

UNIVERSITY OF GUELPH  
DEPARTMENT OF FAMILY RELATIONS AND APPLIED NUTRITION  
FRAN\*6260 Practicum in FRHD  
COURSE OUTLINE Spring 2018

**Instructor:** Dr. Andrea Breen  
([abreen@uoguelph.ca](mailto:abreen@uoguelph.ca))

**DESCRIPTION**

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Supervised practicum experience in a variety of agencies or services. Placements are arranged on an individual basis subject to the requirements of students' programs of study and must be negotiated with the course instructor in advance of registration. **Please note that this course is graded pass/fail.**

**LEARNING OUTCOMES**

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Practicum is a highly individualized experience. Some Learning Outcomes may be more relevant for some settings than others. The following are examples of Learning Outcomes that are relevant for most students' practicum experiences.

On completion of this course, successful 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 organization in the lives of the students/clients attending its programs.
3. Plan, implement and evaluate intervention and/or support strategies as directed by the practicum 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 the organization's procedures.
5. Work effectively and respectfully with clients and/or volunteers, and convey an understanding of individual differences and needs.
6. Work effectively in a team with practicum supervisors and agency/organization staff.
7. Demonstrate skills in reflective practice focusing on the relationship between theoretical and applied knowledge and on personal interactions and self-knowledge.

**COURSE FORMAT**

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**Practicum Placement: The equivalent of 12 hours per week for 12 weeks (\*note , experiences may be condensed).**

Students are expected to participate fully in the activities of the organization. Student schedules are arranged between the student and the practicum supervisor, completing a total of 144 hours. Students are to notify their course instructor of any absences or time missed in their placement. Students are expected to make up any time missed due to illness or other interruptions of hours. Missing more than 12 hours in the semester can result in course failure.

## **COURSE EVALUATION**

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- A. Practicum Evaluation – 75%
  - Midterm & final evaluations
- B. Learning Activities – 25%
  - Administrative responsibilities (5%) – Student Practicum Plan; Learning Goals, Reading List
  - Culminating assignment (20%)

## **RESPONSIBILITIES OF THE PRACTICUM SUPERVISOR**

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The practicum supervisor provides on-site supervision for the student and is vital to the success of the placement. The practicum supervisor also supports student learning and provides feedback to the student to enhance skill development. Supervisor responsibilities include the following:

- Meet regularly with a student to discuss progress and answer questions.
- Outline specific tasks/activities for which the student will be responsible.
- Provide feedback on written assignments related to the position, program plans, and implementation of programming.
- Orient the student to the organization, specifically outlining policies, procedures and all other relevant information.
- Go over student practicum plan, learning goals, and other documentation the student submits to the course instructor.
- Conduct midterm and final evaluations.
- Communicate any serious concerns to the course instructor.

## **STUDENT RESPONSIBILITIES**

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The onus is on the student to ensure that all required tasks and assignments are completed in consultation with their supervisor and submitted to the course instructor. Responsibilities include: Develop a practicum plan consisting of hours of attendance, expectations of student conduct, on-going responsibilities, weekly planning requirements, and any special projects to be undertaken.

- Complete the Student Practicum Plan form in collaboration with supervisor.
- Develop learning goals and discuss the evaluation process with supervisor.
- Plan, implement and evaluate activities for or intentional interactions with individuals and/or small groups. These may be formal or informal based on the organization context.
- Attend regular meetings with supervisor in order to monitor and amend activities as needed and discuss progress toward goals and any upcoming responsibilities.
- Ensure completion of the midterm and final evaluations and submit to course instructor.
- Attend final meeting with course instructor to discuss goal achievement and final evaluation.

## **RESPONSIBILITIES OF THE COURSE INSTRUCTOR**

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The course instructor provides support and direction to both the student and the practicum supervisor. Responsibilities include:

- Provide the practicum course expectations document and all needed forms.
- Provide resources, feedback and guidance to practicum supervisor and student as needed.
- Act as a liaison between practicum supervisor and student when necessary.
- Grade submitted assignment with input from practicum supervisor.
- Determine midterm/final grades in consultation with student and practicum supervisor through evaluation of written work, and one-to-one final meeting with student.

### STUDENT PRACTICUM PLAN

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The Student Practicum Plan is created by the student in collaboration with the practicum supervisor and is recorded online by the **2nd week of the practicum experience**. This plan is available in Appendix A and includes the dates and times the student will attend the practicum, regular supervision times, a list of ongoing responsibilities, weekly planning requirements as well as any projects to be undertaken.

### LEARNING GOALS

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Students are to articulate three learning goals or objectives. Learning goals will be recorded on the learning goal form (Appendix B) and discussed with the practicum supervisor. This ‘goal statement’ forms the basis of a learning contract and will be discussed at the midterm and final evaluations. Over the course of the semester students will document their progress toward these goals. It is understood that goals may change and evolve over through the semester. **This will be due online by the 3<sup>rd</sup> week of the semester though students are encouraged to submit earlier if possible.**

### READING LIST

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Students are expected to develop a reading list that can support their learning in the practicum placement. This short assignment requires students to identify an area in which they would like to further develop their skills and to develop a list of relevant readings. These should be books/articles that support the development of professional skills and competences. For examples, readings may focus on subjects such as communication skills, effective use of self, self-care, professional ethics, cultural competency/cultural humility, effective supervision, grant writing, trauma-informed practice, program evaluation approaches, etc. **This will be due in week 5 of the semester.**

### CULMINATING ASSIGNMENT

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Students will submit one culminating assignment for the written evaluation component of the course grade. This assignment is flexible and will be determined through discussion with the course instructor and practicum supervisor; it is anticipated and encouraged that this assignment be one that meets both the needs of the practicum placement and the culminating assignment. The format of this assignment is flexible and can be a written paper, presentation, or other creative formats. It is expected that the culminating assignment will include references to books/articles from the reading list. **The due date for the culminating assignment will be within 1 week of completion of the practicum experience.**

## **PRACTICUM EVALUATION**

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Students receive a formal evaluation at two points in the course, at the midterm and in the final week of the practicum. The evaluation form (Appendix C) is to be completed by the practicum supervisor in collaboration with the student. Please note that this evaluation form may be adapted by the student in consultation with the course instructor if it is determined that adjustments are needed to make the evaluation more suitable for the particular practicum experience.

The practicum supervisor will provide a rating on the individual scales as well as comments. Once completed, the student will take the written evaluation to a meeting with the course instructor for further discussion. The course instructor will assign a grade in consultation with the student. A letter grade is given at midterm. This evaluation process is intended to provide both the practicum supervisor and student with an opportunity to reflect on the progress of the student. The midterm evaluation provides the student with an understanding of her/his strengths and areas for growth. It is important for feedback to be concrete and specific. If expectations are not being met, a special meeting will be arranged between the supervisor, student and course instructor.

## **REFLECTIVE WRITING**

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Students are encouraged to make practicum notes (learning journal entries) every time they are at their placement. In their practicum notes, students write about what they notice about the context, group dynamics, observations of the people they interact with, as well as their own reactions, thoughts and feelings; this is also a place where students can reflect on their progress towards achieving their learning goals. Students are to use non-identifying information when writing about others in order to preserve confidentiality and anonymity. The student is the only person to have access to practicum notes.

**APPENDIX A – STUDENT PRACTICUM PLAN**

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This Student Practicum Plan is created by the student in collaboration with the practicum supervisor. This plan includes the dates and times the student will attend the practicum, regular supervision times, a brief list of ongoing (or expected) responsibilities, weekly planning requirements as well as any projects to be undertaken.

**Student Name:** \_\_\_\_\_

**Student ID Number:** \_\_\_\_\_

**Student Email:** \_\_\_\_\_

**Practicum Location:** \_\_\_\_\_

**Supervisor Name(s):** \_\_\_\_\_

**Supervisor Email:** \_\_\_\_\_

**Supervisor Phone:** \_\_\_\_\_

**Days/time of the week in placement:**

**Supervision arrangements (e.g., informal meeting on Tuesday from 9-9:30am):**

**Ongoing or expected responsibilities (including any projects to be undertaken, and/or planning requirements):**

**Other pertinent information:**

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**APPENDIX B – LEARNING GOALS**

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These learning goals are created by the student in collaboration with the practicum supervisor. Students are to articulate three learning goals or objectives. These goals form the basis of a learning contract and will be discussed at the midterm and final evaluations. Over the course of the semester students will document their progress toward these goals. It is understood that goals may change and evolve over through the semester.

**Student Name:** \_\_\_\_\_

**Supervisor  
Name(s):** \_\_\_\_\_

**Learning Goal #1**

<i>Goal statement:</i>
<i>Identify success criteria (i.e., describing what success will look like) &amp; steps towards attaining goal:</i>

**Learning Goal #2**

<i>Goal statement:</i>
<i>Identify success criteria (i.e., describing what success will look like) &amp; steps towards attaining goal:</i>

**Learning Goal #3**

<i>Goal statement:</i>
<i>Identify success criteria (i.e., describing what success will look like) &amp; steps towards attaining goal:</i>

**APPENDIX C – PRACTICUM EVALUATION FORM**

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Supervisor Name(s):** \_\_\_\_\_  **Midterm**  
**Practicum Location:** \_\_\_\_\_  **Final**

	Exceeds Expectations	Meets Expectations	Below Expectations	Unable to Evaluate
<b>Professional Practice:</b>				
Arrives on time; gives notice of unavoidable absences				
Meets the course requirements of attending placement for at least 16 hours per week				
Presents an agency appropriate appearance and demeanour				
Maintains required records according to agency procedures				
Works cooperatively during activities				
<b>Comments:</b>				
<b>Application of Knowledge:</b>				
Considers appropriate theories and strategies				
Searches out information needed for activities in placement				
Demonstrates an understanding of contextual issues and how they influence the client/student				
Demonstrates knowledge of sound ethical principles and puts those principles into action				
<b>Comments:</b>				
<b>Communication:</b>				
Communicates clearly and comfortably with supervisor				
Communicates appropriately with other organization staff				
Communicates appropriately with clients				

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<b>Comments:</b>				
	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Below Expectations</b>	<b>Unable to Evaluate</b>
<b>Task Management:</b>				
Shows independence and creativity in initiating and completing activities				
Manages time appropriately to complete the objectives in an orderly way				
Demonstrates flexibility in responding to situations as they arise				
Seeks and uses supervision appropriately and responds well to guidance				
<b>Comments:</b>				
<b>Overall Performance:</b>				
Demonstrates capacity as an independent adult learner in the practicum setting				
Demonstrates interest in, and capacity for self-evaluation				
Student demonstrates a growing level of confidence in her/his abilities				
<b>Comments:</b>				
<b>Narrative Evaluation:</b>				
<i>The time taken to provide thoughtful comments is greatly appreciated.</i>				
1. How has the student progressed towards her/his learning goals?				



**Narrative Evaluation (continued):**

2. What are the areas of strength and/or professional competence demonstrated by the student?

3. What might the student continue to work on or strengthen for the remainder of the placement and in future placements or work settings?

[Empty rectangular box for notes or observations]

4. Please use this space to record any additional comments.

[Empty rectangular box for additional comments]