UCOL-U202: Mentoring: 
Active and Collaborative Learning 
Spring 2012 Syllabus

Section # 24510 (1 credit hour)
Meeting times:
Class Location:

Prerequisite
Mentors will have successfully completed UCOL-U201 and acquired a mentoring assignment within an authorized University College program for the current academic term.

Course Content
This course is designed to help mentors learn more about mentoring as a collaborative process. This course will expand the mentor’s knowledge and skills by developing a deeper understanding of student interactions, how students learn, collaborative learning techniques, and how to utilize collaborative learning to meet learning objectives in mentoring. Readings, discussions, and activities will be assigned in an effort to help mentors become acquainted with learning theory, techniques for engaging mentees in active learning, and refining mentoring relationships.

Learning Objectives

U202 is intended to help mentors:
- Develop an understanding of mentoring as a collaborative process.
- Apply skills learned in U201 and their mentoring assignment in facilitating one-on-one student interactions.
- Put collaborative theory and techniques to practice in groups.
- Develop an understanding of the complexity of group formation, structure, and process.
- Implement evaluation techniques to assess student learning.
- Articulate, describe, and apply the steps of student interactions and the collaborative learning process for the purpose of facilitating student learning.

Course Format
This course will consist of ten consecutive weekly class meetings from August 26 through October 28. Most work will be completed during class meetings and in the mentoring assignment. You will also be required to prepare readings or brief writings for class meetings. As such, there will be a heavy emphasis on attendance, participation, and hands-on application of course topics.

Required Texts and Readings

Additional readings to be posted to Oncourse as assigned

Expectations and Assignments
Attendance and Participation (15% of final grade): This is a highly interactive, reflective, and applied learning experience which requires considerable self-initiation and discipline. As such, full participation and 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.

Comprehensive Final Project
Part 1: Case Study (10% of final grade): This will be a project evaluating your ability to assess an individual, hypothetical student’s needs and to create a novel solution to assist them.

Part 2: Group Presentation (15% of final grade): This will be an in-class group presentation in which you and your classmates will create and demonstrate a collaborative learning activity.

*Details on both parts of the Comprehensive Final Project will be available in class and via Oncourse in the coming weeks.

Participation in a Service Event for the Campus Community and Reflection (5% of final grade): You may choose any activity you like, but you must check with your instructor for approval before you participate in the project; failure to do so will result in an automatic 50% reduction in your grade for the assignment. The IUPUI Office of Student Involvement has a list of available service opportunities.

Use the following guidelines in writing your reflection:

- Two to three pages in length, double-spaced, 12-pt Times New Roman or 11-pt Calibri font
- In no more than one paragraph, describe the project you did.
- 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 (5% of final grade): You may choose any event you like, but you must check with your instructor for approval before you attend the event; 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 Office of Student Involvement Web site.

Use the following guidelines in writing your reflection:

- At least two pages in length, double-spaced, 12-pt Times New Roman or 11-pt 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?
- What part has cultural awareness played in your role as a mentor?
- Do you think you need to continue developing your sense of cultural awareness? Why or why not?
**Final Learning Essay (10% of final grade):** Write a thorough, cumulative essay on your own development incorporating concepts covered in the course. Complete details will be listed under the Assignments tab in Oncourse.

**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

**How will the mentor be evaluated?**

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Attendance and Participation</td>
<td>20%</td>
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<tr>
<td>Case Study</td>
<td>10%</td>
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<tr>
<td>Group Presentation</td>
<td>15%</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>
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<tr>
<td>Participation in a Cultural Program Event and Reflection</td>
<td>2.5%</td>
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<tr>
<td>Program Component Evaluation</td>
<td>40%</td>
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**Final Grade**  
100%

**Grading Scale**
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

**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 instructor if you are unable to attend class or complete an assignment on time. If you miss more than half of our class meetings within the first four weeks of the semester, 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. Contact your instructor if you have questions about the administrative withdrawal policy at any point during the semester.

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 Accommodation
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 100
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