1. **Course:** Science 511, Peer Mentoring and Collaborative Learning in Science
   
   **WINTER 2019**
   
   **Lecture Sections:** L01 Wednesday 5:00 PM - 7:45 PM TI Learning Studio D
   
   **Instructor:** Dr. Lisa Stowe SS206 403-220-4840 lstowe@ucalgary.ca
   
   **Office Hours:** M:10-11 and T:10-11
   
   **Course Site Name on Desire 2 Learn (D2L):** SCIE 511 L01- CMCL 507 S01 (Winter 2019) - Peer Mentoring and Collaborative Learning in Science (available through My UofC Portal)

   **USC Specialized Programs Office** EEEL 426 403-220-8600 sciemail@ualgary.ca

2. **Course Description**

   In this course, students (Peer Mentors) will gain both theoretical knowledge of mentoring and practical experience in supporting their peers through the learning process. Peer Mentors enrolled in this course will act as a bridge between the host instructor and students in a course in which the Peer Mentors have previously demonstrated excellence; they will encourage and motivate learning, convey enthusiasm for course material, and provide support for active learning in and out of the classroom. Specific mentorship duties will be dependent on the host instructor’s requirements and each Peer Mentor’s vision of mentorship. This course will support Peer Mentors in their role by providing instruction in science-based learning theories and in principles and practices of group facilitation.

3. **Prerequisites:** Permission of the instructor is required to enrol in this course.

4. **Grading:** The University policy on grading and related matters is described sections F.1 and F.2 of the online University Calendar.

   Students will earn grades based on the requirements they choose to complete. Students must complete all the requirements at AND below their chosen grade. For example, students who aim to earn an A, must complete all 4 of the Learning Bundles, students who choose to earn a B, must complete Learning Bundles 1-3. Failure to successfully complete Learning Bundle 1 will result in an F grade.

   **Learning Outcomes for each of the 4 Learning Bundles**

   (1) Practicum -- Apply theories of learning and tools for teaching during the mentorship of peers in your host class
   
   (2) Foundational Concepts – explain and describe different theories of learning, tools for teaching and approaches of mentorship
   
   (3) Reflection – Write critical reflections on experiences linking foundational concepts of learning/mentoring and the practice of teaching/mentorship
   
   (4) Facilitation – Apply theories of group management, engagement, team building, and conflict resolution during facilitation within SCIE 511

   To receive a D, you must complete the Practicum learning bundle to an “acceptable” standard as defined by the Practicum Specifications & Rubric

   To receive a C, you must complete the requirements of a D, as well as complete the Foundational Concepts learning bundle to an “acceptable” standard as defined by the Foundational Concepts Specifications & Rubric

   To receive a B, you must complete all the requirements of a C, as well as complete the Reflection learning bundle to an “acceptable” standard as defined by the Reflection Specifications & Rubric

   To receive an A, you must complete all the requirements of a B, as well as complete the Facilitation learning bundle to an acceptable standard as defined by the Facilitation Specifications & Rubric.

   Additionally, for an A, you must produce a Mentoring Philosophy and pull together materials produced during the course into a professional Portfolio to an “acceptable” standard as defined by the Mentoring Philosophy & Portfolio Specifications and Rubrics.
Specifications for each Learning Bundle – for each learning Bundle you must successfully complete all the points specified

1. Practicum Specifications:
   - Complete an average of 3 hours/week of practicum with the host class where you provide mentorship to your peers (some weeks may be more than 3 hours, some weeks less, but on average the expectation is 3 hours per week).
   - Conduct yourself professionally in interactions with your host instructor including attending and being on time for meetings (missing or arrive late to no more than one meeting in the semester without notice).
   - Conduct yourself professionally in interactions and communication with students in the host class.
   ** This Learning Bundle will be assessed by your host instructor mid-semester and at the end-of-semester using the Practicum Rubric on D2L. Only the end-of-semester evaluation will determine successful completion of this Learning Bundle.

2. Foundational Concepts Specifications:
   - Attend, be on time, and participate in our SCIE511/CMCL507 class activities and discussions with no more than 1 unexcused late/absence during the semester.
   - Submit at the start of the second class (Jan 23) a ~300-word typed Semester Plan outlining your goals you wish to work towards throughout the semester. Credit for this is awarded if the Semester Plan demonstrates sound academic effort, as measured by completeness and professional writing.
   - Submit at the start of each class (excluding the first and last class) (Jan 16-April 3) a ~300-word typed Reading Summary outlining the most important points of the reading(s) for the week. Credit for the Reading Summaries will be awarded if it demonstrates sound academic effort, as measured by: completeness, synthesis of ideas in your own words and professional writing.
     - The Reading Summary should highlight the main points of the reading(s), make links to your personal experience, and provide insights for your mentorship.
     - Reading Summaries less than 200 words will not be given credit.
     - 9 out of a possible 10 Reading Summaries must be submitted to these specifications to successfully complete this aspect of this Learning bundle.

3. Reflection Specifications:
   - Submit at the start of class every two weeks (Jan 30, Feb 13, Feb. 27, March 13, March 27, April 10) a ~800 word typed Critical Reflection.
   - 5 out of a possible 6 Critical Reflections must be to an “acceptable” standard, as defined by the Critical Reflection Rubric provided on D2L.
   - Critical Reflections less than 400 words will not be given credit.
   ** For Students to receive an “A”, for this Learning Bundle they must ALSO:
     - On the last day of the semester, submit a ~600 word typed Mentoring Philosophy explaining your reasoning for mentoring, providing a brief description of how you mentor and justifying your beliefs about mentoring. The Mentoring Philosophy must be completed to an acceptable standard as outlined in the Mentoring Philosophy Rubric on D2L.
     - On the last day of the semester, submit a Portfolio containing all the material produced during the semester including all submitted Critical Reflections and the Mentoring Philosophy as well as any other documents as specified in the Portfolio Rubric. The Portfolio must be completed to an acceptable standard as outlined in the Portfolio Rubric on D2L.

4. Facilitation Specifications:
   - Facilitate 1 group “check-in”. Guidelines for your role in facilitating the check-in will be provided during the first class.
   - In a small group of 2-3 students, facilitate a 40-minute class on a topic provided to an “acceptable” standard as outlined in the Facilitation Rubric on D2L.
   - At the start of your facilitated class, provide to the instructor a detailed, typed ‘lesson plan’ for the class, identifying learning outcomes, pedagogical tools and techniques used, and motivation for approaches/strategies/tools used.
   ** Students will be given three (3) ‘free-passes’ you can use to get “forgiveness” for lateness/absence or to re-submit any material once per pass as a re-attempt to get the work to an “acceptable” standard. **

** Students who exceed expectations FOR A GIVEN letter grade, will earn the “+” letter designation. For example, a student aiming to complete the “B” letter grade requirements who completes 6 out of 6 Critical Reflections to an acceptable standard (rather than 5/6) and 10 out of 10 Reading Summaries to an acceptable standard (rather than 9/10) will earn a B+ letter grade. To earn an A+ students must exceed expectations for all Learning Bundles. **
4. **Missed Components of Term Work:** The regulations of the Faculty of Science pertaining to this matter are found in the Faculty of Science area of the Calendar in Section 3.6. It is the student's responsibility to familiarize himself/herself with these regulations. See also Section E.3 of the University Calendar.

5. **Scheduled out-of-class activities:** This course has a practicum component with an expectation of 3 hours of out-of-class activities a week. Students will make arrangements for their practicum in collaboration with their host instructor. **REGULARLY SCHEDULED CLASSES HAVE PRECEDENCE OVER ANY OUT-OF-CLASS-TIME-ACTIVITY.** If you have a clash with this out-of-class-time-activity, please inform your instructor as soon as possible so that alternative arrangements may be made for you.

6. **Course Materials:** All course Readings are provided on D2L.

7. **Examination Policy:** There are no examinations in this course.

8. **Writing across the curriculum statement:** In this course, the quality of the student's writing will be a factor in the evaluation of those reports. See also Section E.2 of the University Calendar.

9. **Human studies statement:** students in the course may be expected to participate as subjects or researchers. See Section E.5 of the University Calendar.

10. **Supplemental Fees:** There are no supplemental fees associated with this course.

11. **Reappraisal of Grades:**

A student wishing a reappraisal, should first attempt to review the graded work with the Course coordinator/instructor or department offering the course. Students with sufficient academic grounds may request a reappraisal. Non-academic grounds are not relevant for grade reappraisals. Students should be aware that the grade being reappraised may be raised, lowered or remain the same. See Section I.3 of the University Calendar.

a. **Term Work:** The student should present their rationale as effectively and as fully as possible to the Course coordinator/instructor within 15 days of either being notified about the mark, or of the item's return to the class. If the student is not satisfied with the outcome, the student shall immediately submit the Reappraisal of Graded Term work form to the department in which the course is offered. The department will arrange for a re-assessment of the work if, and only if, the student has sufficient academic grounds. See sections I.1 and I.2 of the University Calendar.

b. **Final Exam:** The student shall submit the request to Enrolment Services. See Section I.3 of the University Calendar.

12. **OTHER IMPORTANT INFORMATION FOR STUDENTS:**

(a) **Mental Health:** The University of Calgary recognizes the pivotal role that student mental health plays in physical health, social connectedness and academic success, and aspires to create a caring and supportive campus community where individuals can freely talk about mental health and receive supports when needed. We encourage you to explore the mental health resources available throughout the university community, such as counselling, self-help resources, peer support or skills-building available through the SU Wellness Centre (Room 370, MacEwan Student Centre, Mental Health Services Website) and the Campus Mental Health Strategy website (Mental Health).

(b) **SU Wellness Center:** The Students Union Wellness Centre provides health and wellness support for students including information and counselling on physical health, mental health and nutrition. For more information, see www.ucalgary.ca/wellnesscentre or call 403-210-9355.

(c) **Sexual Violence:** The University of Calgary is committed to fostering a safe, productive learning environment. The Sexual Violence Policy (https://www.ucalgary.ca/policies/files/policies/sexual-violence-policy.pdf) is a fundamental element in creating and sustaining a safer campus environment for all community members. We understand that sexual violence can undermine students' academic success and we encourage students who have experienced some form of sexual misconduct to talk to someone about their experience, so they can get the support they need. The Sexual Violence Support Advocate, Carla Bertsch, can provide confidential support and information regarding sexual violence to all members of the university community. Carla can be reached by email (svsa@ucalgary.ca) or phone at 403-220-2208.

(d) **Misconduct:** Academic misconduct (cheating, plagiarism, or any other form) is a very serious offence that will be dealt with rigorously in all cases. A single offence may lead to disciplinary probation or suspension or expulsion. The Faculty of Science follows a zero tolerance policy regarding dishonesty. Please read the sections of the University Calendar under Section K. Student Misconduct to inform yourself of definitions, processes and penalties. Examples of academic misconduct may include: submitting or presenting work as if it were the student's **
own work when it is not; submitting or presenting work in one course which has also been submitted in another course without the instructor’s permission; collaborating in whole or in part without prior agreement of the instructor; borrowing experimental values from others without the instructor’s approval; falsification/fabrication of experimental values in a report. These are only examples.

(e) **Assembly Points:** In case of emergency during class time, be sure to FAMILIARIZE YOURSELF with the information on assembly points.

(f) **Academic Accommodation Policy:** Students needing an accommodation because of a disability or medical condition should contact Student Accessibility Services in accordance with the procedure for accommodations for students with disabilities available at procedure-for-accommodations-for-students-with-disabilities.pdf. Students needing an accommodation in relation to their coursework or to fulfill requirements for a graduate degree, based on a protected ground other than disability, should communicate this need, preferably in writing, to the Program Director of the Natural Sciences Program, Dr. Edwin Cey by email ntsdirector@ucalgary.ca or phone 403-220-8393. Religious accommodation requests relating to class, test or exam scheduling or absences must be submitted no later than 14 days prior to the date in question. See Section E.4 of the University Calendar.

(g) **SafeWalk:** Campus Security will escort individuals day or night (See the Campus SafeWalk website). Call 403-220-5333 for assistance. Use any campus phone, emergency phone or the yellow phones located near most parking lot pay stations.

(h) **Freedom of Information and Privacy:** This course is conducted in accordance with the Freedom of Information and Protection of Privacy Act (FOIPP). Students should identify themselves on all written work by placing their name on the front page and their ID number on each subsequent page. For more information, see Legal Services website.

(i) **Student Union Information:** VP Academic, Phone: 403-220-3911 Email: suvpaca@ucalgary.ca, SU Faculty Rep., Phone: 403-220-3913 Email: sciencerep@su.ucalgary.ca. Student Ombudsman, Email: suvpaca@ucalgary.ca.

(j) **Internet and Electronic Device Information:** Unless instructed otherwise, cell phones should be turned off during class. All communication with other individuals via laptop, tablet, smart phone or other device is prohibited during class unless specifically permitted by the instructor. Students that violate this policy may be asked to leave the classroom. Repeated violations may result in a charge of misconduct.

(k) **Surveys:** At the University of Calgary, feedback through the Universal Student Ratings of Instruction (USRI) survey and the Faculty of Science Teaching Feedback form provides valuable information to help with evaluating instruction, enhancing learning and teaching, and selecting courses. Your responses make a difference - please participate in these surveys.

(l) **Copyright of Course Materials:** All course materials (including those posted on the course D2L site, a course website, or used in any teaching activity such as (but not limited to) examinations, quizzes, assignments, laboratory manuals, lecture slides or lecture materials and other course notes) are protected by law. These materials are for the sole use of students registered in this course and must not be redistributed. Sharing these materials with anyone else would be a breach of the terms and conditions governing student access to D2L, as well as a violation of the copyright in these materials, and may be pursued as a case of student academic or non-academic misconduct, in addition to any other remedies available at law.
<table>
<thead>
<tr>
<th>Week</th>
<th>Theme</th>
<th>Activities</th>
<th>Readings</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 16</td>
<td>Introduction to the course</td>
<td>Course Outline Review Ethos overview Reflective Writing Specifications for Critical Reflection</td>
<td>Course Outline</td>
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<td>Jan 23</td>
<td>The Nature of Learning</td>
<td>Review the Nature of Learning Construct a learning activity that incorporates the elements from the Nature of Learning. Check-In</td>
<td>“The Nature of Learning: Using Research to Inspire Practice” on D2L Due: Semester Plan Reading Summary 1</td>
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<tr>
<td>Jan 30</td>
<td>Active Learning</td>
<td>Active Learning: What is it? Why do we do it? What’s the alternative? Who holds the responsibility for learning, teacher or student? Check-In</td>
<td>Classroom activities for Active Learning D2L Reading Summary 2 Critical Reflection 1</td>
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<tr>
<td>Date</td>
<td>Topic</td>
<td>Reading Assignment</td>
<td>Summary/Reflection</td>
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<td>Feb 13</td>
<td>Scaffolded Learning</td>
<td>507 Student Facilitated Learning Check-In</td>
<td>Reading Summary 4</td>
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<td>In and Out of the Zone of Proximal Development. Vygotsky on Education. D2L</td>
<td>Critical Reflection 2</td>
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<td>Feb 20</td>
<td><strong>No Class: Reading Break</strong></td>
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<td>Feb 27</td>
<td>Fixed Intelligence and the Will to Learn</td>
<td>507 Student Facilitated Learning Check-In</td>
<td>Reading Summary 5</td>
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<td>Why do beliefs about intelligence influence learning success? D2L</td>
<td>Critical Reflection 3</td>
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<td>March 6</td>
<td>Teaching and Freedom</td>
<td>507 Student Facilitated Learning Check-In</td>
<td>Reading Summary 6</td>
<td></td>
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<td>Freire, Pedagogy of the Oppressed, Chapter 2 D2L</td>
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<td>March 13</td>
<td>Transformative Learning</td>
<td>507 Student Facilitated Class Check-In</td>
<td>Reading Summary 7</td>
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<td>Mezirow, Transformative Learning: From Theory to Practice, D2L</td>
<td>Critical Reflection 4</td>
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<td>March 20</td>
<td>Holistic and Lifelong Learning</td>
<td>507 Student Facilitated Class Check-In</td>
<td>Reading Summary 8</td>
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<td>Jarvis, Towards a philosophy of human learning; An holistic approach, D2L</td>
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<td>March 27</td>
<td>Vulnerability, gender and the classroom</td>
<td>507 Student Facilitated Class Check-In</td>
<td>Reading Summary 9</td>
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<td>hooks, Teaching to Transgress, D2L</td>
<td>Critical Reflection 5</td>
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<tr>
<td>April 3</td>
<td>Teaching Soul</td>
<td>507 Student Facilitated Class Check-In</td>
<td>Reading Summary 10</td>
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<td>Dirkx, Nurturing Soul, D2L</td>
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<td>April 10</td>
<td>Research and Practice</td>
<td>509 Research Presentations</td>
<td>Final Portfolio with Mentoring Philosophy and Critical Reflection 6 due</td>
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