

PM 300: PEER MENTORING

Course Syllabus and Calendar

Section Information

Section: 01

Course Delivery Mode: Face-to-Face

Course Schedule Days/Times: F 10:00 AM – 12:50 PM

Location/Room: HSS 205

Instructor Information

Elizabeth M Rutun

Email: rutune@triton.uog.edu

Office Location: EC 217 A

Office Hours: MW 12:30 – 2:00/TTh 11:00 – 12:00/ F 1:00 – 2:00

Office Phone: 671-735-2739

COURSE CATALOG DESCRIPTION

This course is designed to train CLASS majors to serve as a peer mentors/advisor. The course covers the theory and practice of peer academic advising with emphasis on study and interpersonal skill development and cross-cultural communication.

COURSE CONTENT

This course consists of a seminar for learning peer advising theories and a practicum where students actively participate/observe in mentoring/advising capacities.

STUDENT LEARNING OUTCOMES ALIGNMENT MATRIX

Course Student Learning Outcomes (SLO)	GenEd Learning Outcomes (GELO)	Program (PLO)	Institutional (ILO)
Apply the principles of peer mentoring in the academic registration process	NOT APPLICABLE	NOT APPLICABLE	(ILO 5) Responsible use of knowledge, natural resources, and technology
Explain the campus resources available to support students including but not limited to mental and physical health resources	NOT APPLICABLE	NOT APPLICABLE	(ILO 5) Responsible use of knowledge, natural resources, and technology
Use University policies about honor, student conduct, and Title IX	NOT APPLICABLE	NOT APPLICABLE	(ILO 5) Responsible use of knowledge, natural resources, and technology

incidents to serve as a mandatory reporter			
Create peer-mentoring and advising documents and learning activities for students in higher education to further support student support services	NOT APPLICABLE	NOT APPLICABLE	(ILO 1) Mastery of critical think and problem solving (ILO 3) Effective oral and written communication
Demonstrate effective mentoring techniques such as active listening, coaching, advising, and providing feedback to students and be able to apply them.	NOT APPLICABLE	NOT APPLICABLE	(ILO 1) Master of critical thinking and problem solving. (ILO 3) Effective oral and written communication (ILO 4) Understanding and appreciation of culturally diverse people, ideas and values in a democratic context
Develop personal values, learning goals, strength and weaknesses to inform the development of peer-mentoring strategies	NOT APPLICABLE	NOT APPLICABLE	(ILO 7) An interest in personal development and lifelong learning.

COURSE REQUIREMENTS

REQUIRED TEXTS

UOG Undergraduate Course Catalog
 UOG Student Handbook.

Instructor will provide additional list of required text.

ACCESS STATEMENT FOR OLL-DELIVERED COURSES

The University of Guam is experiencing continued disruption to delivery of instruction during the global coronavirus pandemic. The University will follow executive orders and may be forced to close again,

causing more modifications as the semester progresses. All changes will be posted on the UOG website, www.uog.edu.

- Contact OIT for technical support at 735-2630 or oit@triton.uog.edu
- Contact the Triton Advising Center at 735 – 2222 or tac@triton.uog.edu
- Contact Isa Psychological Services center at 735-2880 or isa@triton.uog.edu

In face to face courses, wearing masks and social distancing is required. Anyone who has a fever, or any other symptom, should stay home. If you do not comply with these directions, you will be asked to leave, and if you do not, class will be cancelled.

Patience, respect, and cooperation are needed from all of us to persist through these uncomfortable times.

GRADING INFORMATION

COURSE FINAL GRADES

Letter Grade	Percentage
A+	98%-100%
A	93%-97%
A-	90%-92%
B+	87%-89%
B	83%-86%
B-	80%-82%
C+	77%-79%
C	70%-76%
D	60%-69%
F	0%-59%

NC No Credit. *Note: This Course Grade must be stated in the approve Course Catalog Description.*

UW: Unofficial withdrawal assigned by Registrar. Student stopped attending classes and did not submit required documents to the Admissions & Records office.

W: Withdrawal assigned by Registrar. Student stopped attending classes and submitted required documents to the Admissions & Records office.

GRADE CATEGORIES: ASSIGNMENTS AND PERCENTAGES

16 Week			
Seminar (PART A) Week 1-8 45% of Final Grade		Practicum (PART B) Week 9-16 45% of Final Grade	
Attendance & Participation (10% of Seminar Grades)	Attendance and participation in all seminar classes and trainings is integral to the passing of this course.	Journaling (10% of Practicum Grades)	Students must keep a daily report of what they are doing for their chosen peer-mentoring project. This journal will be turned in as a supporting document for the Final Report. Target SLO: 6
Assignments (35% of Seminar Grades)		Weekly Report (10% of Practicum Grades)	Students must turn in Weekly Report to their instructor that speaks to the activities, challenges, and resolutions that were encountered. Target SLO: 6 & 5
Projects 15% of Assignments Grades	Identifying existing mentoring services at UOG Target SLO: 1 & 2	Practicum Activity (25% of Practicum Grades)	Students must design and then apply their peer mentoring method. Design documents must be turned in with final report as supporting document. Target SLO: 4 & 5
	Identifying mentoring needs at UOG Target SLO: 1, 2, & 5		
	Proposing mentoring solution at UOG (targeted) Target SLO: 4, 5, & 6		
Reading Discussions 5% of Assignment Grades	Students will be reading from a variety of resources and expected to participate in classroom		

	discussions of these readings. <i>Target SLO: 1 & 2</i>		
Training Sessions 5% of Assignment Grades	Students will be expected to participate in and receive certification from several training sessions like the Sexual Misconduct Training and others. <i>Target SLO: 3</i>		
Observation Sessions 10% of Assignment Grades	Students will be expected to conduct a minimum of 10 hours of observation to supplement their research project endeavor. <i>Target SLO: 1 & 2</i>		
FINAL EXAM: Final report: Reconciliation of Theory and Practice 10% of Final Grade <i>(Target SLO: 1,5)</i>			

ASSIGNMENT DESCRIPTIONS

This course will be divided into two parts: a seminar and a practicum. The seminar portion of this course will be used to learn student development theory and peer mentoring theories. Students will also be expected to utilize the seminar portion of the course to design and execute inquiry-based research into the University of Guam’s available student support services to identify gaps and student needs. From there, students are then expected to design a peer-mentor activity or set of activities that they will implement in the remaining 16 weeks (during the practicum portion).

I. Seminar:

- a. Research Project: During the seminar portion of the course, students are expected to develop and execute a research plan that seeks to identify places in the University that is needing peer-mentoring. After execution of this research, students are to compile their data and then apply problem-solving strategies to develop a plan for meeting a need identified through their research. Students write a proposal and propose such plan for their practicum experience. (Target SLO:)

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- b. Reading Assignments: Students will be expected to read course texts and write weekly reports such course texts.
- c. Observation Sessions: Students will be expected to complete () of observation sessions.
- II. Practicum:**
- a. Journaling: The purpose of journaling is to keep a daily record of any preparation and implementation work that is done for the purpose of peer mentoring. If no preparation or work was implemented on a day, student must use the journal to reflect on peer mentoring activities that they were a part of or activities that they could do. There must be a journal entry for every day of the week for the 8-week part of the practicum.
- b. Weekly Report: The purpose of the weekly report is to inform the professor of what has occurred in the week. The weekly report must be a strategic report that communicates the goal for that week, the activities done in support of that week's goal, whether that week's goal was met, and a reflection on what could have been done better and what was done well.
- c. Practicum Activity: This is an umbrella assignment that covers the entirety of the practicum week and is recorded daily in the daily journals and reported weekly in the weekly reports. The practicum activities are the activities that the student designs to meet a certain goal that he/she assigns for each week of the 8 weeks.
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Course, Program, and University Policies and Other Information

Note: Official language about policies should follow university policy language or program policy language. Refer to the following sections in the Faculty Guide for Developing Course Syllabus for additional information about policies and other information to include in this section of the syllabus:

- I. Class Policies
- a. Class etiquette: Students are expected to be respectful and mindful of each other in class. This means:
- Coming to class on-time
 - Staying in class for the entire duration of the class
 - Listening when someone else is speaking
 - Responding when spoken to

Because this is a research class wherein you are expected to deconstruct assignments and resources, no cellphones will be allowed in this class for the entire hour and 30 min that the class is in session. You **are NOT** allowed to take pictures of the assignments. The best way to process information is allowing your brain to begin processing by writing it down. If you are seen with your phone out, at any time in class, you will be asked to leave for the day. Laptops can be used in class, but only for the purpose of note taking. If you leave home and are expecting an emergency call, please let whoever you are expecting to give you a call to call 735-2725 (DEAL Main Office) and tell them that you (Your Name

and Class) need to leave. A staff of the University will come to the class and notify us.

- b. **Electronic Devices:** electronic devices are to be used for the purpose of participating in class activities. In the seminar portion of the course, any use of electronic devices that is not directly related to the course and its work will result in removal of student from that day's class.
- c. **Attendance Policy:** Attendance in this class is vital. Regular and punctual attendance is integral to learning in this course. Developing the skills to write well depends largely on a student's interaction and collaboration with peers to make the class a community of writers. Because of that, students are highly encouraged to take every advantage of this profound opportunity. Students should arrive promptly at the start of class and sign in.

Tardiness and early departures are disruptive and will affect student's grades.

Coming to class 15 minutes late or leaving with at least 15 minutes remaining of class constitutes an absence.

Students are allowed a maximum of three absences. Any absences after the third absence is counted against you with a 5% grade reduction from your final grade. This means that at the fifth absence (including the non-penalized 3 absences) you will be deducted an entire letter grade.

- d. **No Recording Policy:** There is no recording allowed in this course. This includes but is not limited to the following:

Screen snipping

Screen recording

Screenshots

Taking pictures of whiteboard

Taking pictures of screens

The most common consequence of students recording is that I will no longer provide written notes on whiteboard.

- e. **Assignment Submission Policy:** The official rule of this class is that **NO LATE WORK WILL BE ACCEPTED**. I do, however, understand that there are extenuating circumstances sometimes that may require that a student turn in their work late. In order for late work to be accepted, I must first be the one to authorize that it can be submitted late. This means that you have to talk to me about the work and its potential late submission **BEFORE** the work is late. If the work is already late, I will not accept it or entertain conversations regarding why it was late.

II. University Policies

- a. **Withdrawal Policy:** A student wishing to withdraw from the class should elect to withdraw before the university's voluntary withdrawal deadline which is indicated on the course calendar. After the deadline, approval of class withdrawal may only be given at the discretion of the instructor.
- b. **EEO/ADA and TITLE IX Policy:** The University is committed to maintaining the campus community as a place of work and study for faculty, staff and students, free of all forms of discrimination and harassment. If you experience harassment or discrimination, then you should report it immediately to at the EEO/ADA & Title IX

Office at telephone number (671) 735-2244 or in person at their office located in Iya Hami Halls (Dorm 2). For immediate assistance in an emergency call 911.

- c. **ADA Accommodations Policy:** If you are a student with a disability who will require an accommodation(s) to participate in this course, please contact the Disability Support Services office to discuss your specific accommodation needs confidentially. You will need to provide me with a Faculty Notification letter from the DSS counselor. If you are not registered, you should do so immediately at the Student Center, Rotunda office #6, ph/TTY: 735-2460, or uogdss@triton.uog.edu to coordinate your accommodation request.
- d. **Plagiarism Policy:** The University of Guam defines plagiarism in the Student Code of Conduct as follows: “The term ‘plagiarism’ includes, but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.” Plagiarism is a serious academic offense. Multiple offenses, if discovered, may be referred to the Student Discipline and Appeals Committee for more severe consequences.

COURSE CALENDAR

Week	Agenda	SLO alignment
Week 1	Introduction to Course, Course layout & Expectations (Syllabus). Defining Peer-Mentoring.	SLO alignment has been clarified in the Grading Matrix. Please see.
Week 2	Introduction to peer-mentoring theories. Start of inquiry-based research of UOG's student support system.	
Week 3	Planning research	
Week 4	Executing research	
Week 5	Processing research findings	
Week 6	Planning for practicum based on research findings	
Week 7	Review and revision of plans for practicum	
Week 8	Activities and plans for practicum due.	
Week 9-16	Practicum	
Final Exam	Final Report	

*During Final Exam Week, the class meets according to the Approved Exam Schedule. All UOG classes are required to meet during Final Exam Week.