UCOL-U201: Mentoring: Introduction to Mentoring Techniques
Spring 2012 Syllabus

Section #17392 (1 credit hour)
Meeting times:
Class Location:

Instructor:
Office:
Email:
Phone:

Prerequisite
Mentors will have completed the application and selection process and acquired a mentoring assignment within an authorized University College program.

Course Content
This is an introductory course for students who will be serving in their first semester (year) as a student mentor. This course is designed to provide a foundation of mentoring knowledge such as the history of, nature of, and skills associated with mentoring. This will be accomplished through readings, discussions, and activities. Mentors will also be introduced to information about the university structure, active learning exercises to define and develop their own mentoring style and skills, and the diverse needs of undergraduate students. Attendance, class participation, purposeful integration of information, and self-reflective writings are essential for success in this course.

Learning Objectives
*U201 is intended to help mentors:*
- Understand their role, responsibility, and contribution to the campus community.
- Understand traits, functions, and activities associated with mentoring.
- Know how to access campus resources to support student success at IUPUI.
- Apply active listening skills and communication principles when working with students and their mentoring program.
- Explore the diversity of our student populations and apply their skills to promote a safe, supportive, and positive university learning experience for students.
- Know how to keep themselves and their students motivated and renewed for learning.

Course Format
This course will consist of ten consecutive weekly class meetings. Most work will be completed during class meetings, and occasionally, you will be required to prepare readings or brief
writings for class meetings. As such, there will be a heavy emphasis on attendance and participation.

Expectations and Assignments

Graded Projects (20% of final grade): Participation in a Service Event for the Campus Community and Reflection

For the class meeting of Week 8, you will be required to participate in a service project on campus or in the Indianapolis area and write a reflection on your experience. You may choose any activity you like, but you must check with your U201 instructor for approval before you do the project; failure to do so will result in an automatic 50% reduction in your grade for the assignment. The IUPUI Office of Campus and Community Life has a list of available service opportunities. You must complete the Letter of Participation (found in the Resources tab in Oncourse) and bring it to class Week 8 with your reflection.

Use the following guidelines in writing your reflection:

- One to two pages in length, double-spaced, in 12-point Times New Roman or Calibri font
- In no more than one paragraph, describe the project you participated in.
- Explain why you chose this project.
- What did you hope to get out of participating in this project?
- Did this project meet your expectations?
- What did you learn by participating?
- How does community service relate to your role as a mentor?
- Do you think mentoring is a form of service? Why or why not?

Participation in a Cultural Program Event and Reflection

For the class meeting of Week 10, you will be required to a cultural event on campus or in the Indianapolis area and write a reflection on your experience. You may choose any event you like, but you must check with your U201 instructor for approval before you do the project; failure to do so will result in an automatic 50% reduction in your grade for the assignment. You can find suggestions for events to attend at the IUPUI Campus and Community Life Web site. You must complete the Letter of Participation (found in the Resources tab in Oncourse) and bring it to class Week 10 with your reflection.

Please note: You must turn this assignment in no later than Week 10, but you are permitted and encouraged to submit it at any point before the course ends. If you choose to complete and submit this assignment early, it may not be graded until Week 10.

Use the following guidelines in writing your reflection:

- One to two pages in length, double-spaced, in 12-point Times New Roman or Calibri font
- In no more than one paragraph, describe the event you attended.
- Explain why you chose this event.
- What did you hope to get out of attending this event?
• Did this event meet your expectations?
• What did you learn by attending the event?
• How does cultural awareness relate to your role as a mentor?

Final Learning Essay

For the class meeting of Week 10, you will be asked to turn in a Final Learning Essay. This assignment is intended to be an exercise in self-evaluation, a valuable habit to cultivate you and to prepare you to be a better mentor in the future. This is your opportunity to reflect on the semester.

Consider the content of the course and the knowledge and new awareness you have developed as you participated in the course and in ongoing discussions. Please address all of the following questions in your response, but you may provide additional insights about your experiences as are relevant to the assignment.

• Thinking about the various topics we have covered, what did you learn about yourself this semester?
• What did you learn about the students you are serving?
• What skills have you developed as a result of this class?
• What additional skills do you feel you still need to cultivate to become a better mentor?
• What did you discover about mentoring?
• What experiences made you feel positively or more excited about mentoring?
• Were you able to identify growth in your understanding about mentoring?
• Compare and contrast mentoring and leadership as you understand them. Are they the same or are they different? How?
• How might you connect knowledge and understanding collected from this class to your mentoring in the future?

Your essay must be at least three to four pages in length, double-spaced, and typed in 12-point Times New Roman or Calibri font.

Class Preparation: Although most work for the course will be completed in class, there will be some weeks when you will be required to complete readings, brief writings or miscellaneous work before you come to class in order to participate in the weekly activities. Detailed information for each week can be found on the Course Calendar.

Attendance and Participation (40% of final grade): This is a highly interactive, reflective, and applied learning experience which requires considerable self-initiation and discipline. Full participation will be required during each class meeting in order to be successful. As such, attendance at all class meetings is required. You will not have an opportunity to make up a missed class session and there will be no bonus assignments.
Program Component Evaluation (40% of final grade): Evaluations from your component director or supervising faculty member may occur at midterm and the end of the semester. These evaluations will assess your performance in your mentoring assignment and do not reflect your work in this course. At the end of the semester, your component director or supervising faculty member will submit an evaluation score to me that will factor into your final grade.

How will the mentor be evaluated?

<table>
<thead>
<tr>
<th>Activity</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Class Preparation; Attendance and Participation</td>
<td>40%</td>
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<tr>
<td>Final Learning Essay</td>
<td>10%</td>
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<tr>
<td>Participation in a Service Event for the Campus Community and Reflection</td>
<td>5%</td>
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<tr>
<td>Participation in a Cultural Program Event and Reflection</td>
<td>5%</td>
</tr>
<tr>
<td>Program Component Evaluation</td>
<td>40%</td>
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<tr>
<td>Final Grade</td>
<td>100%</td>
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Grading

You will be graded 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 and can be taken pass/fail (depending on your academic program) or graded. Among the criteria to determine your continuation in the mentoring program, the grade in this course is a strong component.

Information on Pass/Fail Option

During an undergraduate program, a student may enroll in up to a maximum of eight elective courses to be taken with a grade of P (pass) or F (fail). Some schools have a lower maximum and the pass/fail option may not be taken when otherwise restricted by school/division regulations. Contact your school recorder for the Pass/Fail form and more information.

- Instructors of undergraduate students are not involved in the selection of the pass/fail option and are not informed the student is taking a course on a pass/fail basis.
- All instructors report the traditional letter grades to the Office of the Registrar, which will convert any grades of D- or above to a grade of P.
- A grade of P does not affect the grade point average. A grade of F will count like any other failing grade.
- Courses taken on a pass/fail basis count toward full-time or part-time standing for purposes of financial aid or loan deferments.
• The signed forms must be turned into the Office of the Registrar by the deadline specified in the academic calendar.
• Once invoked, the student may not later change back to graded status for the course.
• Pass/Fail Option Deadline:

**Administrative Withdrawal**
A basic requirement of this course is that you will participate in class and conscientiously complete writing and reading assignments. Keep in touch with the instructors if you are unable to attend class or complete an assignment on time. If you miss more than half our class meetings within the first four weeks of the semester without contacting us, you will be administratively withdrawn from this section. Administrative withdrawal may have academic, financial, and financial aid implications. In the event that you are administratively withdrawn, your scholarship and mentor positions may be directly affected. You will need to meet with your mentoring component director to discuss your specific situation. If you have questions about the administrative withdrawal policy at any point during the semester, please contact us.

**Academic Responsibilities & Misconduct**
Academic misconduct is defined as any activity that tends to undermine the academic integrity of the institution. The university may discipline a student for academic misconduct. Academic misconduct may involve human, hard-copy, or electronic resources. Policies of academic misconduct apply to all course-, department-, school-, and university related activities, including field trips, conferences, performances, and sports activities off-campus, exams outside of a specific course structure (such as take-home exams, entrance exams, or auditions, theses and master’s exams, and doctoral qualifying exams and dissertations), and research work outside of a specific course structure (such as lab experiments, data collection, service learning, and collaborative research projects). The faculty member may take into account the seriousness of the violation in assessing a penalty for acts of academic misconduct. The faculty member must report all cases of academic misconduct to the dean of students, or appropriate official.

*It is your responsibility to familiarize yourself with the IUPUI Code of Conduct in regard to Academic Responsibilities and Misconduct.*

**Students with Disabilities or Requiring Accommodations**
If you feel that you will need assistance in completing this course in accordance with the Americans with Disabilities Act, you must contact Adaptive Educational Services

Joseph T. Taylor Hall (UC), Room 137  
815 W. Michigan St.  
Indianapolis, IN 46202  
Tel: (317) 274-3241  
Video phone: (317) 278-2052 or 1-866-379-8823  
Fax: (317) 278-2051  
aes@iupui.edu
Hours
Fall and spring semesters: 7:00am – 6:00pm
Weekends by appointment