

**UNIVERSITY OF GUELPH  
DEPARTMENT OF FAMILY RELATIONS & APPLIED NUTRITION**

**FRHD\*3250: PRACTICUM IN YOUTH  
FRHD\*3290: PRACTICUM 1: ADULT DEVELOPMENT**

**COURSE OUTLINE - Fall 2015**

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<b>Office Hours:</b>	By appointment	
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<b>Seminars:</b>	Friday, 2:30 PM-5:20 PM	
<b>Location:</b>	MINS 106: NEW ROOM LOCATION PENDING	

**See CourseLink website** for full description of all learning activities and assignments and for access to course resources. **There is one single link for students registered under both course codes (FRHD\*3250 and 3290). Click on “FRHD\*3250/3290 F15 Practicum in Youth.”**

**Course Description**

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In this course, students participate in a supervised practicum arranged in a local school, health or social service agency and corresponding seminar. Students will work under the supervision of a faculty member and a field supervisor, have the opportunity to observe school/agency procedures and practices, and take part in serving students/clients with direction from school/agency staff. The course provides an important opportunity for students to integrate academic knowledge and practical experience and to develop and extend professional skills. Emphasis is placed on the student's development as a reflective learner through practicum experiences, developing and fulfilling learning and performance contracts, and using constructive feedback.

**Course Objectives**

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By the end of the semester, practicum students will:

1. Demonstrate skills in establishing and fulfilling learning and performance contracts in a professional setting.
2. Demonstrate an understanding of the role of the school/agency in the lives of the attending students/clients, and the role of the school/agency in the broader range of community services and resources.
3. Plan, implement and evaluate education/intervention and/or support strategies as directed by the field supervisor to meet the needs of individuals or groups.

4. Demonstrate the ability to use information obtained from observations or recorded information about or from students/clients according to school/agency procedures.
5. Demonstrate the ability to communicate and work effectively with students/clients, staff and/or volunteers in a manner that reflects understanding of differing individual abilities and needs.
6. Work effectively in a team of field supervisors and school/agency staff that reflects best practices in the field.
7. Demonstrate skills in reflective practice, focusing on the relationship between theoretical and applied knowledge and on personal interactions and self-knowledge.

**Student Responsibilities:** During the placement and seminars, practicum students will:

1. Develop, in collaboration with the field supervisor, a practicum plan consisting of hours of attendance, ongoing responsibilities, weekly planning requirements, and any special projects to be undertaken.
2. Complete a placement orientation checklist and provide a brief presentation on the organization in the seminar group.
3. Set personal goals and evaluate progress.
4. Attend practicum for 12 hours a week, having regular interaction with the placement supervisor to monitor and amend activities as needed.
5. Perform in a manner considered appropriate by the placement supervisor and follow school/agency policies, procedures and regulations.
6. Plan, implement and evaluate activities for individuals and/or small groups.
7. Attend seminars to discuss and reflect on issues of theory and practice related to placement activities.
8. Complete course requirements, including attendance at placement and seminars, field notes, reflective writing, activity plans, and evidence of goal achievement, following the instructions provided by the course instructor. Failure to follow assignment instructions can result in loss of grades.
9. Meet with field supervisor at midterm and end-of-term for midsemester and final evaluations.

**Required Texts:**

1. **Practicum Manual 2015-16** (available on CourseLink website)
2. **“Duty to Report in Ontario”**(available on CourseLink website)

## Course Format

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### A Field Placement

Each student is expected to participate fully in the activities of the program, 12 hours per week for 12 weeks. Student schedules are arranged between the student and the practicum supervisor. Normally, failure to spend 144 hours in the field or being asked to leave placement early for unethical or unprofessional behaviour results in failure of the course.

### B Course Website

A course website on CourseLink supports student learning and provides a vehicle for the submission of assignments and the accomplishment of learning activities.

### C Seminar: 3 hours per week on Fridays, 2:30 pm to 5:20 pm

Students will spend time during seminar critically reflecting on their experiences as learners and as members of the school or agency community. Time will be spend considering the topics that relate to practical work with individuals, groups and/or families, such as issues associated with establishing and maintaining relationships, effective and respectful communication, program planning and implementation, observations and record-keeping, time management, self-evaluation, and working as a member of a professional team. Students will discuss with the course instructor events and issues that have occurred in the placement over the course of the week. Discussion of strategies for interventions and problem-solving regarding issues will be the focus of this time.

Some weeks we will meet in large groups and other weeks in small groups. The course schedule will be posted on CourseLink. **Students are expected to be available for the entire seminar time.** Any absences must be cleared with the course instructor. The course schedule will be posted on CourseLink.

## COURSE REQUIREMENTS

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### A. Practicum Evaluation – 50%

- The course instructor will do one or more field visits at some point in the semester
- Midterm evaluation
- Final evaluation

The course instructor will visit each student at his/her field placement site around the approximate midterm point of the semester. The purpose of these site visits is for the course instructor:

1. To observe the student at work in the field placement;

2. To meet with the student and his/her field placement supervisor to discuss the student's experience and to assess his/her progress and goals. It is the responsibility of the student to work in consultation with the course instructor and on-site supervisor in scheduling this meeting.

## **B Learning Activities – 50%**

- Administrative requirements: 5%
  1. Work/education agreement
  2. Practicum orientation checklist
  3. Student profile and practicum plan
  4. Personal goal statement
  5. Evaluation meeting(s) with course instructor
- Participation in small group discussions (in class and online): 15%
- Field notes and reflective writings: 15% (7.5% per reflection assignment)
- Narrative assignment: 15%

See CourseLink website for full description of all learning activities and assignments.

**Personal Disclosure:** Learning is enhanced through exploring the interface between personal/professional experience and academic study (theory, and research). Students are encouraged to explore this interface and should only reveal as little or as much information as they are comfortable sharing with faculty, teaching assistants, and fellow students. ***The evaluation of student performance is not dependent upon student disclosure of private personal information.***

***In order to create a safe learning environment, students are required to show tolerance for the viewpoints of others. Any abuse, attacks, acts of ridicule, profane language, harassment, etc., online or in the classroom, will not be tolerated.***

**Academic Integrity:** Students are responsible for ensuring that they follow University regulations regarding Academic Integrity. Please see the Undergraduate Calendar: <https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml>

For additional information and support, please visit:  
<http://www.academicintegrity.uoguelph.ca/>

In this course, your instructor will be using Turnitin, integrated with the CourseLink Dropbox tool, to detect in written assignments possible plagiarism, unauthorized collaboration or copying as part of the ongoing efforts to maintain academic integrity at the University of Guelph.

All submitted assignments will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.

**Accessibility:** The University is committed to creating a barrier-free learning environment for students. This responsibility is shared among students, faculty and administrators. Students requiring service or accommodation should contact Student Accessibility Services. Please see the website: <https://www.uoguelph.ca/csd/>

**When you cannot meet an in-course requirement:** When you find yourself unable to meet in-course requirements due to illness or for compassionate reasons, please advise the course instructor (or designated person) in writing with name, address and email contact. Where possible, this should be done in advance of the missed work or event, but otherwise just as soon as possible after the due date, and no longer than one week later. Note: if appropriate documentation of your inability to meet in-course requirements is necessary, the course instructor, or delegate, will request it of you. Such documentation will rarely be required for course requirements representing less than 10% of the course grade. If you are unable to complete a course requirement because of a religious holiday, you are expected to notify the course instructor when the assignment schedule is distributed to enable alternate arrangements to be made.

**Meeting Deadlines:** It is the student's responsibility to meet all deadlines. Extensions may be granted for exceptional reasons deemed acceptable by the professor if requested and granted at least one calendar day before the due date. There will be a deduction of 3% of the total mark for the assignment for late submission after the required time on the due date, and a further 1% deduction for each additional day, including weekends, will be applied.

Extension requests will not be granted beyond one week, except in compelling circumstances. Assignments without an authorized extension will not be accepted more than seven days after the due date.

**Copies of Out-of-Class Assignments:** Students should keep reliable back-up hard copies and/or electronic copies of all out-of-class assignments as there may be requests for resubmission of work.

**Course Drop Date:** The last date to drop one-semester courses without academic penalty is Nov. 6, 2015. For regulations and procedures, see the Undergraduate Calendar: <https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-drop.shtml>