

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

**FRHD\*3250/3290 PRACTICUM I W18**  
**COURSE OUTLINE**  
**MCKN 233: 11:30 – 2:20**  
**Winter 2018**

**Course Instructor:** Jane Robson, robson@uoguelph.ca

*Office hours:* By appointment

**Teaching Assistant:** Emma Whitehouse, ewwhiteho@uoguelph.ca

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**Course Description:** In this course students participate in a supervised practicum arranged in a local school, community or social service agency and corresponding seminar. Students will work under the supervision of a faculty member and an onsite supervisor. This 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.
3. Set personal goals and monitor/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 weekly 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, self-assessment, reflective writing, activity plans, and evidence of goal achievement.
9. Meet with field supervisor at mid-term.

## ***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. Students are expected to articulate any university calendar (ie. reading week) related absences to their supervisors.

### **B. *Seminar*** – 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, power and privilege, observations and record keeping, self-care, 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
- **Optional 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 their field placement supervisor to discuss the students' experience and to assess their 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. WSIB form (should have been submitted already)
  - b. Student profile and practicum plan
  - c. Practicum orientation checklist

- d. Personal goal statement
- e. Safety narrative
- f. Midterm evaluation
- g. Final evaluation
- ii) Participation in small group and online discussions: 15%
- iii) Field notes & reflective writing – 15% (7.5% per Reflection assignment)
- iv) Narrative assignment – 15%

### **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.***

**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.

***Please note that students should email their course instructor to advise of any absences from their practicum. Ideally this email should be sent in advance of absence, or on the day of absence, to robson@uoguelph.ca.***

**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 extenuating circumstances. Assignments without an authorized extension will not be accepted more than seven days after the due date.***