



COLLEGE of SOCIAL AND APPLIED HUMAN SCIENCES

DEPARTMENT OF FAMILY RELATIONS
AND APPLIED NUTRITION

FRHD*4290/4340 Practicum II: Youth & Adult Development COURSE OUTLINE – FALL 2019

1. CALENDAR DESCRIPTION

This course enables students to extend their knowledge and professional skills in a second supervised placement working in a health, or social service agency. The practicum and seminar provides students with additional opportunities to integrate theoretical knowledge with practice experiences. Students are expected to assume additional responsibilities related to program design and implementation and in their supervised work with individuals and/or groups.

Credit Weight:	1.0 credits
Course Hours:	3-16 (36 seminar; 192 lab/practicum)
Pre-Requisite(s):	FRHD*3200, FRHD*3250, or FRHD*3290
Co-Requisites(s):	none
Restriction(s):	Restricted to B.A.Sc ADEV, ADEV:C, CYF, and CYF:C students Instructor consent required.

2. 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 course instructor 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.

The course consists of:

A. Field Placement (16 hours per week):

Students are in the field for a total of 192 hours over a 12-week period. Schedules are arranged between the student and the practicum supervisor. Normally, failure to spend 192 hours in the field or being asked to leave placement early for unethical or unprofessional behaviour results in failure of the course.

B. Seminar (3 hours per week on Fridays):

Students participate in weekly seminars. Students will spend time during seminar exploring and evaluating their experiences. Students will discuss events or issues that have occurred in the placement over the course of the week. The remaining time will be spent considering the topics which relate to practical work with children, youth, adults and their families such as: systems issues, program planning, best practice implementation, observation, time management, self-evaluation as well as issues related to working as a member of a professional team. Please note, students are expected to be available for the entire seminar time.

3. TIMETABLE

Lecture: Friday 8:30am-11:20Am
Location: MINS101
Final Exam: There is no final exam for this course

4. INSTRUCTIONAL SUPPORT

Course Instructor: Nancy Hood
Email: nhood@uoguelph.ca
Telephone: 519-824-4120 ext. 53970
Office: MINS 217
Office Hours: By appointment

Teaching Assistant: Angela Underhill
Email: aunderhi@uoguelph.ca
Office Hours: By appointment

5. LEARNING RESOURCES

Required Resource(s):

Practicum Manual: available on the course website in the 'Content' section.

Recommended Resource(s):

Other recommended resources available on the course website in the 'Content' section.

6. LEARNING OUTCOMES

At the completion of the course, successful students will be able to:

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 record and 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.
8. Demonstrate effective communication in both written and oral formats

7. TEACHING AND LEARNING ACTIVITIES

Week	Topics	Notes	Due Dates
1 Sept 6	Introduction to practicum	In-person Seminar	
2 Sept 13	Goals, confidentiality, Professionalism and	In-person Seminar	Due Sept 13: Administrative documents
3 Sept 20	Critical Reflection and Stages of Practicum	In-person Seminar	Due September 20: Practicum Goals - 2 submissions signed copy + word format
4 Sept 27	TBA	Online Discussion	
5 Oct 4	Power and Privilege	In-person Seminar	DUE Oct 4: Critical Reflection #1
6 Oct 11	TBA	Online Discussion	Due October 11: Mid-Term Evaluation
7 Oct 18	Conflict Resolution	In-person Seminar	
8 Oct 25	Knowledge in Practice + Professional Identity	In-person Seminar	
9 Nov 1	TBA	Online Discussion	
10 Nov 8	Professional identity	In-person Seminar	Due Nov 8: Critical Reflection #2
11 Nov 15	Final practicum steps & considerations	In-person Seminar	

12 Nov 22	Wrap up and celebrations!	In-person Seminar	Due Nov 22: Portfolio Assignment
13 Nov 29			Due November 29: Final Evaluation

Note: This is a tentative schedule; however, due to various unknown factors there may be changes. Any changes will be announced during class and an announcement will be posted on the CourseLink site.

8. ASSESSMENT DETAILS

Assessment	LOs Addressed	Due Date	% of Final
Practicum evaluation	#1, 2, 3, 4, 5, 6, 7, 8	Evaluations are completed by site supervisor and copies are due to instructor by October 11 (mid-term) and November 29 (final)	50%
Learning activities:			50%
Administrative responsibilities*	#1, 2, 3	Week 2 & 3	5%
Critical Reflection #1	#2, 3, 4, 5, 6, 7, 8	Week 5	7.5%
Critical Reflection #2	#2, 3, 4, 5, 6, 7, 8	Week 10	7.5%
Participation	#7, 8	Weekly	15%
Portfolio Assignment	#2, 3, 4, 5, 6, 7, 8	Week 12	15%
Total:			100%

**Administrative responsibilities must be completed in full and on time. These responsibilities will be discussed in the first seminar and include: student profile and practicum plan, practicum orientation checklist, personal goal statement, safety narrative (see Practicum Manual for details).*

The course grade has two components: 50% practicum achievement and 50% learning activities.

- **Practicum evaluation:** Fifty percent of the final mark is based upon achievement of course objectives within the Oplacement. From a mastery learning perspective, students will be graded on their skill acquisition at the end of the term. ***Note:** A passing mark in the practical part of the course is required for a pass in the overall course.
 - *Connecting with practicum supervisor:* The BASc Practicum Coordinator will connect with the practicum supervisor prior to midterm evaluations for a progress report and and/or support for completion of the midterm evaluation; additionally, the course instructor will facilitate one or more field meetings (on the phone or in person if needed) arranged in collaboration with the student during the semester.

- *Midterm evaluation:* Following receipt of the midterm evaluation, and mid-term meeting, students will receive written or verbal feedback on their progress-to-date which can assist with planning for the second half of the semester.
 - *Final evaluation:* Using the same evaluation form as the midterm evaluation, the practicum supervisor will submit feedback to the course instructor to grade students on their skill acquisition over the course of their practicum placement.
- **Learning activities:** Fifty percent of the final mark is based upon evaluation of written assignments. Assignments are due by 11:59PM on Fridays. Detailed instructions for each assignment and marking rubrics are included on the course website.

9. COURSE STATEMENTS

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 they are comfortable sharing with faculty, 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.

Practicum Absences:

Students must email both their practicum supervisor and their course instructor regarding any absences from their practicum. Ideally, this email should be sent in advance of absence, or on the day of absence. Students are expected to complete their full 192 hours in their practicum placements. Missing hours may result in course failure. Further details are provided in the practicum manual.

Course Website:

There is a course website at <http://courselink.uoguelph.ca>. All components of this course will be housed on the CourseLink site including this course outline, assignments, and links to further resources. Your assignments will be submitted through the Dropbox function. Marks and feedback will also be released on the site. Please familiarize yourself with this website as soon as possible and visit it regularly throughout the semester.

Late Assignments:

Late assignments will be accepted up to 5 days following the due date and will receive a penalty of 10% per day EXCEPT under documented grounds for compassionate consideration. Assignments submitted more than one week late without documented grounds will receive a grade of zero. If you are going to hand an assignment in late, you must contact your course instructor to inform them when you will be submitting your assignment.

Receipt of Grades:

After you receive a grade on CourseLink, please review your feedback. Any inquiry or dispute over the grade must be made within two weeks from the date they are posted. If you fail to protest any grade during this time limit, changes to the grade will not be considered. [Grades will be based on the Grading Procedures outlined in the Undergraduate Calendar.](#)

Turnitin Software:

In this course, your instructor will be using Turnitin, integrated with the CourseLink Dropbox tool, to detect 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.

A major benefit of using Turnitin is that students will be able to educate and empower themselves in preventing academic misconduct. In this course, you may screen your own assignments through Turnitin as many times as you wish before the due date. You will be able to see and print reports that show you exactly where you have properly and improperly referenced the outside sources and materials in your assignment.

10. UNIVERSITY STATEMENTS**E-mail communication:**

As per university regulations, all students are required to check their <uoguelph.ca> e-mail account regularly: e-mail is the official route of communication between the University and its students.

When you cannot meet a course requirement:

When you find yourself unable to meet in-course requirements due to illness or compassionate reasons, please advise the course instructor (or designated person, such as a teaching assistant) in writing with name, ID#, and email contact. [See the undergraduate calendar for information on regulations and procedures for Academic Consideration.](#)

Drop date:

Students have until the last day of classes to drop courses without academic penalty. The regulations and procedures for [Dropping Courses](#) are available in the Undergraduate Calendar.

Copies of out-of-class assignments:

Keep paper and/or other reliable back-up copies of all out-of-class assignments: you may be asked to resubmit work at any time.

Accessibility:

The University promotes the full participation of students who experience disabilities in their academic programs. To that end, the provision of academic accommodation is a shared responsibility between the University and the student.

When accommodations are needed, the student is required to first register with Student Accessibility Services (SAS). Documentation to substantiate the existence of a disability is required, however, interim accommodations may be possible while that process is underway.

Accommodations are available for both permanent and temporary disabilities. It should be noted that common illnesses such as a cold or the flu do not constitute a disability.

Use of the SAS Exam Centre requires students to book their exams at least 7 days in advance, and not later than the 40th Class Day.

More information: www.uoguelph.ca/sas

Academic misconduct:

The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all members of the University community – faculty, staff, and students – to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. University of Guelph students have the responsibility of abiding by the University's policy on academic misconduct regardless of their location of study; faculty, staff and students have the responsibility of supporting an environment that discourages misconduct. Students need to remain aware that instructors have access to and the right to use electronic and other means of detection.

Please note: Whether or not a student intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse students from responsibility for verifying the academic integrity of their work before submitting it. Students who are in any doubt as to whether an action on their part could be construed as an academic offence should consult with a faculty member or faculty advisor.

[The Academic Misconduct Policy is detailed in the Undergraduate Calendar.](#)

Recording of materials:

Presentations which are made in relation to course work—including lectures—cannot be recorded or copied without the permission of the presenter, whether the instructor, a classmate or guest lecturer. Material recorded with permission is restricted to use for that course unless further permission is granted.

Resources:

The [Academic Calendars](#) are the source of information about the University of Guelph's procedures, policies and regulations which apply to undergraduate, graduate and diploma programs.