, complete the HAPS Teaching Tip Intake form (most of the information for the Intake form can be copied and pasted from the Template document into the appropriate fields in the Intake form).
The descriptive title of the teaching tip (please include the TYPE of activity in the title, for example "instructor demonstration of..." or "using a quick analogy...")

The name, email, and affiliation of each author.

Date of submission.

A list of 3-5 individual keywords separated by a comma. Keywords should reflect the primary topics, scientific focus, activity type, and/or audience. Keywords should not be full phrases or a copy of the title.

The HAPS Goal(s) and Learning Outcomes Module(s) addressed by the tip.

The intended audience (A&P Undergraduate, Anatomy only Undergraduate, Physiology only Undergraduate, HS A&P, Medical Anatomy, Medical Physiology, Allied Health/Nursing, Other).

Descriptive summary is an abstract of 100 words or less. It should include a description of how the teaching tip has been used (in class, flipped classroom, online laboratory, etc) and how you have determined its success (positive student feedback, formative assessment, summative assessment, etc.)

Prior knowledge of students states any previous competencies and skills required for the tip (this should be a list of key learning outcomes already achieved, if so, please list by organ system module and subtopic (Ex. Module J Endocrine System, control of hormone secretion).

Type of activity (Case Study, Class/Group Discussions, Classroom Response System, Collaborative Learning, Demonstration, Educational Game, Group Project, Kinesthetic Learning, Lab Activity, Metacognitive Activities, Mnemonics, Online Lecture Activity, Online Lab Activity, Problem Based Learning, Simulations, Team Based Learning, Think-Pair Share, Visual Representations, Other).

Adaptable for online/remote learning: yes/no. If yes is selected, the teaching tip must explain how the tip has been adapted for this purpose.

Addresses diversity, equity, and inclusion: yes/no. If yes is selected, the teaching tip must explain how it addresses diversity, equity, and inclusion. Note that HAPS Goals LG5, LG7, LG13 and LG14 address diversity, equity, and inclusion.

Provides suggestions for accommodations for students and/or instructors: yes/no. If yes, suggestions for accommodations must include a statement that instructors will follow their institution’s policies on accommodations.

Time estimate (in minutes)
❖ The main document with the HAPS Teaching Tip header should include the teaching tip and any student activity pages (guided problem set, case, worksheet, slides with classroom response questions, etc.)

❖ An Instructor’s Guide is a separate document that gives background information, preparation advice, and tips for success.

❖ The Formative Assessment document should contain a minimum of five questions and an answer key. The questions may be open response or multiple choice questions. Acceptable alternatives would include rubrics for gauging student achievement on projects, discussion skills, or any other appropriate assessment of content and skill.

3. Formatting the Teaching Tip

It is the responsibility of the author to make sure that the teaching tip is complete, accurate, and properly formatted. Improperly formatted submissions will be returned to the authors for revision before they are reviewed.

❖ Teaching Tips are to be submitted using the Teaching Tip Template document.
❖ Use a 12-point Arial font, with 1” margins on all sides, double-spaced.
❖ Number all pages and insert continuous line numbering (this feature is usually found in the "layout" function of word processors)
❖ Use one space after each period.

4. Illustrations

❖ If applicable, illustrations, uploaded as individual files with evidence of copyright approval.

We look forward to your submission. Please do not hesitate to contact us (teaching_tips@hapsconnect.org) with any questions.