

ED 345 – Introduction to Mentoring Fall 2018

Course Number: EDUC 345
Course Credit: 1
Classroom Number: ALB 018B
Class Time: TBD

Name: Trisha Lamers
E-mail: tlamers@uwsp.edu
Office: 018H ALB
Telephone: 715-346-2150

Course Goals and Description: This is an advanced course for students who will be serving in their third semester as a student mentor. This course is designed to allow the mentor the ability to extend their understanding of mentoring and the mentoring process through personal questioning, exploration, mentoring of less-experienced mentors, and research. Time Management, self-discipline, and an acceptance of new challenges are essential for success in this course.

Prerequisites:

EDUC 145, EDUC 245, and the acquisition of a mentoring position in the Learning Enrichment and Achievement Program (LEAP).

Learning Objectives:

This course is intended to help mentors:

- Explore the facets of mentoring through inquiry
- Explore a gap found in the literature from EDUC 245
- Develop a research question
- Know how to access campus resources and information on conducting research as a UWSP student
- Understand the tenants of ethical research
- Obtain CITI Certification
- Complete an IRB application
- Develop a research project and corresponding components of a research paper
- Obtain permission for conducting research related to mentoring
- Apply appreciative inquiry, active listening skills and communication principles when working one-on-one with students and their mentoring program.
- Know how to keep themselves and their students motivated and renewed for learning.

Course Format:

This course will consist of face-to-face meetings with the instructor. Much of the content of this class is self-driven as the student works on developing a research question and materials and methods for answering that question. There will also be a major outside of class mentoring service component.

Assignments and Expectations:

Research Question: Students will construct a research question that fits their interests, and which aligns with a gap in the literature identified in EDUC245's literature review.

Journal Selection: Students will select a journal that they believe fits the topic selected for research. This journal's submission criteria will be utilized for the final paper (EDUC 445).

CITI Training: Students will complete the required CITI Training for conducting research at UWSP.

Materials and Methods Design: Students will design the materials and methods for answering their research questions, carefully thinking through and detailing the type(s) of information to be collected and the process and procedures for data collection.

IRB Application and Approval: Students are required to complete the UWSP IRB application form, working through any requests for revision and obtaining IRB approval before the end of the semester.

Research Paper: Students will extend the literature review portion of their paper (written in EDUC 245), following the guidelines outlined in the submission requirements for the selected journal, where they will introduce the research question and detail the materials and methods of the research.

Mentoring Component Grade (25% of final grade): The course instructor will evaluate student mentoring performance at the end of the semester. Mentors' performance will be assessed using a rubric, and will incorporate feedback from mentees. This evaluation will factor into the final grade. **NOTE: The final course grade may determine student eligibility to mentor in future semesters.**

Grade Calculations

Research Question	5 points
Journal Selection	5 points
CITI Training	10 points
Materials and Methods Design	15 points
IRB Application and Approval	20 points
Research Paper Additions (Question and Materials and Methods)	20 points
<i>Mentoring Component Grade (Rubric)</i>	<i>25 points</i>
Total Points	100 points

Grading Scale

Grading will be according to the following scale:

- A:** A (100%-94%) / A- (93%-90%)
- B:** B+ (89%-87%) / B (86%-84%) / B- (83%-80%)
- C:** C+ (79%-77%) / C (76%-74%) / C- (73%-70%)
- D:** D+ (69%-67%) / D (66%-64%) / D- (63%-60%)
- F:** 59% and lower

This is a credit-bearing course. Among the criteria to determine continuation in the mentoring program, the grade in this course is a strong component.

Course Policies:

Special Needs: If you have a disability and require classroom and/or exam accommodations, please register with the Disability and Assistive Technology Center (DATC) at the beginning of the course and then contact us. We are happy to help in any way that we can. The DATC office is located in Albertson Hall, ALB609. Students can also call the office at 715-346-3365. For more information, visit <http://www.uwsp.edu/disability/Pages/default.aspx>.

Community Rights and Responsibilities: UW-Stevens Point values a safe, honest, respectful, and inviting learning environment. In order to ensure that each student has the opportunity to succeed, a set of expectations has been developed for all students and instructors. This set of expectations is known as the *Community Rights and Responsibilities* document, and it is intended to help establish a positive living and learning environment at UWSP. Click here for more information: <http://www.uwsp.edu/dos/Pages/Academic-Misconduct.aspx>

Academic Integrity: Academic integrity is central to the mission of higher education in general and UWSP in particular. Academic dishonesty (cheating, plagiarism, etc.) is taken very seriously. Don't do it! The minimum penalty for a violation of academic integrity is a failure (zero) for the assignment. For more information, see the "Student Academic Standards and Disciplinary Procedures" section of the *Community Rights and Responsibilities* document, UWSP Chapter 14. This can be accessed by viewing page 11 of the document at: <http://www.uwsp.edu/dos/Documents/CommunityRights.pdf - page=11>.

Administrative Withdrawal: A basic requirement of this course is that students participate in class and conscientiously complete writing and reading assignments. Students should keep in touch with the instructors if unable to attend class or complete an assignment on time. If a student misses more than half the class meetings within the first four weeks of the semester without contacting the instructor, that student will be administratively withdrawn from this course. Our class meets 30 times; thus if a student misses more than four classes in the first four weeks, the student may be withdrawn. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and if a student is administratively withdrawn from the course that student will not be eligible for a tuition refund. In the event that a student is administratively withdrawn, that student's scholarship and mentor positions may be directly affected. The student will need to meet with the mentoring coordinator to discuss the specific situation. If a student has questions about the administrative withdrawal policy at any point during the semester, that student should contact the instructor.

Student Resources:

Family Educational Rights & Privacy Act (FERPA): The Family Education Rights and Privacy Act of 1974 provides rules regarding educational records. As a student employee, you may have access to education records for the sole purpose of performing your jobs professionally and responsibly. You have a responsibility to protect the confidentiality of education records in your possession. You will sign a Statement of FERPA Understanding acknowledging that you understand that the intentional disclosure of information to any unauthorized person is a violation of both FERPA and UWSP policy. Disclosure of information could constitute just cause for disciplinary action including termination of employment.

Counseling and Psychological Services (Counseling Center). During the semester, if a student finds that life stressors are interfering with academic or personal success, that student is encouraged to consider contacting the UWSP Counseling Center. All UWSP students are eligible

for free individual counseling services. The UWSP Counseling Center can be reached by phone at 715-346-3553 or by email at counsel@uwsp.edu.

Course Ground Rules [written by Lynn Weber Cannon, Memphis State University, 1986]:

1. Acknowledge that oppression (i.e., racism, classism, sexism, etc.) exists.
2. Acknowledge that one of the mechanisms of oppression (racism, classism, sexism, etc.) is that we have been systematically taught misinformation about our own group and especially members of devalued/subordinate groups (this is true for both dominant and subordinate group members).
3. Agree not to blame ourselves or others for the misinformation we have learned in the past, but accept responsibility for not repeating misinformation after we have learned otherwise.
4. Agree not to blame victims for their oppression.
5. Assume that people (both the groups we study and the members of the class) are always doing the best they can.
6. Actively pursue information about our own groups and that of others.
7. Share information about our groups and our experiences with other members of the class and never demean, devalue, or in any way "put down" people for their experiences.
8. Agree to actively combat the myths and stereotypes about our own groups and other groups so that we can break down the walls that prohibit group cooperation and group gain.
9. Create a safe atmosphere for open discussion. If members of the class wish to make comments that they do not want repeated outside the classroom, they can preface their remarks with a request and the class will agree not to repeat the remarks.