

**UNIVERSITY OF GUELPH**  
**Department of Family Relations and Applied Nutrition**

**FRHD\*3250/3290 PRACTICUM I**  
**COURSE OUTLINE**  
**MCKN 305: Fridays 11:30 – 2:20**  
**Winter 2018**

**Course Instructor:** Kristen Cairney, [kcairney@uoguelph.ca](mailto:kcairney@uoguelph.ca)  
**Teaching Assistant:** Jessica Boule, [jboule@uoguelph.ca](mailto:jboule@uoguelph.ca)

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**Course Description:** 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 an agency supervisor, have the opportunity to observe agency procedures and practices, and take part in serving clients with direction from 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 constructive feedback.

**Course Objectives:** By the end of the semester 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 agency in the lives of the clients attending its programs, and its role in the broader range of community services and resources.
3. Plan, implement and evaluate intervention and/or support strategies as directed by the field supervisor to meet the needs of individuals and/or groups.
4. Demonstrate the ability to use information obtained from observations or recorded information about or from clients according to agency procedures.
5. Work effectively and respectfully with clients, students and/or volunteers, and convey an understanding of individual differences and needs.
6. Work effectively in a team with field supervisors and agency/organization staff that reflect 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 the seminars students will:

1. Develop, in collaboration with the field supervisor, a practicum plan consisting of hours of attendance, on-going 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 organizational policies, procedures and regulations set by respective partnering agencies.
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.
9. Meet with field supervisor at mid-term and end of term for a mid-semester and final evaluations.

### ***COURSE FORMAT***

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A. ***Direct experience at placement*** – 12 hours per week.

Each student is expected to participate fully in the activities of the program. *Normally, failure to spend the required hours in the field or being asked to leave placement early for unethical or unprofessional behaviour results in failure of the course.*

B. ***Seminar/Tutorial*** – Up to 3 hours per week

Students will spend time during seminar critically reflecting on their experiences as learners and as members of the school community. Time will be spent considering the topics which relate to practical work with individuals, groups and/or families, such as issues dealing 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/issues that have occurred in the placement over the course of the week. Discussing strategies for interventions and problem-solving around issues will be the focus of this time.

***Course Readings and Resources:***

- Course website: CourseLink
- Practicum Manual
- **Recommended texts:**  
Skills for Human Services Practice: Working with Individuals, Groups, and Communities  
Authors: Agi O'Hara, Zita Weber and Kathy Levine.

***Evaluation:***

A. Field Placement – 50%

Based on performance of student responsibilities as well as on the midterm and final evaluations.

The course instructor will be visiting each student at his/her field placement site at the midterm point of the semester. The purpose of these site visits is: (1) for the instructor to observe the student at work in the field placement and (2) to meet with the student and his/her field placement supervisor to discuss the students' experience and to assess his/her progress and goals. The time slots for these meetings will be posted on Courselink. It is the students' responsibility to schedule this meeting in consultation with their onsite supervisor.

B. Learning Activities – 50%

- i) Administrative Requirements –5%
  - a. Student profile
  - b. Personal goal statement
  - c. Work/Education Placement Agreement
  - d. Practicum Orientation Checklist

- e. Evaluation meetings with the instructor
- ii) Participation in small group discussions in class - 10%
- iii) Participation in online discussion -5%
- iv) Field notes & reflective writing – 15% (7.5% per Reflection assignment)
- v) Narrative assignment – 15%

### **E-mail Communication**

Students must email their course instructor in advance, or on the day of, missing a scheduled day at practicum.

### **Personal Disclosure**

Learning is enhanced by 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 s/he is comfortable sharing with faculty, and fellow students. *The evaluation of student performance is not dependant 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:** It is the student's responsibility to ensure that assignments are completed according to the instructions provided by the Instructor. Failure to do so may result in the assignment being rejected or docked marks. Students are also responsible to ensure that they meet University standards for Academic Integrity. Please refer to the following web site on Academic Integrity.

<http://www.academicintegrity.uoguelph.ca/>

### **WHEN YOU CANNOT MEET COURSE REQUIREMENTS:**

When you find yourself unable to meet a course requirement due to illness or compassionate reasons, please advise the course instructor **in writing**, with name and e-mail 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 certainly no longer than one week later. Note: if appropriate documentation of your inability to meet that in-course requirement is necessary, the course instructor will request it of you. Such documentation will rarely be required of course components representing 10% of the course grade.

**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. A deduction of 3 % of the total mark for the assignment for late submission on the due date, and 1% 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*