Fall 2022 Syllabus

IDEA398C - Special Topics in Coaching: Carillon Peer Mentors

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Office Hours
By appointment.

Course Meeting Information
Sept. 2 - Nov. 11, 2022
Fridays, 2:00-2:50pm EST
ESJ 2101 (The Loft)

Carillon Communities creates an inspiring and supportive living and learning environment for first-year students. Carillon promotes an environment where students develop a sense of belonging and trust to support their academic success and innovative thought. In Carillon, students consider their own interests and knowledge, and become more active agents in their own education.

COURSE DESCRIPTION

IDEA398C: Carillon Peer Mentors is a 2-credit course to support Carillon Community students to meet the goals of the Carillon Studio (IDEA101). Working with the Studio instructor you will apply methods learned in this course (IDEA398C) and your prior experience in Carillon as you develop your skills in communication, leadership, mentorship, and design thinking.

This course requires that you actively engage to best prepare for your role as a peer mentor. Together, with your peers and instructors, we will collaborate to help you achieve the goals you set as a Carillon Peer Mentor.

COURSE LEARNING OUTCOMES

After successfully completing this course you will be able to:

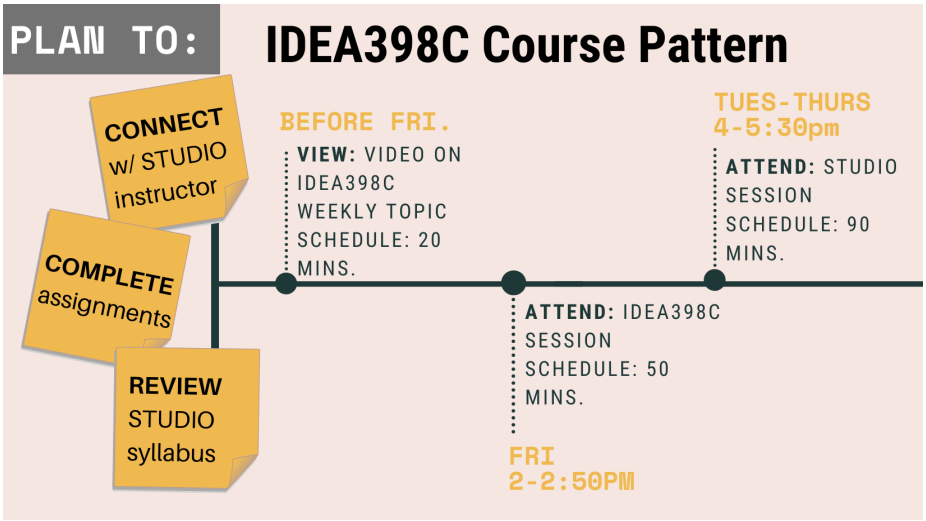
- Evaluate different mentoring styles and techniques to support peer learning.
- Apply coaching techniques to help others understand design thinking and teamwork methods.
- Assess the value and applicability of mentorship in your academic, career and personal journey.

REQUIRED RESOURCES

- Course Website: elms.umd.edu
- All readings and resources will be posted to the ELMS site

COURSE STRUCTURE

IDEA398C will have weekly, synchronous meetings to prepare you to mentor the IDEA101 Carillon students the following week. The weekly flow is as follows:



IDEA398C will strive to keep the pattern above in order to guide your time-on-task and to help you manage your learning schedule. Weekly modules, with all the content for a week, will be published no later than a week and a half prior to our course time (ex. for class on 9/2 the module will be published by Wednesday, 8/24).

COMMUNICATION

- The official form of communication for the University is via email. The University expects that your contact information is current in Testudo (www.testudo.umd.edu).
- For this course we will communicate via email, ELMS conversations and ELMS announcements. It is expected that you will regularly check your terpmail and the course ELMS site. Note that ELMS has options for notifications, configure your notification settings appropriately.
- When communicating with the course instructor or other students, use an informative and appropriate subject (eg. Carillon Your Name Absence From Class), and use salutations and a signature in all correspondence.
- When communicating about course work in case of an extended UMD emergency closure, we will send the class an email announcement and post an announcement in ELMS.

UMD POLICIES

All course policies support University Policies found in http://www.ugst.umd.edu/courserelatedpolicies.html
Topics that are addressed in these various policies include academic integrity, student and instructor conduct, accessibility and accommodations, attendance and excused absences, grades and appeals, copyright and intellectual property.

It is your responsibility to understand your rights and responsibilities as expressed in these policies. This page also provides information about valuable resources to support your academic success, as well as overall health and well-being.

COURSE POLICIES

Expectations

Students are expected to:

- Carefully read and follow the UMD Policies – see above.
- Attend and participate in weekly class meetings for IDEA398C.
- Complete pre-work for IDEA398C to prepare for class each week.
- Attend and participate in weekly class meetings of the IDEA101 Carillon Studio.

- Review the IDEA101 Studio weekly learning objectives and content prior to the Studio time.
- Communicate weekly with the IDEA101 Studio instructor to touch base about the upcoming IDEA101 Studio session. *Note: Let Melissa and Erica know if two weeks pass without substantial communication from the IDEA101 Studio instructor*
- Connect with Erica or Melissa if you are struggling in any aspect of the course. Your success is important to us.

Role of a Carillon Peer Mentor

As a peer mentor your role in the course is crucial to the success of the Carillon Studio. This is achieved through:

- Promoting student engagement and participation in the IDEA101 studio.
- Serving as a resource to students.
- Supporting students as they learn how to work in teams, as they learn design thinking and as they develop their fearless mission statements.
- Assisting in promoting the value of the IDEA101 Carillon Studio assignments and activities.
- Providing personal examples, when possible, from your experience at UMD and in Carillon Communities.
- Modeling successful student behavior (arrive on time; be attentive; energetically and enthusiastically interact with students to maintain an approachable, collegial, and supportive classroom climate; refrain from any behavior that is distracting).

Absence from Carillon Studio and Weekly Meeting, and Missed Due Dates

- If you have any concerns that will impact your participation in class or meeting a due date, let one of us know.
- If you will be absent from either IDEA398C or IDEA101 Studio, notify your course instructor as soon as feasible by sending an email with the subject line: Carillon Your Name Absence From Class.
    - For planned absences, notify your instructor prior to the end of the Schedule Adjustment Period (See Testudo Schedule of Classes).
- To receive an opportunity to make up missed work due to absence, please provide a self-certified note that explains the absence, the dates missed, and a statement that the information is accurate and in accordance with the expectations in the University of Maryland Code of Student Conduct.
- As performance in the IDEA101 Studio is a significant part of the course experiences, students who have two unexcused absences from this class will receive a failing course grade. Students must meet with the course instructors following an unexcused absence from the Studio class.

Statement of Basic Needs

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in this course, is encouraged to use the resources listed below for support.

- Fostering Terp Success: https://www.studentaffairs.umd.edu/fostering-terp-success
- UMD Campus Pantry: http://campuspantry.umd.edu/
- UMD Student Crisis Fund: http://www.crisisfund.umd.edu/
- Counseling Center: http://www.counseling.umd.edu/CS/

Student Mental Health and Wellbeing

University of Maryland is committed to the mental health and wellbeing of its students. If you or someone you know is feeling overwhelmed, depressed, and/or in need of support, services are available. For help, contact The Counseling Center 301-314-7651 during and after hours, on weekends and holidays, or through its counselors physically located in Shoemaker Building https://counseling.umd.edu/. For a listing of other mental health resources available on and off campus, visit: http://blog.umd.edu/terpstakecare/.

Mandatory Reporting Statement

It is our mission to cultivate a learning environment in which you feel comfortable sharing information related to your life experiences in classroom discussions and assignments. As course instructors, one of our responsibilities is to help create this space and to keep the information shared in our classroom private to the greatest extent possible. However, as Instructors at the University of Maryland and employees of the State of Maryland, we have a mandatory reporting responsibility to disclose to the Office of Civil Rights & Sexual Misconduct any information regarding incidents or suspicion of any sexual misconduct, harassment, abuse, or crime that may have occurred. If you would like to speak to someone confidentially about something that has occurred, please contact CARE's 24 Hour Line at (301) 741-3442.

ACCOMMODATIONS

Students who have approved academic accommodations from Accessibility and Disability Services must schedule a meeting regarding the Acknowledgement of Student Request form prior to the end of the Schedule Adjustment Period (See Testudo Schedule of Classes) or if accommodations are approved mid semester, as soon as possible after accommodations are approved.

RESOURCES

Academic, IT, and student support resources can be found on the IDEA398C ELMS site under Resources: https://umd.instructure.com/courses/1330527/pages/resources

Additional resources for supporting IDEA101 students can be found on the IDEA398C ELMS site under Resources for Supporting Students: https://umd.instructure.com/courses/1330527/pages/resources-for-supporting-students

ASSIGNMENTS & GRADING

The assignments for this course consist of weekly reflection assignments, due before each Friday, and a Synthesis of Learning and Mentorship Experience due at the end of the course.

All assessment scores will be posted on the course ELMS page. If you would like to review any of your grades, or have questions about how something was scored, please email us.

Assignment	Points
Reflections	**36**
Synthesis of Learning and Mentorship writing assignment	**14**
Performance in IDEA101 Studio	**50**
Total	**100 points**

Grading Details on Performance in IDEA101 Studio

Each week your IDEA101 instructor will provide feedback on your performance in IDEA101 by indicating if you are meeting expectations (5 points, as defined below) or if you are not meeting expectations (1 point). If at any point you receive a "not meeting expectations" we will set up a time to discuss what may be occurring. The goal is that you will always receive a "meet expectations" and support will be in place and available if you do not, to ensure a stronger performance in following weeks.

Meeting expectations defined as: consistently well prepared with detailed knowledge of the appropriate content, is eagerly engaged with students to effectively support their learning, conducts themselves in a highly professional manner.

Final Grade Cutoffs									
+	97.00%	+	87.00%	+	77.00%	+	67.00%	+	
A	94.00%	B	84.00%	C	74.00%	D	64.00%	F	<60.0%
-	90.00%	-	80.00%	-	70.00%	-	60.00%	-	

COURSE SCHEDULE

Week	Date	Topic	Assignment
1	9/3	Course Introduction and your role as a Carillon Mentor	Reflection (3 points)
2	9/10	What is mentorship?	Reflection (3 points)
3	9/17	Fostering conversation and feedback	Reflection (3 points) Feedback Reflection (3 points)
4	9/24	Mind Mapping & Interviews	Reflection (3 points)
5	10/1	Mentoring styles	Reflection (3 points) Conduct a mentorship interview
6	10/8	One-on-one Mentor Check Ins (no class meeting this week but must sign up for a check-in meeting with instructors)	
7	10/15	Connecting mentorship to your field of study	Reflection on feedback (6 points)
8	10/22	Debriefing Mentor Interviews and Design Skills	Reflection on mentorship interview (6 points)
9	10/29	Mentorship as a skill beyond Carillon	Reflection (3 points)
10	11/5	Design My Maryland	Reflection (3 points)
11	11/12	Course and mentorship reflection and feedback	Synthesis of Learning and Mentorship (14 points)

Note: This is a tentative schedule, and subject to change as necessary – monitor the course ELMS page for current deadlines. In the unlikely event of a prolonged University closing, or an extended absence from the University, adjustments to the course schedule, deadlines, and assignments will be made based on the duration of the closing and the specific dates missed.