CORE 595 – T02, B02
Practicum II

Instructor:
Tiffany Boulton, PhD
tiffany.boulton@ucalgary.ca

Office Hours/Policy on Answering Student Emails
Office Hours: Wednesdays 9:30-10:30 am (online via Zoom)

Email Policy: Please note that all course communications must occur through your @ucalgary email, and I will respond to emails sent via student’s @ucalgary emails within the week of receipt.

Time and Location:
Synchronous (Zoom)
Wednesdays 11:00-12:50 MT – January 13, February 10, March 10, April 14 (and an optional, drop-in session on April 7)

The location of this course is ONLINE via Desire2Learn (D2L) and Zoom. To best succeed in the course, students are encouraged to participate in the asynchronous learning tasks using the D2L learning environment and synchronous Zoom sessions. If unable to participate in the Zoom sessions due to the time difference or unforeseen circumstances, it is the student’s responsibility to watch the recording and ensure that they understand the course material and complete any in-class assignments that were missed.

Prerequisite/Co-Requisite:
Community Rehabilitation 594

Course Description:
Senior level program and management skills in partner agencies, associations, and systems. Specifics to be negotiated with the student. Content on professional ethics will also be covered.

Overarching Theme
This practicum course is the second half of two linked practica CORE 594 & CORE 595. Students will attend a 130-hour practicum and will complete a project of their choosing at this site. Students will be required to attend classroom seminars one time per month.

Global Objectives
Students will participate in a 130-hour linked practicum (including 130 hours in CORE 595 Winter term) 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. Internship 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.

**Course Learning Outcomes**

By the end of this course, students will be able to:

- 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 action
- Depending on the specific nature of the practicum students will develop skills in some of the following areas:
  - Work towards facilitating a change process – individual, organization or social action
  - Develop skills in areas such as fund development and marketing, curriculum development, and strategic 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
  - Board Development – e.g. examine best practices for effective recruitment, role clarity

**Learning Resources**

No text is required for this course

**Learning Technology Requirements**

Brightspace (by D2L) 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 receive 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.

In order to successfully engage in learning experiences at the University of Calgary, students taking online, remote and blended courses are required to have reliable access to the following technology:

- A computer with a supported operating system, as well as the latest security and malware updates;
- A current and updated web browser;
- Webcam (built-in or external);
- Microphone and speaker (built-in or external), or headset with microphone;
- Current antivirus and/or firewall software enabled;
• Broadband internet connection
Most current laptops will have a built-in webcam, speaker and microphone.

A laptop, desktop, tablet or mobile device is required for D2L access. If you need help accessing or using D2L, please visit the Desire2Learn resource page for students: http://elearn.ucalgary.ca/d2l-student/.

Evaluation
The University policy on grading and related matters is described in section F of the 2020-2021 Calendar.

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

1. Practicum Project & Evaluation: Value 60% including:
   • Practicum Project Update (20%) – due February 10, 2021
   • Midterm Evaluation (10%) – due March 10, 2021
   • Final Project and Evaluation (30%) – due April 14, 2021

2. Interactive Seminars: Value 30% including:
   • Journal Submission (15%)
     o for Peer Review – due March 3, 2021 (1 week before class)
     o for Submission to Journal (Mandatory*) – due April 7, 2021
   • Student Peer Review (15%) – due March 17, 2021

3. Student Conference (Journal Abstract & Presentation): Value 10%
   • Abstract Submission for Student Conference Schedule – due April 1, 2021
     *The abstract is due two weeks prior to the student conference to share with all 500 level practicum students and potential guests.
     *PLEASE NOTE: To present at the conference, and receive a grade for your presentation, you must submit your abstract to be included in the conference schedule by the deadline
   • “3-minute Thesis” Presentation at Student Conference – due April 14, 2021
     *Please Note: The Student Conference will take place during regularly scheduled class time – April 14, 2021 from 11:00-12:50.
     *All 500 level students (CORE 595 L01, L02 and CORE 598) will be evenly organized into three different Zoom rooms to present their “3-minute thesis” based on their practicum project to their peers and guests.
     *These presentations will be recorded for evaluation purposes

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 2020-21 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). Sources used in research papers must be properly documented. 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:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Outstanding performance</td>
<td>96-100</td>
</tr>
<tr>
<td>A</td>
<td>Excellent performance</td>
<td>90-95</td>
</tr>
<tr>
<td>A-</td>
<td>Approaching excellent performance</td>
<td>85-89</td>
</tr>
<tr>
<td>B+</td>
<td>Exceeding good performance</td>
<td>80-84</td>
</tr>
<tr>
<td>B</td>
<td>Good performance</td>
<td>75-79</td>
</tr>
<tr>
<td>B-</td>
<td>Approaching good performance</td>
<td>70-74</td>
</tr>
<tr>
<td>C+</td>
<td>Exceeding satisfactory performance</td>
<td>65-69</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory performance</td>
<td>60-64</td>
</tr>
<tr>
<td>C-</td>
<td>Approaching satisfactory performance</td>
<td>57-59</td>
</tr>
<tr>
<td>D+</td>
<td>Marginal pass</td>
<td>54-56</td>
</tr>
<tr>
<td>D</td>
<td>Minimal pass</td>
<td>50-53</td>
</tr>
<tr>
<td>F</td>
<td>Did not meet course requirements</td>
<td>0-49</td>
</tr>
</tbody>
</table>

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. The only exceptions to this are those in keeping with the University Calendar (debilitating illness, religious conviction, or severe domestic affliction) that are received in writing and with supporting documentation. Please note that while absences are permitted for religious reasons, students are responsible for providing advance notice and adhering to other guidelines on this matter, as outlined in the University Calendar (https://www.ucalgary.ca/pubs/calendar/current/e-4.html).
Course Evaluations and Student Feedback

Student feedback will be sought at the end of the course through the Universal Student Rating of Instruction (USRI) and a qualitative student evaluation. Students are welcome to discuss the process and content of the course at any time with the instructor. Students may also address any concerns they may have with Dr. Ebba Kurz, Associate Dean (Undergraduate Health and Science Education) in the Cumming School of Medicine (kurz@ucalgary.ca).

Guidelines for Zoom Sessions

Zoom is a video conferencing program that will allow us to meet at specific times for a ‘live’ video conference, so that we can have the opportunity to meet each other virtually and discuss relevant course topics as a learning community.

To help ensure Zoom sessions are private, do not share the Zoom link or password with others, or on any social media platforms. **Zoom links and passwords are only intended for students registered in the course.** Zoom recordings and materials presented in Zoom, including any teaching materials, must not be shared, distributed or published without the instructor’s permission.

The use of video conferencing programs relies on participants to act ethically, honestly and with integrity; and in accordance with the principles of fairness, good faith, and respect (as the Code of Conduct). When entering Zoom or other video conferencing sessions, you play a role in helping create an effective, safe and respectful learning environment. Please be mindful of how your behaviour in these sessions may affect others. **Participants are required to use names officially associated with their UCID** (legal or preferred names listed in the Student Centre) when engaging in these activities. Instructors/moderators can remove those whose names do not appear on class rosters. Non-compliance may be investigated under relevant University of Calgary conduct policies. If participants have difficulties complying with this requirement, they should email the instructor of the class explaining why, so the instructor may consider whether to grant an exception, and on what terms. For more information on how to get the most out of your zoom sessions visit: [https://elearn.ucalgary.ca/guidelines-for-zoom/](https://elearn.ucalgary.ca/guidelines-for-zoom/).

If you are unable to attend a Zoom session, please contact your instructor to arrange an alternative activity (where available). Please be prepared, as best as you are able, to join class in a quiet space that will allow you to be fully present and engaged in Zoom sessions. Students will be advised by their instructor when they are expected to turn on their webcam (such as for group work, presentations, etc).

The instructor may record online Zoom class sessions for the purposes of supporting student learning in this class – such as making the recording available for review of the session or for students who miss a session. Students will be advised before the instructor initiates a recording of a Zoom session. These recordings will be used to support student learning only.

Conduct During Lectures

The classroom (whether in-person or virtual) should be respected as a safe place to share ideas without judgement - a community in which we can all learn from one another. Students are
expected to frame their comments and questions to lecturers in respectful and appropriate language, always maintaining sensitivity towards the topic. Students, employees, and academic staff are also expected to demonstrate behaviour in class that promotes and maintains a positive and productive learning environment.

As members of the University community, students, employees and academic staff are expected to demonstrate conduct that is consistent with the University of Calgary Calendar, the Code of Conduct and Non-Academic Misconduct policy and procedures, which can be found at https://www.ucalgary.ca/policies/forms/title.

**Students are expected to take notes during class and should not rely solely on 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)

**Use of Internet and Electronic Communication Devices in Class**
The Bachelor of Community Rehabilitation program aims to create a supportive and respectful learning environment for all students. The use of laptop and mobile devices is acceptable when used in a manner appropriate to the course and classroom activities. However, research studies have found that inappropriate/off-topic use of electronic devices negatively affects the learning of the user and others during class time.

Students are responsible for being aware of the University’s Internet and email use policy, which can be found at https://www.ucalgary.ca/policies/files/policies/electronic-communications-policy.pdf.

**UNIVERSITY OF CALGARY POLICIES AND SUPPORTS**

**Copyright**
All students are required to reach the University of Calgary policy on Acceptable Use of Material Protected by Copyright (https://www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright-policy.pdf) and requirements of the Copyright Act (https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html) to ensure they are aware of the
consequences of unauthorized sharing of course materials (including instructor notes, electronic versions of textbooks, etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy https://www.ucalgary.ca/pubs/calendar/current/k.html.

Instructor Intellectual Property
Course materials created by instructors (including course outlines, presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. 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
It is the student’s responsibility to request academic accommodations according to the University policies and procedures listed below. The Student Accommodations policy is available at https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations. Students needing an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS) 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.pdf). Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their instructor.

SAS will process the request and issue letters of accommodations to instructors. 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.

Academic Misconduct refers to student behaviour that compromises proper assessment of a student’s academic activities and includes (but is not limited to): cheating, fabrication, falsification, plagiarism, unauthorized assistance, failure to comply with an instructor’s expectations regarding conduct required of students completing academic assessments in their courses, and failure to comply with exam regulations applied by the Registrar.

Additional information is available on the Academic Integrity website at:

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

Freedom of Information and Protection of Privacy Act
Student information will be collected in accordance with typical (or usual) classroom practice. Students’ assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary.

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. 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 10 business days of first being notified of the grade. https://www.ucalgary.ca/pubs/calendar/current/i-2.html

MEDIA RECORDING
Please refer to the following statement on media recording of students:

Media recording for lesson capture
The instructor may use media recordings to capture the delivery of a lecture. These recordings are intended to be used for lecture capture only and will not be used for any other purpose. Although the recording device will be fixed on the Instructor, in the event that incidental student participation is recorded, the instructor will ensure that any identifiable content (video or audio) is masked or will seek consent to include the identifiable student content to making the content available on University approved platforms.

Media recording for the assessment of student learning
The instructor may use media recordings as part of the assessment of students. This may include but is not limited to classroom discussions, presentations, clinical practice, or skills testing that occur during the course. These recordings will be used for student assessment purposes only and will not be shared or used for any other purpose.

Sexual Violence Policy
The University recognizes that all members of the University Community should be able to learn, work, teach and live in an environment where they are free from harassment,
discrimination, and violence. The University of Calgary’s sexual violence policy guides us in how we respond to incidents of sexual violence, including supports available to those who have experienced or witnessed sexual violence, or those who are alleged to have committed sexual violence. It provides clear response procedures and timelines, defines complex concepts, and addresses incidents that occur off-campus in certain circumstances. Please see the policy available at https://www.ucalgary.ca/policies/files/policies/sexual-violence-policy.pdf

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 (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.

Student Success Centre
The Student Success Centre provides services and programs to ensure students can make the most of their time at the University of Calgary. Our advisors, learning support staff, and writing support staff assist students in enhancing their skills and achieving their academic goals. They provide tailored learning support and advising programs, as well as one-on-one services, free of charge to all undergraduate and graduate students. For more information visit: https://www.ucalgary.ca/student-services/student-success

Emergency Evacuation/Assembly Points
As part of the University of Calgary Emergency Evacuation plan, students, faculty, and staff should locate the closest Assembly Point in case of Fire Alarm. Safety signage is posted throughout the campus showing the locations and the possible route to these locations. All students, faculty, and staff are expected to promptly make their way to the nearest Assembly
Point if the Fire Alarm is activated. No one is to return into campus facilities until an all clear is given to the warden in charge of the Assembly Area. For more information, see https://www.ucalgary.ca/emergencyplan/building-evacuation/assembly-points

**Safewalk**
Campus security will escort individuals, day or night, anywhere on campus (including McMahon Stadium, Health Sciences Centre, Student Family Housing, the Alberta Children's Hospital and the University LRT station). Call 403-220-5333 or visit http://www.ucalgary.ca/security/safewalk. Use any campus phone, emergency phone or the yellow phone located at most parking lot pay booths. Please ensure your personal safety by taking advantage of this service.
**Class Schedule**

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Module / Topics</th>
<th>Readings</th>
<th>Assignments &amp; Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 13, 2021</td>
<td>Semester Overview Introductions</td>
<td>Course Outline</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Read accepted articles from previous CRDS senior practicum students:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.ijdcr.ca/VOL17_01/index.shtml">http://www.ijdcr.ca/VOL17_01/index.shtml</a></td>
<td></td>
</tr>
<tr>
<td>March 10, 2021</td>
<td>Student Article Peer Review Session</td>
<td>Review IJDCR submission guidelines and “Peer Review Template” on D2L</td>
<td>Journal Submission for Peer Review – Due March 3, 2021 (1 week before class) by 11:59 pm MT to the Dropbox</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Read your group’s article submissions on D2L</td>
<td>Peer Review – Due March 17, 2021 by 11:59 pm MT to the Dropbox</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Midterm Evaluation – Due March 10, 2021 by 11:59 pm MT to the Dropbox</td>
</tr>
<tr>
<td>OPTIONAL: April 7, 2021</td>
<td>Optional, Drop-in Session for Q and A regarding Student Conference</td>
<td>Review, “Preparing for your 3-Minute Thesis Presentation” on D2L</td>
<td>Abstract for student conference – Due April 1, 2021</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Journal Submission to the IJDCR – Due April 7, 2021</td>
</tr>
<tr>
<td>April 14, 2021</td>
<td>Student Conference</td>
<td>Attend Virtual Student Conference</td>
<td>3-Minute Thesis Presentation at Student Conference – Due April 14, 2021 during regularly scheduled class time (11:00-12:50)</td>
</tr>
</tbody>
</table>

Final Evaluation – Due April 14, 2021 by 11:59 pm to the Dropbox