Course Syllabus
HU 4101 - Multiliteracies Center Practicum
Fall 2013

Instructor Information
Instructor: Kirsti Arko, Assistant Director MTMC
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Office Hours: Monday-Thursday 10:00a-3:00p or by appointment

Course Identification
Course Number: HU 4101-R01
Course Name: Multiliteracies Center Practicum
Course Location: Walker 109 / 107
Class Times: Tuesdays 5:00-6:00p
Prerequisites: MTMC Undergraduate Coach Status

Course Description/Overview
HU 4101 is designed to introduce you to the conceptual understandings, resources, and strategies that contribute to effective coaching in the Michigan Tech Multiliteracies Center. Through your engagement in the course, you will develop linguistic and cultural knowledge, self-monitoring strategies, and interpersonal and leadership skills.

Course Learning Objectives
1. To work toward fulfilling the mission statement of the Michigan Tech Multiliteracies Center: We work with students, faculty, and staff to address the challenges of learning and communicating in complex and culturally diverse environments.
2. To develop genre knowledge, cultural and linguistic knowledge, self knowledge, and process knowledge in order to improve the effectiveness of our work.
3. To address challenges that arise during the daily work in the MTMC.
4. To demonstrate a positive commitment to domestic and international diversity by recognizing the challenges, responsibilities, and privileges that accompanies the social and cultural positions of ourselves and others.
Course Resources

Course Website(s)
- Canvas<http://www.courses.mtu.edu>

Required Course Text
- The Michigan Tech Multiliteracies Center Handbook, 14th edition
- A Tutor’s Guide: Helping Writers One to One. 2nd ed. Rafoth, Ben, ed. Portsmouth, NH: Boynton/Cook, 2005
- Additional articles

Course Grading and Policies

Your performance in this course is linked to the overall effectiveness of the Multilitieracies Center. The requirements focus on developing the conceptual knowledge and personal habits that contribute to your effectiveness in this workplace and in future workplaces. Students are required to

- Attend and fully participate in every class
- Full participation means no (personal) use of electronic devices in class
- Prepare Reading Notes (for assigned readings) on Powerpoint or Prezi slides to share in class. (be prepared with an electronic copy and one print copy)
- Observe a weekly session, a walk-in session, and a study team
- Prepare 3 written reflections
  1. Reflection on your observation of a weekly appointment/walk-in
  2. Reflection on a study team observation
  3. Reflection on what you learned in this course, your coach to coach appointment, and an educational development plan for the remainder of your time on staff.

Template for Reading Notes (Remember to include citation information!)

1. What idea or strategy did you find that you might use in one of your weekly sessions?
2. What insight about culture, language, or literacy did you gain? Use an example, if possible.
3. What did you encounter that you’d like to know more about?
4. What did you learn about yourself and your own culture?

Templates for reflections will be given separately
**Practicum Tone**
Please help me keep a communal and cooperative tone in this group. Let’s use our differences to broaden our perspective and deepen our learning. Come to class prepared to share ideas and to stay focused on the material.

**Grading**
Successful completion of this class is a condition of your continued employment as a coach in the Multilitéracies Center. Successful completion is defined as earning an A or AB. If you attend all class sessions and are fully engaged in the work of the class as outlined here, you will earn an A. If your work or engagement is weak, inconsistent, late, missing, lacking in substance, indifferent, domineering, or silencing of others, you will earn less than an A and you will likely lose this esteemed job as a writing coach.

The quality and timeliness of individual work matters, as well as the quality and sincerity of social interaction with the group. Thoughtful listening, helpful observations, genuine questions, honesty and openness, cooperative teamwork, self-monitoring, and other behaviors that contribute to learning for all are important.

If I identify a problem or have concerns about the quality of your work, I’ll let you know in writing, and I will ask you to help me understand the contributing factors.

Use all the resources at your disposal here: the other coaches, the professional staff, the graduate administrators, the published material, and the locally generated material to improve your interactions and usefulness as a coach. Genuine questions are especially welcome because they make us aware of what we need to make more explicit.

Let us know early in the course if there is something we need to change or address or clarify in order to foster your engagement.

**Summary of Graded Assignments and Responsibilities**
- 6 Reading Notes
- 3 Reflections
- 3 Observations (weekly, walk-in, study team)

**Homework and Use of Prep Time**
Your first priority during your prep time, your unfilled appointment times, and your ‘no show’ times is to attend to your paperwork, prepare for your sessions, and collect resources for your sessions. If all of that is up-to-date, you can use this time ‘on the clock’ to complete the homework for this class because the homework for this class is intended to improve your effectiveness as a coach. You may also need to complete the homework on your own time.
University Policies

Student work products (exams, essays, projects, etc.) may be used for purposes of university, program, or course assessment. All work used for assessment purposes will not include any individual student identification.

Michigan Tech has standard policies on academic misconduct and complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act of 1990. For more information about reasonable accommodation for or equal access to education or services at Michigan Tech, please call the Dean of Students Office, at (906) 487-2212 or go to http://www.mtu.edu/provost/faculty-resources/syllabus-policies/