



## COLLEGE of SOCIAL AND APPLIED HUMAN SCIENCES

DEPARTMENT OF FAMILY RELATIONS  
AND APPLIED NUTRITION

# FRHD\*4290/4330/4340: Practicum II: Child, Youth and Adult Development COURSE OUTLINE – WINTER 2019

## 1. CALENDAR DESCRIPTION

Through seminar and supervised experience with children, youth, families and adults, students will demonstrate the application of theory studied earlier in the program. This practicum course will also provide opportunities for working directly in a community setting while examining the role of the professionals involved and the communication with community members. Developing skills in programming planning, implementation, and evaluation is a primary objective. Students wishing to enrol in this course must consult with the instructor during course selection.

**Credit Weight:** 1.0 credits

**Course Hours:** 3-6 (0 lecture; 36 lab/seminar)

**Pre-Requisite(s):** FRHD\*3200, FHRD\*3250, FRHD\*3290.

**Co-Requisites(s):** FRHD\*3180, FRHD\*3400

**Restriction(s):** Registration in the B.A.Sc. program (Child, Youth and Family or Child, Youth and Family Co-op majors). 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.

## 3. TIMETABLE

**Lecture:** Fridays: 8:30-11:20

**Location:** MCKN 307

**Final Exam:** none

## 4. INSTRUCTIONAL SUPPORT

**Course Instructor:** Jane Robson & Nancy Hood\*

\*Please note that there are two instructors for this course and the class will be co-taught.

**Email:** bascprac@uoguelph.ca  
**Telephone:** 519-824-4120 ext. 53970  
**Office:** MINS 217  
**Office Hours:** **Office hours by appointment**

**Teaching Assistant:** Catherine Taylor  
**Email:** ctaylo14@uoguelph.ca  
**Office:** TBA  
**Office Hours:** **Office hours by appointment**

## **5. LEARNING RESOURCES**

### **Required Resource(s):**

All required readings will be posted to CourseLink

### **Recommended Resource(s):**

*Skills for Human Services Practice: Working with Individuals, Groups, and Communities*  
Authors: Agi O'Hara, Zita Weber and Kathy Levine.

## **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	Assigned Readings & Guest Speakers	Notes & Due Dates
1 Jan 11	Introduction to Practicum		Large Class Format
2 Jan 18	Goals, confidentiality and critical reflection		Large Class Format *Practicum administrative documents due.
3 Jan 25	Professionalism and therapeutic alliance		Small Groups *Goals due *Sign up for midterm meeting
4 Feb 1	TBA		Online Discussion 1 *Reflection 1 Due
5 Feb 8	The stages of practicum		Small Groups
6 Feb 15	Power and privilege		Small Groups *Midterm evaluation due to dropbox
Feb 22	<b>READING WEEK: Enjoy!</b>	Please ensure you give your supervisor plenty of notice that you are off this week.	
7 Mar 1	Conflict resolution		Small Groups *Reflection 2 Due
8 Mar 8	TBA		Online Discussion 2
9 Mar 15	Knowledge in practice		Small Groups
10 Mar 22	Professional identity		Small Groups
11 Mar 29	Practicum: Final steps and considerations		Small Groups
12 Apr 5	Wrap-up and celebrations		Large Class Format *Final evaluation due to Dropbox *Final portfolio due in class or online

**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
Field Placement Evaluations ( <i>Midterm and Final</i> )	1-8	Evaluations are completed by site supervisor, and copies are due to the instructor by February 15 (Midterm) and April 5 (Final).	50%
Administrative Documents ( <i>WSIB form, Student profile and practicum plan, Practicum orientation checklist, Personal goal statement, Safety narrative</i> )	1-3	By January 18 *goals due January 25	5%
Reflection 1	2-8	February 1	7.5%
Reflection 2	2-8	March 1	7.5%
Participation ( <i>in-class and online discussions</i> )	7,8	Ongoing	15%
Portfolio assignment	2-8	April 5	15%
<b>Total:</b>			<b>100%</b>

## 9. COURSE STATEMENTS

### 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:

All assignments will be due by Friday at 11:30 PM, unless otherwise noted on the Dropbox. Late assignments will be accepted up to 5 days following the due date and will receive a penalty of 5% 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 need to hand an assignment in late, you must contact your course instructor ahead of time where possible, and negotiate an extended date of submission. If you are not able to contact the instructor ahead of time, please do so as soon as possible. Extensions will only be granted for compassionate consideration at the discretion of the course instructor. Note: if appropriate documentation of your inability to meet an

in-course requirement is necessary, the course instructor will request it, and it is your responsibility to provide it.

**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.

***As this course relies heavily on student participation at their placement sites, 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 [bascprac@uoguelph.ca](mailto:bascprac@uoguelph.ca).***

## **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:**

Courses that are one semester long must be dropped by the end of the fortieth class day; two-semester courses must be dropped by the last day of the add period in the second semester. 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](http://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.