



COLLEGE of SOCIAL AND APPLIED HUMAN SCIENCES

DEPARTMENT OF FAMILY RELATIONS
AND APPLIED NUTRITION

FRHD*4290/4340: Course Name COURSE OUTLINE – WINTER 2023

1. CALENDAR DESCRIPTION

FRHD*4290: This course enables students to extend their knowledge and professional skills in a second supervised placement in a health or social service agency. The practicum and seminar provide 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. Students wishing to enrol in this course must consult with the instructor during the course selection period.

FRHD*4340: This course enables students to extend their knowledge and professional skills in a second supervised placement working with youth in a health or social service agency. The practicum and seminar provide 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 lecture; 192 lab/seminar)
Pre-Requisite(s):	FRHD*3200/FRHD*3250/FRHD*3290
Co-Requisites(s):	
Restriction(s):	Restricted to students in BAsC ADEV, ADVE:C, FSHD, CSTU, CYF, or CYF:C 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. 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 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. Some weeks we will meet in large groups and other weeks in small groups. Students are expected to be available for the entire seminar time.

3. TIMETABLE

Lecture: Friday 11:30 a.m. – 2:20 p.m.

Location: ROZH, 108

4. INSTRUCTIONAL SUPPORT

Course Instructor: Dr. Kim Wilson (she/her/hers)

Email: kim.wilson@uoguelph.ca

Telephone: 519-824-4120 ext.

Office: MINS 219

Office Hours: By appointment

Teaching Assistant: Bibina Matthew

Email: bibina@uoguelph.ca

Office Hours: By appointment

5. LEARNING RESOURCES

Required Resource(s):

1. Practicum Manual: available on the course website in the 'Content' section.
2. Ingram, I. L., & Walters, T. S. (2007). A critical reflection model to teach diversity and social justice. *Journal of Praxis in Multicultural Education*, 2(1), 23-41. <https://doi.org/10.9741/2161-2978.1021>

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	Assigned Readings & Guest Speakers	Notes & Due Dates
1 Jan 13	Welcome, introductions, and overview of the syllabus		
2 Jan 20	Goals, confidentiality, and reflecting on critical reflection	READING: Ingram & Walters (2007)	DUE Jan 20th: Practicum plan and orientation checklist
3 Jan 27	Duty to report		DUE Jan 27th: Professional learning goals
4 Feb 3	Working with diverse communities (part I)		
5 Feb 10	SafeTALK	Guest Speaker:	DUE Feb 10: Critical Reflection Journal #1
6 Feb 17	Individual meetings with course instructor		Note: no scheduled seminar
7 Mar 3	Conflict Resolution		
8 Mar 10	Working with diverse populations (part II)		
9 Mar 17	Accessibility & inclusion + portfolio assignment review and discussion		

Week	Topics	Assigned Readings & Guest Speakers	Notes & Due Dates
10 Mar 24	Online activity: Documentary option OR anti-stigma training		DUE Mar 24: Critical Reflection Journal #2 Note: no scheduled seminar
11 Mar 31	Dual Relationships		Due March 31: Reflection discussion post
12 Apr 10	Group closure and wrap up		Due April 10: Participation Self-Evaluation Due April 14: Portfolio Assignment Due April 14: 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	Ongoing	50
Learning Activities			50
Administrative responsibilities*+	#1,2,3	Week 2/3+	5
Critical Reflection Journal #1	#2,3,4,5,6,7,8	Week 5	7.5
Critical Reflection Journal #2	#2,3,4,5,6,7,8	Week 10	7.5
Seminar 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: WSIB student declaration, practicum plan and orientation checklist, and professional learning goal statements (see Practicum Manual for details).*

+The professional learning goals component of the administrative responsibilities is due in week 3.

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 placement. 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/or support for

completion of the midterm evaluation; additionally, the BASc Practicum Coordinator and/or course instructor may do one or more field visits arranged in collaboration with the student during the semester on an as needed basis.

- *Midterm evaluation:* Students meet with the course instructor following receipt of the midterm evaluation to discuss their progress-to-date and plan 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 6 p.m. Fridays.** Detailed instructions for each assignment and marking rubrics are included on the course website.

9. COURSE STATEMENTS

Land Acknowledgement:

We acknowledge that the University of Guelph resides on the ancestral lands of the Attawandaron people and the treaty lands and territory of the Mississaugas of the Credit. We recognize the significance of the Dish with One Spoon Covenant to this land and offer our respect to our Anishinaabe, Haudenosaunee and Métis neighbours as we strive to strengthen our relationships with them. Acknowledging them reminds us of our important connection to this land where we learn and work.

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 deadlines have a grace period of 48 hours.* This means that there will not be docked marks if you submit before the extra 48 hours period expires. Please, do not treat the grace period as the deadline, because it is not. The deadline is a hard deadline, and the grace period is in place to account for potential difficulties and life events that can occur at the time of the hard deadline.
- *Emails asking for late submission during the grace period are not needed* and will not be answered: just submit within the grace period. CourseLink will say that it is late, but if it is within 48 hours of the deadline is within the grace period and it is not late.
- *No extensions over the grace period will be given.* You can submit the assignment after the grace period has expired; however, your mark will be docked 10% per day including weekends 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. This policy is in place to guarantee fairness for all students.

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 an in-course requirement because of illness or compassionate reasons, please advise the course instructor (or designated person, such as a teaching assistant) in writing, with your name, id#, and e-mail 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 last day of classes; two-semester courses must be dropped by the last day of classes 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 make a booking at least 14 days in advance, and no later than November 1 (fall), March 1 (winter) or July 1 (summer). Similarly, new or changed accommodations for online quizzes, tests and exams must be approved at least a week ahead of time.

More information: www.uoguelph.ca/sas

Academic misconduct:

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

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.

Instructors **shall not** determine if academic misconduct has occurred. This is up to the Associate Dean Academic's office. Instructors shall not assign a grade of zero even if they believe that the student has committed some form of academic misconduct (e.g., copied material from a website like CourseHero) on an assignment or exam.

Instructors **can** determine if a student has poorly paraphrased and/or improperly cited material and can provide a grade accordingly as long as this is clearly identified as part of the assessment criteria via a rubric or other assessment tools.

For more information about Academic Integrity resources and how to prevent Academic Misconduct see: <https://csahs.uoguelph.ca/faculty-research/hub-teaching-learning-excellence/academic-integrity>

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.

Disclaimer:

Please note that the ongoing COVID-19 pandemic may necessitate a revision of the format of course offerings, changes in classroom protocols, and academic schedules. Any such changes will be announced via Courselink and/or class email.

This includes on-campus scheduling during the semester, mid-terms and final examination schedules. All University-wide decisions will be posted on the COVID-19 website (<https://news.uoguelph.ca/2019-novel-coronavirus-information/>) and circulated by email.

Illness:

Medical notes will not normally be required for singular instances of academic consideration, although students may be required to provide supporting documentation for multiple missed assessments or when involving a large part of a course (e.g., final exam or major assignment).

COVID-19 Safety Protocols:

For information on current safety protocols, follow these links:

- <https://news.uoguelph.ca/return-to-campuses/how-u-of-g-is-preparing-for-your-safe-return/>
- <https://news.uoguelph.ca/return-to-campuses/spaces/#ClassroomSpaces>

Please note, that these guidelines may be updated as required in response to evolving University, Public Health or government directives.