



Course Syllabus (08-26-19)

Title: Leadership Applications: Peer Mentoring	Catalog Number: FIRE 216
Credit Hours: 1	Contact Hrs: 15
Instructor(s): Mike Stone & Steve Willis	Semester: Fall, 2019
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Course Description

This leadership applications course allows students to develop leadership skills and apply classroom lessons by serving as peer mentors for fire science and other pre-service and early-service students as part of a comprehensive student success program. Each student will be paired with one or more mentee(s) and will serve as role models, guides, advisors and coaches to help mentees succeed in academic and fire-EMS settings. Mentor development opportunities including workshops, discussions, student presentations and other professional development activities as well as coaching by faculty members and the Fire Science Peer Mentor Coordinator. This course provides a more in-depth, practical, hands-on application of the Fire Service Leadership curriculum.

Co-requisite: FIRE 215.

Fire Science Learning Outcomes

Successful completion of an associate degree in Fire Science from Southern Maine Community College will prepare students to:

1. Analyze and apply proactive fire prevention and control methods for safe and cost effective fire protection.
2. Analyze and apply reactive fire and emergency scene operations for safe and cost effective fire protection.
3. Examine and appraise principles of supervision and management necessary for effective leadership and administration in the fire/rescue service.

Course Outcomes

Upon successful completion of this course, the student will be able to demonstrate an understanding of leadership principals through oral and written reflections and reports, and practical insights through application of leadership strategies in academic and workplace settings.

Course Objectives

1. Develop, in consultation with faculty members, personal and academic goals and objectives of the semester.
2. Assist mentee in developing his/her personal and academic goals and objectives of the semester.
3. Periodically assess, with faculty member, progress toward personal and academic goals and objectives and develop plans for remediation as necessary to ensure success.
4. Assess, with the mentee, mentee progress toward personal and academic goals and objectives and develop plans for remediation as necessary to ensure success.
5. Document mentor/mentee experiences, progress reports, reflections in periodic reports throughout semester and final report at end of semester as part of leadership portfolio presentation.
6. Reflect on course, field experiences, and leadership “lessons learned” at regular intervals during the semester and as part of the leadership portfolio presentation.

Topical Outline

Experiential mentoring and professional development activities will focus on the leadership principles and practices outlined below from the Fire Service Leadership text:

1. Understanding The Mentoring Process – The Basics
2. The Language of Mentoring
3. Communication that Motivates
4. Mentoring Process in Fire-EMS Departments
5. Mentoring Process in the Workplace
6. Debriefing the mentoring process: Reflections, lessons learned and recommendations
7. Modeling the Way
8. Inspiring a Shared Vision
9. Challenging the Process
10. Enabling Others to Act
11. Encourage the Heart

Course Requirements

Students will be paired with one or more peer mentee(s) with whom they will develop a meeting schedule, goals/objectives and “habits of success” plan. Students are required to meet with their mentees at least weekly during semester Weeks 1-5, and bi-weekly for the remainder of the semester – and as needed by mentees. Periodic oral and written reflections on their learning experiences will be developed and presented by each student. A final written report summarizing the student’s activities and learning outcomes will be required as part of the students’ leadership portfolio.

Student Evaluation and Grading

Mentee documentation + weekly/biweekly meeting reports (in FIRE 215 portfolio):	50%
Peer Mentor Reports 1-4 as part of leadership portfolio	20%
Final Peer Mentor Report as part of leadership portfolio:	30%

Required Text + Online Content

-Fire Officer Principles and Practice, 3rd edition with 3E Navigate online content. Jones and Bartlett, ISBN 9781284068344

Student Peer Mentor Expectations

- ***Student peer mentors are expected to contact their assigned mentee during the first week of the semester.*** Each student is required to develop a mutually agreed upon schedule of meetings with their mentee(s) to meet course requirements. Students must schedule their mentee meeting in advance and promptly notify the mentee if unable to make an appointment. Each meeting must be documented by mentor and mentee(s).
- ***Student peer mentors are expected act as role models, to stay engaged with their mentee(s) and responsive to mentee needs.*** Mentee(s) may face a wide variety of barriers to academic and career success. Mentors are expected to assist within their capabilities and to promptly refer mentee(s) to faculty members when mentee(s) needs exceed mentor training and capabilities.
- ***Student peer mentors are expected to prepare for their mentee meetings and accurately document each meeting – whether in person or electronic.*** Documentation shall include checks for evidence of mentee(s) success or struggles (by reviewing Task Book, PCNTGs, Academic Progress Reports, etc.).
- ***Student peer mentors are expected to respect their mentee(s), other fire service personnel, fellow students and faculty.*** Listen actively when others speak, even if you disagree with what they are saying. Coach mentee(s) rather than deciding for them.
- ***Student peer mentors are expected to actively participate and think critically.*** This is necessary for knowledge sharing and to get the most from practice/application opportunities and meetings.
- ***Student peer mentors are expected to set pagers, or cell phones on vibrate*** during class, mentoring, and activity times.
- ***Student peer mentors are expected to not use tobacco of any kind in the classroom or other public places.*** Food and drinks should be used respectfully of others and the facility.
- ***Student peer mentors are expected to doff hats and not wear any distracting attire*** during class time.

- *Student peer mentors are to refrain from any unsafe acts, or from performing any activities they are not properly trained to do.* Be the voice of reason to your mentee(s).
- *Student peer mentors will be held accountable* for working hard, staying engaged, persisting, asking for help as needed (earlier, rather than later), taking responsibility, meeting course, mentee support and mentee meeting documentation expectations.

Homework and Written Assignments

Late assignments (papers, reflections, etc.) will not be accepted and will receive a grade of zero unless prior authorization is given by the instructor/mentor. All work is due as posted on FIRE 215/216 schedule. If you are not in class the day homework is assigned, it is still your responsibility to meet the deadlines. All written assignments (other than your class notes and mentee meeting documentation) are to be typed neatly using MSWord, RTF or PDF file format.

Activities & Documentation

Because this class is an individualized mentoring opportunity, each student mentor's mentoring activities must be documented as part of the peer mentor program. Students are expected to schedule their activities with their mentees in advance, at prescribed intervals and document all meetings as required by the peer mentor manual.

Mid-Term Grades: After students have completed 8 weeks of the course, mid-term grades will be posted. Mid-term grades will be determined by a combination of grades, attendance, mentee feedback and mentee meeting documentation.

End-of-Course Evaluation

Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal. Students can access the course evaluations beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 p.m. following the last day of the class. You will receive an e-mail to your student e-mail account when course evaluations are available.

ADA Syllabus Statement

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207) 741-5798. If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual's accommodations.

SMCC Pay-for-Print Policy

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, Tutoring Services, Campus Center Lounge and technology labs). Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your account. Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock). Departments with work study students who need to print documents for the department should contact the Help Desk at 741-5696 to have a special account set up. To find ways to reduce your printing charges, please go to the IT Help tab on My SMCC. If you have questions about the pay-for-printing policy or your printing charges, please contact the Help Desk at 741-5696 or send an e-mail to helpdesk@smccme.edu.

Refunds

Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student's account.

Add-Drop Policy

Students who drop a course during the one-week "add/drop" period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

Withdrawal Policy

A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the Fall and Spring semesters and the second through ninth week of twelve-week Summer courses. This period is pro-rated for shorter-length courses, usually 75 percent of course meeting times; please check with the Registration Office. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Registration Office. This process must be completed either in person or by using SMCC e-mail accounts.

Plagiarism Statement

If an instructor suspects that a student has knowingly committed a violation defined in the Maine Community College System Policy on Student Grade Appeals and Academic Misconduct, the instructor has the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course. The instructor may assign a failing grade for the assignment or course and may require the student to complete additional work for the course. The instructor may consult with the department chair and/or the College's chief academic officer prior to making such decisions. If a student seeks to challenge an instructor's determination, the student should submit a grade appeal. Grade appeal forms are available in the Advising Office on the South Portland Campus or in the administrative offices in the Learning Commons on the Midcoast Campus. An instructor may also refer the matter to the College's disciplinary officer for review under the procedures of the MCCS Student Code of Conduct

Inclement Weather

If any classes have to be canceled due to inclement weather, tests or student presentations will be rescheduled for the next class period and assignments will be collected at the next class period. School closure info is available at www.smccme.edu, by calling 741-5500 or tune into any local TV station.

SEE STUDENT HANDBOOK FOR OTHER ACADEMIC POLICIES