

CORE 597 Practicum I

Instructor:

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Office Hours/Policy on Answering Student Emails

Office Hours: By Appointment

Emails: Please include CORE 597 in subject headings.

This is an **online** practicum course; a student will spend 130-hours in a practicum placement. Ideally, students will have their practicum sites confirmed with ideas for a project prior to the first day of class. Contact with the instructor will occur through the asynchronous D2L discussion forum, regular e-mail communications and scheduled phone calls between students, practicum site facilitator and course instructor. Materials and questions for discussions will be posted on D2L .

Answering students' questions:

- For email account or access difficulties, contact IT Support www.ucalgary.ca/it/
- For all course-related materials and questions, please contact the instructor at Lillian.bunce@ucalgary.ca

Time and Location:

Student participation on D2L discussion forums including a synchronous AdobeConnect session for student introductions on first day of class, and both posting and responding to peer questions/comments on the open discussions forum. Students are expected to enter a brief (30-50 word)

Online Required D2L Sessions : Adobe Connect : sessions will be recorded

- 1. Sept 6, 2018 @ 6 :30pm MT – 1st session – Introductions and personal post**
- 2. Nov. 7, 2018 – Use Reflective Writing workshop-10am – 11 :50 (MT)**

Prerequisite/Co-Requisite:

54 units (9.0 full-course equivalents) and enrolment in BCR, Minor in Community Rehabilitation and Disability Studies, Minor in Adapted and Therapeutic Physical Activity or Concentration in Community Rehabilitation and Disability Studies for Health and Society Majors in the Bachelor of Health Sciences program

Course Description:

Development of Services and Programs: Senior Level program and management skills in partner agencies, associations and systems. Specifics to be negotiated with the students. Content on professional ethics will be covered.

Overarching Theme

This practicum course is the first half of two linked practicum courses - Core 597 & Core 598. Students will attend a 130 hour practicum in each course and will complete a project that has been negotiated with the practicum site facilitator and the instructor at the site of their choosing. Students are required to attend Adobe Connect Online Sessions as listed above.

Global Objectives

Students will participate in a 130 hour practicum (links with CORE 598 Winter term, 130 hours) focused on development of services and programs, consultation and leadership. Specific areas of focus will be developed in consultation with the organization, the student and the instructor. Practicum sites are selected according to the following criteria;

- (a) interest in innovation/change/improvement in delivery of services
- (b) interest in an on-going relationship with Community Rehabilitation and Disability Studies and the University of Calgary and
- (c) commitment to student learning needs.

Learning Objectives

By the completion of this course, students will:

- Demonstrate leadership skills in community practice
- Reflect on past and current service delivery and examine alternatives for future actions to enhance inclusion in community
- Recognize innovation and change to address limitations in human service outcomes
- Build a collaborative network for professional action
- Develop skills in some of the following areas (areas dependent on the specific nature of the practicum projects:
 - Work towards facilitating a change process – individual, organization or social action
 - Develop skills in domains such as fund development and marketing, curriculum development or strategic program planning
 - Facilitate a program evaluation plan, survey or needs assessment
 - Research a specific topic/question: e.g. a current literature review of theory and/or practice, critical policy analyses or develop an inquiry based proposal to respond to problem/question posed by the organization

- Board Development – e.g. examine best practices for effective recruitment, role clarity

Required Textbooks

No text is required for this course

Evaluation

The University policy on grading and related matters is described in section F.2 of the 2018-2019 Calendar.

In determining the overall grade in the course the following weights will be used:

CORE 597

1. Practicum Proposal & Evaluation: Value 60% including:

- Practicum Proposal (20%)– arrange appointment with instructor & practicum facilitator; due October 10, 2018
- Midterm Evaluation (20%) – Practicum Proposal (20%)– arrange appointment with instructor & practicum facilitator; due November 7, 2018
- Final Evaluation (20%)– arrange appointment with instructor & practicum facilitator; due December 12, 2018

2. Reflective Writing Assignment: Value 40% - due December 5, 2018

Details of assignment content will be discussed during reflective writing workshop; 3-5 pages; not including references, APA format.

There will be no final exam in this course. A student's final grade for the course is the sum of the separate assignments. It is not necessary to pass each assignment separately in order to pass the course.

A Note regarding Writing Assignments:

Writing skills are important to academic study in all disciplines. In keeping with the University of Calgary's emphasis on the importance of academic writing in student assignments (section E.2 of 2018-19 Calendar), writing is emphasized, and the grading thereof in determining a student's mark in this course. The Bachelor of Community Rehabilitation values excellence in writing. Competence in writing entails skills in crafting logical, clear, coherent, non-redundant sentences, paragraphs and broader arguments, as well as skills with the mechanics of writing (grammar, spelling, punctuation). The University of Calgary offers a number of instructional services through the Students' Success Centre's Writing Support Services (<http://www.ucalgary.ca/writingsupport/>) for students seeking feedback on assignments or seeking to improve their general writing skills. Students are **strongly encouraged** to take advantage of these programs.

Grading Scheme:

A+ 97-100%	B+ 80-84%	C+ 65-69%	D+ 54-56%
A 90-96%	B 75-79%	C 60-64%	D 50-53%
A- 85-89%	B- 70-74%	C- 57-59%	F 0-49%

Missed Components of Term Work:

Late assignments will lose 25% per day late past the deadline for all assignments. In this case, assignments will **NOT** be accepted more than 48 hours after the posted deadline and students failing to submit any assignment within this time frame will receive a mark of zero. **There will be NO exceptions to this policy.**

Extensions will NOT be granted on any assignment or quizzes. The only exceptions to this are those in keeping with the University Calendar (illness, religious conviction, or domestic affliction) that are received in writing and with supporting documentation. Please be advised that students should notify the instructor before the assignment deadline to discuss.

Brightspace by Desire2Learn (D2L)

Brightspace Desire 2 Learn is located on the University of Calgary server and will be used extensively for communication with students. **It is the student's responsibility to ensure that they get all posted communications and documents and that they receive emails sent by instructors or fellow students through D2L.** Only your @ucalgary.ca email address may be linked to D2L. Please ensure that you are regularly checking your @ucalgary.ca account.

If you need help accessing or using D2L, please visit the Desire2Learn resource page for students: <http://elearn.ucalgary.ca/d2l-student/>.

Policies Governing the Course:**Attendance**

Students are required to complete 130 hours at their practicum site and attend all monthly seminars

Conduct During Lectures

Students are expected to conduct themselves in a mature and courteous manner at their practicum sites and during class time. Students are expected to frame their comments and questions to lecturers in respectful and appropriate language, always maintaining sensitivity towards the topic.

Students are expected to take notes during each session and should not rely solely on handout material supplied by the instructors.

Conduct during Practicum

It is expected that students will maintain a professional manner while in their community-based practicum placements. As such, students are expected to adhere to all policies and procedures of their practicum site, including attendance/punctuality, attire, language and attitude and

respecting all matter of the site as confidential. Students should recognize that they are responsible for their own learning and therefore need to take an active role in their setting. This can be achieved by interacting respectfully with site supervisors and staff, seeking and accepting feedback from site supervisors, designated site mentors and/or the course instructor while always exerting maximum effort in completing assigned tasks, contracted learning goals and project work (if required). Students are also reminded that they must adhere to the University of Calgary Code of Conduct Policy (<http://www.ucalgary.ca/policies/files/policies/code-of-conduct.pdf>)

Electronic Devices

The Bachelor of Community Rehabilitation program aims to create a supportive and respectful learning environment for all students. Research studies have found that student use of electronic devices (laptops, tablets, etc) in the classroom negatively affects the learning of both the user and those sitting nearby. Inappropriate use of laptops is also disruptive to your fellow classmates and disrespectful to the lecturer. The use of laptops and other electronic note-taking devices is permitted; however, their use in the classroom should be for course-related work/note-taking only. Please do **NOT surf the web, check email or do other unrelated work**. Students who use their laptops inappropriately or are otherwise disruptive during lectures will be asked to leave.

Cell phones (or similar devices) should **be turned off** (not merely silent) upon entering the classroom. Sending/receiving text messages or leaving the class to take calls is disruptive to the entire class and will not be tolerated unless absolutely necessary. Students who disregard this rule during lectures or tutorials will be asked to leave. These items are not permitted under any circumstance during exams/quizzes, etc.

Copyright

It is the responsibility of students and professors to ensure that materials they post or distribute to others comply with the Copyright Act and the University's Fair Dealing Guidance for Students (library.ucalgary.ca/files/library/guidance_for_students.pdf). Further information for students is available on the Copyright Office web page (<http://library.ucalgary.ca/copyright>)

A Note Regarding Instructor Intellectual Property

Generally speaking, course materials created by professor(s) (including course outlines, presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the professor(s). These materials may **NOT** be reproduced, redistributed or copied without the explicit consent of the professor. **The posting of course materials to third party websites such as note-sharing sites without permission is prohibited.** Sharing of extracts of these course materials with other students enrolled in the course **at the same time** may be allowed under fair dealing.

Academic Accommodations Based on Disability or Medical Condition

It is the student's responsibility to register with Student Accessibility Services to be eligible for formal academic accommodation in accordance with the Procedure for Accommodations for Students with Disabilities (<https://www.ucalgary.ca/policies/files/policies/procedure-for->

accommodations-for-students-with-disabilities_0.pdf). If you are a student who may require academic accommodation and have not registered with Student Accessibility Services, please contact their office at (403) 220-8237; <http://www.ucalgary.ca/access/>. Students will be provided with all necessary accommodations to ensure equal opportunity to succeed in this course. Please provide the instructor your accommodation letter from Student Accessibility Services within 14 days after the start of this course so that all needed arrangements for exams and assignments can be made.

Accommodations on Protected Grounds other than Disability

Students who require an accommodation in relation to their coursework based on a protected ground other than disability, should communicate this need, preferably in writing, to the designated BCR program contact, Mrs. Jennifer Logan (jljlogan@ucalgary), or to Dr. Ebba Kurz, Associate Dean, Undergraduate Health and Science Education, Cumming School of Medicine. Students who require an accommodation unrelated to their coursework or the requirements for a graduate degree, based on a protected ground other than disability, should communicate this need, preferably in writing, to the Vice-Provost (Student Experience). For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/.

Academic Misconduct

The University of Calgary is committed to the highest standards of academic integrity and honesty. The University of Calgary has created rules to govern all its members regarding the creation of knowledge and the demonstration of knowledge having been learned. These rules are contained principally in Sections J to L of the *University of Calgary Calendar*. Students are expected to be familiar with these standards and to uphold the policies of the University in this respect. The Calendar also stipulates the penalties for violating these rules. Please know that the University and the Cumming School of Medicine take these rules seriously. **All incidences of academic dishonesty in this course, such as cheating and plagiarism, will be reported to the Associate Dean (Undergraduate Health and Science Education) for investigation;** infractions will be noted on the record of a student found to be guilty.

Recording of Lectures

Audio or video recording of lectures is prohibited except where explicit permission has been received from the instructor.

Other Important Information

Freedom of Information and Protection of Privacy Act

This course is conducted in accordance with the Freedom of Information and Protection of Privacy Act (FOIP); students should identify themselves on written assignments (exams and term work) by their name and ID number on the front page and ID on each subsequent page. Work assigned to you by your course instructor will remain confidential unless otherwise stated before submission. The assignment cannot be returned to anyone else without your expressed permission to the instructor. Grades will be made available on an individual basis and students will not have access to other students' grades without expressed consent. Similarly, any

information about yourself that you share with your course instructor will not be given to anyone else without your permission. See <http://www.ucalgary.ca/policies/files/policies/privacy-policy-2011.pdf> for more information.

Appeals

If there is a concern with the course, academic matter or a grade, first communicate with the instructor. If these concerns cannot be resolved, students can proceed with an academic appeal, as per Section I of the University Calendar, which normally begins with the Associate Dean (Undergraduate Health and Science Education). Students must follow the official reappraisal/appeal process and may contact the Student Ombuds' Office (<http://www.ucalgary.ca/ombuds>) for assistance with this and with any other academic concerns, including academic and non-academic misconduct. Students should be aware that concerns about graded term work may only be initiated **within 15 days** of first being notified of the grade.

Resources for Support of Student Learning, Success, Safety and Wellness

Student Success Centre	http://www.ucalgary.ca/ssc/
Student Wellness Centre	http://www.ucalgary.ca/wellnesscentre/
Distress Centre	http://www.distresscentre.com/
Library Resources	http://library.ucalgary.ca

Wellness and Mental Health Resources

The University of Calgary recognizes the pivotal role that student mental health plays in physical health, social connectedness and academic success, and aspires to create a caring and supportive campus community where individuals can freely talk about mental health and receive supports when needed. We encourage you to explore the excellent mental health resources available throughout the university community, such as counselling, self-help resources, peer support or skills-building available through the SU Wellness Centre (Room 370 MacEwan Student Centre, <https://www.ucalgary.ca/wellnesscentre/services/mental-health-services>) and the Campus Mental Health Strategy (<http://www.ucalgary.ca/mentalhealth/>).

Student Ombuds' Office

The Student Ombuds' Office supports and provides a safe, neutral space for students. For more information, please visit www.ucalgary.ca/ombuds/ or email ombuds@ucalgary.ca

Student Union (SU) Information

The SU Vice-President Academic can be reached at (403) 220-3911 or suvpaca@ucalgary.ca ; the SU representatives for the Cumming School of Medicine can be reached at medrep1@su.ucalgary.ca or medrep2@su.ucalgary.ca.

Tutorial Course Schedule

The following is a list of topics for class sessions and assignment due dates. Please note that unforeseen circumstances may cause changes to the schedule with respect to the timing of topics. Students will be notified of all changes in a timely manner by way of email and D2L announcements.

CORE 597 Fall 2018					
	Date	Module/Topic	Instructor	Reading	Assignment
Fall 2018	September 6, 2018 Adobe Connect 6:30 – 8:00 pm MST	Practicum Overview and student introductions	Lili Bunce		
	Oct 10, 2018	Proposal meeting	Lili Bunce		Practicum proposal completed
	Nov. 7, 2018	Mid term meeting	Lili Bunce		Mid Term Evaluation Due
	November 7, 2018 Adobe Connect 10:00 -11:50 am MST	How to Effectively Use Reflective Writing: Writing Workshop	Joanna Rankin, Lili Bunce, Anne Hughson & Patti Desjardine		
	December 5, 2018	Reflective Writing assignment Final Evaluation	Lili Bunce		Final evaluation Reflective Writing Assignment