

**BRESCIA UNIVERSITY COLLEGE**  
**Department of Sociology**

Sociology 3334b:  
Community Practicum  
Winter 2014

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Office Hours:  
Tuesdays, 10:30-11:30 am, or, by  
appointment.

Prerequisites: Sociology 3330F, and enrolment in an Honours Specialization, Major or Certificate in Community Development, or permission of the Instructor.

Course Description:

This practicum presents an opportunity for students enrolled in the Community Development Program and involved in community placements to devote their time to the fieldwork and service required of them, while simultaneously receiving academic credit. The student will be expected to spend, on average, 7 hours a week engaged in service related to her placement. The placement experience is designed to help students translate community development concepts and principles taught in the classroom into real world practice in a particular setting.

The class will meet formally on the first day of class (**Friday January 10<sup>th</sup>, 2014 at 10:30 am**) to discuss practicum expectations and evaluation criteria in more detail. Following this formal class meeting, we will collectively set up two one hour time slots to meet throughout the term, as “placement check-ins”. The instructor will work with students one-on-one, or in groups, as well as with community partners to ensure the placement is going well for both, especially the student. The placement will be guided by the Service-Learning contract that we began to develop in the *Community Development: Foundations* course in first term. This contract sets out the learning objectives and the service tasks and practices associated with the community placement.

**Detailed Breakdown of Assignment and Grading Structure:**

1. Overall Placement Participation and Fulfillment of Student Responsibilities (10%)

The student will document hours and activities completed after each visit to the organization. A supervisor should sign off on these descriptions of activities. The student will be assessed as to how she/he followed the existing policies and

practices as they affect regular personnel and volunteers in the placement, and if they were cooperative in the supervision given. On the Brescia side, the student is expected to cooperate with the faculty supervisor's monitoring and evaluation.

Students are expected, as one of the requirements in the Service Learning Contract, to notify the faculty supervisor regularly on how the placement is going, and if there are any problems.

As well, in accordance with the student responsibilities section of the SL Contract, the student should accept supervision graciously; be punctual and conscientious in attendance in placement sessions and meetings, and let the supervisor know in advance if a session cannot be attended (or hours fulfilled) as scheduled. She should respect confidentiality rules of the organization; to conduct herself with courtesy, consideration, and a professional manner; to actively pursue meaningful learning opportunities that are available at the placement setting, and to fulfill the hour requirement with the organization or agency.

Students must follow those Brescia University College procedural policies, which bear on the placement, some of which are written in the Letter of Agreement. In making the evaluation, the faculty supervisor will consult with the placement contact person, as well as with the student re: possible special circumstances.

**Log sheets should be with each of the two community journal submissions, outlined below.**

2. Community Journal (50%)

*The Community Journal will be submitted in two instalments. **Each** submission is worth 25% of your final grade.*

Due Dates: 1<sup>st</sup> submission: Friday February 14<sup>th</sup>, 2014  
2<sup>nd</sup> submission: Friday April 4<sup>th</sup>, 2014.

Length: 8 pages, typed, double-spaced, properly referenced for each of the two submissions.

Students will keep a journal which will record their observations and reactions during their placement experience. While on one level, journal entries are very personal and subjective, there is a more "structured" component to this assignment. Specifically, students' observations will also be processed more reflectively using concepts from their coursework and/or the wider community development and academic literature.

Each journal entry should have a three part format. You might distinguish the three parts, by typing each entry in a different font. For example, part

one-“**describe**” might be written using “Arial”; part two- “**reflect**” might be written using “*Lucida Handwriting*”; part three- “**apply**” might be written using “Comic Sans MS.”

Alternatively, if you don’t wish to use different fonts to type the sections, you might try: regular type for part 1; *italics for part 2*; **and bold for part 3**.

At the first level, **describe** what you have actually seen and done at your field placement. Level two requires that you **reflect** upon your reactions to what you saw and did. For example, think about and describe your mental and emotional reactions to your service experience. What service experiences have been meaningful to you? What do you think about the organization with which you are affiliated and the people with whom you are working? The third level, **apply**, is the most challenging and **most important**. During the application portion of your entry, explain how what you have observed at your placements relates to concepts, ideas and theories that you have been studying in the Community Development Program. The purpose of the “apply” portion of your journal entry is to allow your classroom material to help you better understand what is going on at your placement, and to allow your placement experiences to enrich your academic learning.

In the apply section I would expect to see **a minimum of 3 concepts** used for each entry. Remember that the effectiveness of your apply section depends not only on the number of concepts included; it is also dependent upon how well you explain the concepts and relate those concepts to your experience.

You should include **at least 3 journal entries** with each of the two submissions. Each one should be dated, and it should be clear in your entry which days or week of service you are discussing.

### 3. Final Evaluation/Oral Exam (40%)

The faculty supervisor will meet with the student within the last 2 - 3 weeks of the term (March 24 - April 11). The student will be asked what was learned, in the light of the learning objectives set out in the Service Learning Contract and the tasks and practices of the placement. The student will be asked as well to relate what was learned to concepts and knowledge absorbed in the academic study of community development. More details on this final evaluation will follow once we meet.

## **Course Specific Policies:**

### 1. Submission of Assignments

- All assignment due dates are firm and subject to a late penalty, except when the professor recognizes that there are legitimate and documented exceptional circumstances (eg. illness, death in the family). For each day the assignment is late, the student will lose .5 of a mark (.5% of final course grade). Except for exceptional circumstances such as those noted above, **assignments submitted 7 days or more past the due date will not be accepted.**

## 2. Cell Phones and Computers

- Out of respect for your colleagues and the instructor, please refrain from using cell phones during class time. Ensure that they have been turned off before entering class. Similarly, computers are to be used to for note-taking and class related activities only—NOT surfing the net, chatting, looking at photos etc.

## 3. Late Submission of Assignments worth less than 10%

- For academic accommodation to be considered for any course component worth less than 10% of the final course grade, it is the responsibility of the student to approach the course instructor(s) in a timely fashion. Documentation may be required to be submitted to the academic advisor. If documentation is required, the request for accommodation will be decided by the academic advisor in consultation with the instructor. If documentation is not required, the instructor will make the final decision as to whether or not accommodation will be granted. The policies governing requests for academic accommodation for course components worth 10% or more of the course grade are outlined in the Academic Policies section included at the end of the course outline.

# **BRESCIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS**

## **1. POLICY REGARDING MAKEUP EXAMS AND EXTENSIONS OF DEADLINES**

When a student requests academic accommodation (e.g., extension of a deadline, a makeup exam) for work representing 10% or more of the student's overall grade in the course, it is the responsibility of the student to provide acceptable documentation to support a medical or compassionate claim. All such requests for academic accommodation **must** be made through an Academic Advisor and include supporting documentation. Academic accommodation on medical grounds will be granted only if the documentation indicates that the onset, duration and severity of

the illness are such that the student could not reasonably be expected to complete her academic responsibilities. Appropriate academic accommodation will be determined by the Dean's Office in consultation with the student's instructor(s). Please note that personal commitments (e.g., vacation flight bookings, work schedule) which conflict with a scheduled test, exam or course requirement are not grounds for academic accommodation.

A UWO Student Medical Certificate (SMC) is **required** if a student is seeking academic accommodation on medical grounds. This documentation should be obtained at the time of the initial consultation with the physician/nurse practitioner or walk-in clinic. A SMC can be downloaded under the Medical Documentation heading of the following website: <https://studentservices.uwo.ca/secure/index.cfm> . If it is not possible to have an SMC completed by the attending physician/nurse practitioner, the student must request documentation sufficient to demonstrate that her ability to meet academic responsibilities was seriously affected. Please note that under University Senate regulations documentation stating simply that the student "was seen for a medical reason" or "was ill" is **not** adequate to support a request for academic accommodation. All documentation is to be submitted to an Academic Advisor.

Whenever possible, requests for academic accommodation should be initiated in advance of due dates, examination dates, etc. Students must follow up with their professors and Academic Advisor in a timely manner.

The full statement of University policy regarding extensions of deadlines or makeup exams can be found at <http://www.westerncalendar.uwo.ca/2013/pg117.html>

## **2. ACADEMIC CONCERNS**

If you feel that you have a medical or personal problem that is interfering with your work, contact your instructor and Academic Advisor as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. Retroactive requests for academic accommodation on medical or compassionate grounds may not be considered.

If you think that you are too far behind to catch up or that your work load is not manageable, you should consult an Academic Advisor. If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines (refer to the Registrar's website, [www.registrar.uwo.ca](http://www.registrar.uwo.ca), for official dates). You should consult with the course instructor and the Academic Advisor who can help you consider alternatives to dropping one or more courses. *Note that dropping a course may affect OSAP eligibility and/or Entrance Scholarship eligibility.*

The Dean may refuse permission to write the final examination in a course if the student has failed to maintain satisfactory academic standing throughout the year or for too frequent absence from the class or laboratory.

## **3. ABSENCES**

**Short Absences:** If you miss a class due to a minor illness or other problems, check your course outline for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate. Contact the course instructor if you have any questions.

**Extended Absences:** If you have an extended absence, you should contact the course instructor and an Academic Advisor. Your course instructor and Academic Advisor can discuss ways for you to catch up on missed work and arrange academic accommodations, if appropriate.

#### **4. POLICY ON CHEATING & ACADEMIC MISCONDUCT**

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences. Students are urged to read the section on Scholastic Offences in the Academic Calendar. Note that such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. Students are advised to consult the section on Academic Misconduct in the Western Academic Calendar.

If you are in doubt about whether what you are doing is inappropriate or not, consult your instructor, the Student Services Centre, or the Registrar. A claim that "you didn't know it was wrong" is not accepted as an excuse.

The penalties for a student guilty of a scholastic offence (including plagiarism) include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

#### **Plagiarism:**

Students must write their essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy in the Western Academic Calendar).

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com.

#### **Computer-marked Tests/exams:**

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating. Software currently in use to score computer-marked multiple-choice tests and exams performs a similarity review as part of standard exam analysis.

## **5. PROCEDURES FOR APPEALING ACADEMIC EVALUATIONS**

All appeals of a grade must be directed first to the course instructor. If the student is not satisfied with the decision of the course instructor, a written appeal signed by the student must be sent to the Department Chair. If the response of the department is considered unsatisfactory to the student, she may then submit a signed, written appeal to the Office of the Dean. Only after receiving a final decision from the Dean may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office, or you can consult an Academic Advisor. Students are advised to consult the section on Academic Rights and Responsibilities in the Western Academic Calendar.

## **6. PREREQUISITES AND ANTIREQUISITES**

Unless you have either the prerequisites for a course or written special permission from your Dean to enroll in it, you will be removed from the course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

Similarly, you will also be deleted from a class list if you have previously taken an antirequisite course unless this has the approval of the Dean. These decisions may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course because you have taken an antirequisite course.

## **7. SUPPORT SERVICES**

The Brescia University College Registrar's website, with a link to Academic Advisors, is at [http://www.brescia.uwo.ca/academics/registrar\\_services/index.html](http://www.brescia.uwo.ca/academics/registrar_services/index.html). The Western Registrar's website is at <http://www.registrar.uwo.ca/index.cfm>. The website for the Student Development Centre at Western is at <http://www.sdc.uwo.ca/>. Students who are in emotional/mental distress should refer to Mental Health @ Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

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Portions of this document were taken from the Academic Calendar, the Handbook of Academic and Scholarship Policy and the Academic Handbook of Senate Regulations. This document is a summary of relevant regulations and does not supersede the academic policies and regulations of the Senate of the University of Western Ontario.