

CASPER COLLEGE COURSE SYLLABUS
C0/M 2145 – INDEPENDENT STUDY IN MENTORING COMMUNICATION
“MENTORING IN THE HELP YOURSELF ACADEMY”

Semester/Year: **Fall, 2015**

Lecture Hours: 1 **Lab Hours:** 2 Hours **Credit Hours:** 1 - 2

Class Time:

Options: 4:00 – 5:30 PM Tues AND Wed (2 credits) Room: PS 216
 4:00 – 5:30 PM Tues OR Wed (1 credit) Room: PS 216

Instructor’s Name: Gretchen Wheeler

Instructor’s Contact Information:

Gretchen Wheeler: 268-2390 (office), wheeler@caspercollege.edu (email)

Office Hours:

Wheeler: MW 10:00 – 12:00 AM, 1:00 – 2:00, TTH 3:30 – 4:30

Help Yourself Academy (HYA) Program Director:

Jennifer Grooms: 307-259-4460 (cell),
jgrooms11@bresnan.net

COURSE DESCRIPTION: This course will focus on unique or specific communication situations associated with serving as a mentor for the Help Yourself Academy and examine special strategies or rules for effective communication in those situations. This course is only available to students enrolled in Communication courses which offer a service-learning component.

STATEMENT OF PREREQUISITES: Permission of Instructor and Background Check. (Background checks will be paid for by the HYA Program)

GOAL: Students who complete this class will become knowledgeable of the skills needed to effectively communicate with elementary age children in an educational environment design to mentor young students in leadership, communication, team building, problem solving and critical thinking.

OUTCOMES: CO/M 2145: Mentoring Communication is designed to fulfill General Education Elective Requirements as well as specific requirements for selected major programs. Therefore, success in this course means students will be able to:

Casper College General Education Outcomes:

1. Demonstrate effective oral communication
2. Solve problems using critical thinking and creativity
3. Demonstrate knowledge of diverse cultures and historical perspectives
4. Describe the value of personal, civic and social responsibilities

Course Specific Outcomes:

1. Facilitate small groups of children in activities design to teach inquiry-based science and mathematics skills.
2. Facilitate small group communication with elementary age children.

3. Incorporate best practices in observable data collection.
4. Apply collected field data to specific communication theories and effective practices.
5. Serve as a mentor through the modeling of professional behavior.

Methodology: discussion, service-learning, group activities, reflection exercises, journaling

Evaluation Criteria:

- Students will be required to attend all training, reflection sessions and activities session.
- Students will be required to complete and submit the weekly reflection journal assignments.
- Students will be required to complete and submit the final reflection assessment component.

GRADING SCALE:

The grade earned in this class will depend on the **AMOUNT** of work you choose to do as well as its **QUALITY**. Below is the list of required activities and their point earning capacity.

Point Scale and Percentage Equivalent

A	162 - 180	(90% - 100%)
B	144 - 161	(80% - 89%)
C	126 - 143	(70% - 79%)
D	108 - 125	(60% - 69%)
F	107 – BELOW	

GRADING PROCEDURE:

1. JOURNALS: 80 PTS

There will be weekly journal assignments that allow the student to reflect on each of the weekly sessions. The weekly questions are designed to guide the students in observations that will help them apply the skills they are learning in other Communication courses to the HYA experience. The material recorded in the journals can then be incorporated into the final papers for the service-learning assignments in the respective communication courses. (CO/M 1010, 1040, 1030, 2110) Journals are **DUE EACH FRIDAY BY NOON, after the Tues. and Wed.** sessions. Each week's journaling is worth 10 pts. Journals should be turned into: Gretchen Wheeler, KT 143.

2. Attendance: 80 pts.

If there is an unavoidable conflict in time scheduling, please contact the Head Instructor, Jennifer Grooms - 307-259-4460

Attendance to all training sessions, activity sessions and reflections sessions is mandatory. Students will be serving as facilitators and mentors for students enrolled in the Help Yourself Academy. Perfect attendance helps to reinforce the value of dependability and responsibility. Facilitators must be prepared to assist the Head Teachers with the weekly lessons. Proper attitudes and preparation reinforces the value of the learning activities to the students. The role of the mentor is to provide an academic role model for the children and encourage those children to think of themselves as successful college students. Because it is necessary for the mentor to develop a working relationship with the children in the program, attendance at the after school academy is crucial to the success of the program. **Students missing more than three class sessions will not receive credit for the course. There will be 16 class sessions for fall semester 2015. Students taking the 1 credit hour option must attend once a week on their designated day (Tues or Wed) per agreement with Gretchen Wheeler and Jennifer Grooms.**

3. Final Assessment Reflection: 20 pts

Each student will be required to complete a final assessment reflection form at the end of the HYA spring session. This reflection form helps us to continue to refine this experience for both the mentees and the mentors. Your comments are important to us.

CLASS POLICIES:

Statement of Understanding:

Students participating in the HYA as a mentor will be required to sign a Statement of Understanding which specifies their responsibilities and precautions to be followed in their interactions with students enrolled in the HYA.

Background Check:

Students participating in the HYA as a mentor will be subject to a background check. The background check will include a check against the Wyoming Sex Offenders Registry and the US Attorney General's sex Offense Registry. Any student listed on either of these registries will be ineligible to serve as a mentor for the HYA.

Class Etiquette:

Students must display proper etiquette for themselves and others. Students should not speak while others are speaking. Attentive listening is essential to effective communication and conducive to a successful learning environment. Students should be attentive at all times to the head teacher and to their mentee. All behavior should reflect the best practices for role modeling. **Except for authorized emergency personnel who are on duty (police, fire, EMT, etc) cell phone use OF ANY KIND (calling, texting, twittering, surfing the web) is not allowed during the HYA block of class time! PLEASE MAKE SURE YOUR PHONE IS TURNED OFF.**

Attendance to all class sessions is MANDATORY! Students should plan to be present at ALL CLASS MEETINGS!

Assignments are subject to revision and /or deletion based upon the instructor's assessment of needs and the progress of the class working from this syllabus.

Combining 2145 with another Communication Course: If the student is participating in this program to meet the service-learning requirements of a communication class in partnership with the Help Yourself Academy, please meet with the instructor of record for the partnering course to clarify assignment requirements for that communication class which will be separate from this course's requirements.

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the Head Teacher (Jennifer Grooms) in order to solve the problem. If you are not satisfied with the solution offered by the Head Teacher, you should then take your problem through the appropriate chain of command starting with the instructor on record for this class (Gretchen Wheeler), the department chair, then the Dean (Dr. Brandon Kosine) and lastly the vice president of academic affairs (Dr. Shawn Powell).

Academic Dishonesty – Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associate with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

ADA Accommodations Policy: It is the policy of Casper College to provide appropriate accommodations to any student with a documented disability. If you have a need for accommodation in this course, please make an appointment to see me at your earliest convenience.

Casper College may collect samples of student work demonstrating achievement of the above institutional general education outcomes. Any personally identifying information will be removed from student work.

Responsibilities and Expectations of Mentors for the Help Yourself Academy at Casper College

- **Mentors will attend a 1 hour orientation to the Help Yourself Academy on either Tuesday, September 29th or Wednesday, September 30th, starting at 4:00 PM, Wold Physical Science Building, Room 202. Fall Kick-Off with Parents will be held on Tuesday, September 29th at 5:30 – 7:00 PM. All mentors encouraged to attend!**
- During class sessions, mentors will work closely with small groups of elementary students, monitoring safety and facilitating student involvement with the activity.
- During class sessions, mentors will model appropriate speaking and listening behaviors.
- Mentors will remain engaged and focused on the activity and the children throughout the class session.
- Mentors will assist students with activity cleanup and escort students to their departure bus.
- Mentors will meet with the instructor for approximately 20 minutes after session end to debrief the activity.
- **Mentors are expected to notify the HYA Director: Jennifer Grooms (307-259-4460) if they are unable to attend a session.**
- Mentors are highly encouraged to attend information or celebratory functions planned for parents and/or donors.
- Mentors are expected to make up missed sessions. This make up time will involve preparation of class materials, riding the bus and/or assistance with parent and/or donor functions

COURSE CALENDAR:

MANDATORY MENTOR ORIENTATION:

TUE	SEP 29	4:00 – 5:00	Mentor Training – PS 202
		5:30 – 7:00	Kick-Off Open House – Place TBA
WED	SEP 30	4:00 – 5:00	Mentor Training – PS 202

******Save the Date:** All Mentors, HYA students and their families are welcome to a Kick-Off Open House on Tuesday, September 29th, anytime between 5:30 and 7:00 PM. Parents, families and HYA students will be there during this time for pizza, to meet the teachers and mentors, verify contact information, and pick up bus information

HYA WEEKLY SCHEDULE – FALL 2015

**WEEK 1 TUE Oct 6 Session 1
 WED Oct 7 Session 2**

**WEEK 2 TU Oct 13 Session 3
 WED Oct 14 Session 4**

NO CLASSES WEEK OF OCT 19 DUE TO CASPER COLLEGE FALL BREAK

**WEEK 3 TU Oct 27 Session 5
 WED Oct 28 Session 6**

**WEEK 4 TU Nov 3 Session 7
 WED Nov 4 Session 8**

**WEEK 5 TU Nov 10 Session 9
 WED Nov 11 Session 10**

**WEEK 6 TU Nov 17 Session 11
 WED Nov 18 Session 12**

NO CLASSES WEEK OF NOV 23 DUE TO THANKSGIVING BREAK

**WEEK 7 TU Dec 1 Session 13
 WED Dec 2 Session 14**

**WEEK 8 TU Dec 8 Session 15
 TH Dec 9 Session 16**