

University of Calgary
Department of Communication, Media and Film

Communication and Culture (CMCL) 507 Lecture 1
Collaborative Learning and Peer Mentoring
Winter 2016

Wednesday, January 13 to Wednesday, April 13
Wednesdays 5:00pm - 7:45pm

Instructor: Lisa Stowe
Office: SS206
Office Phone: 403 220 4840
E-Mail: lstowe@ucalgary.ca
Web Page: D2L
Office Hours: TU/TR 11-12

Course Description

A practical course in supporting peers with their learning processes using a facilitative, collaborative approach. The course will provide background useful in both the classroom and in the professional workplace, and will also enhance students' learning of their own field of study through their interaction with other students. Students will become familiar with learning theories and learning processes through readings and assignments, and will receive practical experience by helping learners in a Faculty of Arts course under the supervision of that course's instructor. Activities may include facilitating discussion in classrooms or online, discussing topics for term papers, organizing and assisting study groups, or coaching peers in their oral presentation or writing skills.

Additional Information

By application only. This course includes a 40-hour practicum as a peer mentor. Pre-term planning meetings and events are occasionally scheduled at other days and times, in lieu of class time. This course uses D2L to post ongoing announcements, grades, and course information.

Objectives of the Course

1. to build skills in mentoring, discussion facilitation, collaborative learning
2. to understand and apply theory related to collaborative learning and mentoring
3. to better understand the social contexts and challenges of university undergraduate teaching and learning
4. to enrich one's understanding of the subject area of the course in which one is mentoring

Textbooks and Readings

All readings for this class are located on D2L.

Internet and electronic communication device information

Laptops and tablets are permitted in class for class use only and not for social networking.

Assignments and Evaluation

Semester plan: 5%

Due: Wednesday, January 20

Length: 1 page or less

Description: Students will submit a semester plan that outlines the peer mentoring goals they wish to work towards throughout the semester.

Reflections 30% (6 at 5% each):

Due: throughout the semester approximately every two weeks

Length: 3-4 pages

Description: Reflection assignments will help students process and learn from their experience of mentoring. Each assignment should be one to two pages of thoughtful commentary on mentoring experience with students, faculty members, staff meetings in relation to the course material.

Mid-term portfolio/Self Analysis: 15%

Due: Wednesday, February 24

Length: Approximately 15-20 pages

Description: This assignment provides students with an opportunity to gather all the peer mentoring material they have produced so far this semester and to reflect upon it in a constructive and meaningful way in a self analysis section located in the portfolio. The portfolio assesses your work for progress, strengths and weaknesses which will tell the story of your mentoring growth. It also helps keep both peer mentor and instructor accountable to the educational process by keeping a record of the student's progress as they move through the mentoring process and recording the program's impact on the student and on the students they mentor. The Self Analysis section of the mid-term portfolio is a 2-3 page, double spaced self assessment of how the peer mentor is doing to date with the mentoring process. More details about this section will be discussed in class.

Mentoring Philosophy Weight: 20%

Due: Draft due Wednesday, March 30. Final version due Wednesday, April 13

Length: 3-4 pages

Description: The mentoring philosophy explains the students' reasons for mentoring, provides a brief description of how they mentor and justifies their beliefs about mentoring. It is approximately 3-4 pages in length.

Final portfolio: 10%
Due: Wednesday, April 13
Length: 30-50 pages approximately

Description: Students submit a 30-50 page final portfolio containing all material produced during the semester including all submitted reflection pieces and the mentoring philosophy as well as any other documents received since the mid-term portfolio. (Please note: If a student is planning on enrolling and completing CMCL 509 a copy of the CMCL 507 portfolio is required for that course.)

Presentation: 20%
Due: Presentation dates TBD in class
Length: 20 minute in-class presentation plus submission of notes

Description: Students will present and facilitate on one of the course readings. Students will develop a synopsis of the reading, connect the major themes to peer mentoring and offer guided questions that facilitate in-class discussion.

Complete assignments guidelines will be available on D2L.

It is the student's responsibility to keep a copy of each submitted assignment.

Registrar-scheduled Final Examination: No

All assignments and exams must be completed or a course grade of F may be assigned at the discretion of the instructor.

Submission of Assignments: Please hand in your essays directly to your tutor or instructor if possible. If it is not possible to do so, a daytime drop box is available in SS320; a date stamp is provided for your use. A night drop box is also available for after-hours submission. Assignments will be removed the following morning, stamped with the previous day's date, and placed in the instructor's mailbox.

Please include your name and ID number on all assignments, and be prepared to provide picture ID to pick up assignments or look at final exams in SS 320 after classes have ended. Personal information is collected in accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act*. For more information, see <http://www.ucalgary.ca/secretariat/privacy>

Note: It is the student's responsibility to keep a copy of each submitted assignment. For courses in which assignments are submitted electronically, it is the student's responsibility to ensure that the correct copy of the assignment is submitted. (Including the version date or version number in your file name may help you avoid submitting the wrong version of your written assignments.)

Policy for Late Assignments

Assignments submitted after the deadline may be penalized with the loss of a grade (e.g.: A- to B+) for each day late.

Student Accommodations:

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/.

Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor. The full policy on Student Accommodations is available at http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy_0.pdf.

Please note:

1. Students seeking accommodations for transient illnesses (e.g., the flu) should contact their instructors directly. Whenever possible, students should advise their instructors in advance if they will be missing quizzes, presentations, in-class assignments, or group meetings.
2. When accommodations are granted, they may take forms other than make-up tests or assignments. For example, the weight of a missed grade may be added to another assignment or test.
3. For information on Deferrals of Final Exams and Term Work, see sections G.6 and G.7 of the *University Calendar* at <http://www.ucalgary.ca/pubs/calendar/current/g-6.html> and <http://www.ucalgary.ca/pubs/calendar/current/g-7.html>

Writing Skills Statement

Department policy directs that all written assignments (including, to a lesser extent, written exam responses) will be assessed at least partly on writing skills. For details see <http://comcul.ucalgary.ca/needtoknow>. Writing skills include not only surface correctness (grammar, punctuation, sentence structure, etc) but also general clarity and organization. Sources used in research papers must be properly documented. If you need help with your writing, you may use the Writing Centre. Visit the website for more details: <http://www.ucalgary.ca/ssc/writing-support>

Grading & Grade Scale of the Department of Communication, Media and Film

Final grades are reported as letter grades. However, assignments, exams, and other work in this course will be graded using

- X letter grades
- percentage grades
- X raw scores (e.g., a score out of 15 for an assignment worth 15 /100 of the final grade)
- GPA values (using any value on the 0 to 4.0 scale, including, e.g., 3.2 or 2.8)
- a combination of the above.

The following grade scale percentage equivalents are used in the Department. If letter grades are used for an assignment or other course component, the percentage equivalent in the final column will be used for calculating the final grade:

Grade Point Value	Description	Grade	Department grade scale equivalents	Letter grade % equivalent for calculations
4.00	Outstanding	A+	96 - 100%	98.0%
4.00	Excellent—superior performance, showing comprehensive understanding of subject matter.	A	90 - 95.99%	93.0%
3.70		A -	85 - 89.99%	87.5%
3.30		B+	80 - 84.99%	82.5%
3.00	Good--clearly above average performance with knowledge of subject matter generally complete.	B	75 - 79.99%	77.5%
2.70		B-	70 - 74.99%	72.5%
2.30		C+	65 - 69.99%	67.5%
2.00	Satisfactory—basic understanding of the subject matter.	C	60 - 64.99%	62.5%
1.70		C-	55 - 59.99%	57.5%
1.30	Minimal pass—marginal performance; generally insufficient preparation for subsequent courses in the same subject	D+	53 - 54.99%	54.0%
1.00		D	50 - 52.99%	51.5%
0.00	Fail – unsatisfactory performance or failure to meet course requirements.	F	00 - 49.99%	0%

Plagiarism

Using any source whatsoever without clearly documenting it is a serious academic offense. Consequences include failure on the assignment, failure in the course and possibly suspension or expulsion from the university.

You must document not only direct quotations but also paraphrases and ideas where they appear in your text. A reference list at the end is insufficient by itself. In-text

citations must be provided, and readers must be able to tell exactly where your words and ideas end and other people’s words and ideas begin. Wording taken directly from a source must be enclosed within quotation marks (or, for long quotations, presented in the format prescribed by the documentation style you are using). Paraphrased information must not follow the original wording and sentence structure with only slight word substitutions here and there. These requirements apply to all assignments and sources, including those in non-traditional formats such as Web pages or visual media.

For information on citation and documentation styles (including APA, Chicago, IEEE, MLA, and others), visit the links provided at <https://ucalgary.ca/ssc/resources/writing-support/436> . If you have questions about how to document sources, please consult your instructor or the Writing Centre (3rd Floor TFDL, <http://www.ucalgary.ca/ssc/writing-support>).

Academic Misconduct

For information on academic misconduct and its consequences, please see the University of Calgary Calendar at <http://www.ucalgary.ca/pubs/calendar/current/k.html>

Research Ethics

Whenever you perform research with human participants (i.e. surveys, interviews, observation) as part of your university studies, you are responsible for following university research ethics guidelines. Your instructor must review and approve of your research plans and supervise your research. For more information about your research ethics responsibilities, see <http://arts.ucalgary.ca/research/resources/ethics>

Important information, services, and contacts for students

For information about . . .	Visit or contact . . .
ARTS PROGRAM ADVISING (ASC)	SS 102 403-220-3580 artsads@ucalgary.ca
CAMPUS SECURITY <input type="checkbox"/> Calgary Police Service <input type="checkbox"/> Emergency Text Messaging <input type="checkbox"/> Emergency Evacuation & Assembly <input type="checkbox"/> Safewalk Program	http://www.ucalgary.ca/security/ 403-220-5333 403-266-1234 Emergency: call 911 http://www.ucalgary.ca/emergencyplan/textmessage http://www.ucalgary.ca/emergencyplan/assemblypoints If you feel uncomfortable walking alone at any time, call Campus Security for an escort (220-5333). For more information, see http://www.ucalgary.ca/security/
DESIRE2LEARN (D2L) Support <input type="checkbox"/> IT help line	http://elearn.ucalgary.ca/desire2learn/home/students 403-220-5555 or itsupport@ucalgary.ca

<p>STUDENT SUCCESS CENTRE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Writing Support Services <input type="checkbox"/> Student Services Mobile App 	<p>http://ucalgary.ca/ssc</p> <p>http://www.ucalgary.ca/ssc/writing-support</p> <p>http://ucalgary.ca/currentstudents</p>
<p>STUDENTS' UNION CONTACTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Faculty of Arts Reps <input type="checkbox"/> Student Ombudsman 	<p>https://www.su.ucalgary.ca/about/who-we-are/elected-officials/</p> <p>http://www.ucalgary.ca/provost/students/ombuds</p>
<p>SU WELLNESS CENTRE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Counselling Services <input type="checkbox"/> Health Services <input type="checkbox"/> Distress centre 24/7 CRISIS LINE <input type="checkbox"/> Online resources and tips 	<p>403-210-9355 (MSC 370), M-F, 9:00–4:30 pm</p> <p>http://ucalgary.ca/wellnesscentre/counselling</p> <p>http://ucalgary.ca/wellnesscentre/health</p> <p>403-266-HELP (4357)</p> <p>http://ucalgary.ca/wellnesscentre/healthycampus</p> <p>If you're concerned about a friend or your own well-being, it is important to seek help early. Call or visit the SU Wellness Centre or the 24-hour crisis line.</p>

Schedule of Lectures and Readings

A full schedule of classes and readings will be available on D2L before classes start.