HU 4101 Theories in Literacy: Undergraduate Writing Coach Workshop
Spring Semester, 2003
Instructor: Sylvia A. Matthews  Office: Walker 104, 7-2007
Office Hours: Monday 2:00-3:00 and Thursday 11:00-12:00

Course Description: The purpose of this course is to better prepare you to be a writing coach and study team leader and to provide opportunities to reflect on and assess the work going on in the Writing Center. Our class will follow the structure of study teams in that each week coaches will be assigned responsibilities for the class such as bringing in a team-building exercise or a troubleshooting scenario to be discussed. We will also discuss theories of learning, literacy and cultural differences and connect these theories to our work with students and study teams.

Texts:
Coaching World Cultures Study Teams
The MTU Writing Center Handbook, 9th Edition

Assignments:
Reading: The preparation for most class meetings includes reading from one of the texts above as outlined on the syllabus.

Teambuilding: Each coach will be responsible to bring in several team-building exercises over the semester. A sign up will be passed out at the first class. This exercise should be something other coaches could use with their teams. We will do the exercise together in class.

Troubleshooting: Each week a coach will be responsible for leading a discussion of a complex study team scenario or situation. This scenario can be from the coach’s own team or from interviewing a few other coaches. These situations should be typed up and passed out to the class one week before your discussion. This way coaches can think about the situation ahead of time and make notes to bring to class thus allowing for a more in-depth discussion and possible solutions to the scenario.

Study Team Observation: You should plan to observe another study team before the class meeting on February 18 (Week 6). You will assume the role of process observer, taking notes on the team’s interpersonal behavior. You should write up your observations for class as well as discuss your observations with the study team leader whose group you observed.

Final Reflection: A final reflection on your study team experience is due the last day of class. We will share the reflections in class to assess what has gone on, what we should keep and what we might change about study teams next year.

Attendance: Please plan to attend class. It is required as part of your 8 hours of work in the Writing Center. If you must be absent from class write a note to me as to when and why you cannot attend. Excessive absences will be a cause for a lowered grade or loss of position as a writing coach.

Grades: Students who attend class regularly and do the other required course work (reading, team-building exercises, troubleshooting scenarios, observations, and final reflection) can expect to receive an A for the class. The suggestions and connections you make in class discussions allow us to continually assess and improve the work going on in the Writing Center.

Office Hours: I welcome any questions or concerns whenever I am in the Writing Center (which is most days from 9:00-5:00). I will also set aside two hours each week (listed above) when I will be in my office specifically to talk about your work in the writing center and/or the course or any other questions or concerns you may have.
Week 1

**Introduction:** Record Keeping, Research, Course Description, Syllabus

Week 2

**Prep:** Read pages 3-10 in World Cultures Handbook

**Discussion:** What do we know about World Cultures: Using prep time

Week 3

**Prep:** Look at "Five Methods of Note Taking" http://www.sas.calpoly.edu/asc/ssl/notetaking.systems.html

**Discussion:** Lecture notes

Teambuilding

Week 4

**Prep:** Read pages 31-34 in World Cultures Handbook and pages 50-51 in Writing Center Handbook, Review http://www.ucc.vt.edu/stdysk/stdyhlp.html

**Discussion:** Using the Textbook

Teambuilding

Troubleshooting:

Week 5

**Prep:** Read pages 23-30 in World Cultures Handbook and http://www.edu.uleth.ca/courses/ed3604/take/mc/mc.html

**Discussion:** Studying for and taking exams

Teambuilding

Troubleshooting:

Week 6

**Prep:** Read pages 12-14 in World Cultures Handbook

**Discussion:** Team Templates

Teambuilding

Troubleshooting:

Week 7

**Prep:** Observe another Team

**Discussion:** Group Processing and Observation

Teambuilding

Troubleshooting:

Week 8

**Prep:** Read page 11 in World Cultures Handbook

**Discussion:** Team Motivation

Teambuilding

Troubleshooting:

Week 9

**Discussion:** How is your study team diverse?

Teambuilding

Troubleshooting