



Brescia University College

Family Studies 4403 (530) Practicum

September 2016 to April 2017

Instructor: Professor Michelle Gibson

Email: mgibso7@uwo.ca

Office: 301E- St. James Building

Phone Number: To be provided in class

Class time/room: Friday 1:30 to 4:30 Rm. 19 (TBD)

Catalogue Description

Supervised field placement in family-focused community organizations. Enrolment limited to third and fourth year Brescia Family Studies students who meet volunteer/service background guidelines.

Course Description

This full credit course enables students to gain experience working in a placement with a community group. In the first few months of the course we will engage in readings that will prepare students for this placement, learning about issues such as ethics, confidentiality, diversity, and communication.

In the latter months of the course, students will spend time at their placement site (6 hrs. per week), and meet bi-monthly to discuss their progress. Students will spend 6 hrs. per week at their placement site even in weeks when we meet as a class. The professor and staff from Brescia negotiate the selection of practicum agencies. Agencies will: (a) provide an orientation, (b) assist students in developing a learning contract, (c) complete a final written evaluation.

Course Outcomes

Family Studies students will:

1. Begin to develop a professional identity through experiences in the classroom and in the field

2. Build professional relationships with colleagues/co-workers and clients, characterized by:
 - personal responsibility
 - self-awareness
 - the values of Family Studies, including an appreciation of diversity
 - awareness of the importance of understanding the social and historical context for individual actions
 - awareness of the importance of understanding the history and culture of the placement organization
 - concern for others
 - integrity
3. Problem-solve independently and in consultation, putting Family Studies principles into action

Prerequisites

3000-level Family Studies course or permission of the instructor. Restricted to students in their 3rd or 4th year.

Required Texts

Kiser, Pamela Myers. (2012). *The Human Services Internship: Getting the Most from Your Experience*, 3rd Edition. Belmont, CA: Thomson Brooks/Cole.

Assignments/Grades

The policies governing requests for 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 (i.e.—late assignments are only possible with permission from an academic advisor, normally given only with *documentation* of a medical or personal emergency). For components worth less than 10%, accommodation will be given only in case of *documented* illness or *documented* personal emergency.

Participation	5%	Journals	15%
Learning Plan	15%	Final Paper	30%
Field Component	35%		

Participation: Your involved, informed participation is expected during all class meetings. This includes: Attendance, which includes promptness. Attention. Completion of the readings before class.

Learning plan: This will outline learning objectives (goals) and an action plan (strategies and methods of measurement) for meeting them. The student and practicum supervisor will complete the plan together. The plan will help evaluate student performance at the end of the year. A draft will be submitted to the professor, and then feedback will be incorporated into a final learning plan. This is due **November 18th, 2016**.

Journals: All students are required to write journal-like personal reflections on selected readings

- A total of FOUR reading journals are required based on your own choice of any five chapters of the textbook.
- A total of FOUR placement journals.

Journals are your musings on the readings, and later, your impressions, experiences and insights about your placement and professional development. These will receive a final mark, rather than individual marks. The grading will be based on your ability to apply information from the course and text into your reflections. These are due **February 10th, 2017**.

Field component: 16 weeks, 6 hours each week. Your practicum supervisor will assign a mark based on your performance. Students *must* fulfill their obligations regarding hours (e.g., if one week you are only there 4 hours due to illness, the next week you must make up the hours by putting in 8 hours). The professor will monitor the student's attendance with the practicum supervisor. It is expected that the student will demonstrate professionalism in their placement and will fulfill their learning plan.

Final paper: You will turn in a final paper (10 pp. min.), reflecting upon your participation in the placement, connecting that to your learning objectives, action plan, and relevant course readings. Use your textbook and your journals to contribute to your paper. You will be expected to incorporate a minimum of three outside academic, peer reviewed sources that are applicable to your placement focus and experience.

All written assignments should be typed, double-spaced and submitted both through **turnitin.com** and **in hard copy** during the class when it is due. If you are not in class, the assignment must be submitted to the Registrar's Office, where it will be dated, and placed in my mailbox.

Field placement evaluation, to be completed by practicum supervisor

Please return by April 2, 2017. E-mailed forms are fine (mgibso7@uwo.ca). Student's Name:

Agency:

Supervisor's Name:

Please comment on the student's activities in your agency:

1. What tasks did the student perform in your agency? Please include learning plan activities and accomplishments in your description. If there are learning plan activities which weren't performed, please discuss.

2. Please discuss the student's progression through the year in terms of knowledge and skill development.

3. Discuss the student's development as a professional, including aspects of responsibility, appreciation for diversity, concern for others, and personal integrity.

4. Please comment on the student's understanding of your agency's goals, policies, and procedures, including the student's ability to make appropriate decisions.

5. Describe areas in which student needs additional skill and/or knowledge development. What suggestions do you have for further growth?

6. Suggested Grade (rubric below): A+ A B C D F (Please circle)

A+ 90-100: One could scarcely expect better from a student at this level

A 80-89: Superior work which is clearly above average

B 70-79: Good work, meeting all requirements, and eminently satisfactory

C 60-69: Competent work, meeting requirements

D 50-59: Fair work, minimally acceptable

F below 50: Fail

Signature of Supervisor

Date

COURSE SCHEDULE

September 9 th , 2016	Introduction
September 16 th , 2016	Getting ready for internship Reading: Chapter One and Chapter Two
September 23 rd , 2016	Getting acquainted & integrative processing model Reading: Chapter Three and Chapter Four
September 30 th , 2016	Supervision & communication Reading: Chapter Five and Chapter Six
October 7 th , 2016	Diversity, ethics and cultural competence Reading: Chapter Seven and Chapter Eight
October 14 th , 2016	Writing and reporting Reading: Chapter Nine and Chapter Ten
October 21 st , 2016	Dealing with issues that arise and leaving your placement Reading: Chapter Eleven and Chapter Twelve
October 28 th , 2016	STUDY BREAK
November 4 th , 2016	Planning your career Reading: Chapter Thirteen
November 11 th , 2016	<i>First week of placement</i>
November 18 th , 2016	<i>Second week of placement</i>

	Group Meeting Learning plan due
November 25 th , 2016	<i>Third week of placement</i>
December 2 nd , 2016	<i>Fourth week of placement</i> Group Meeting
January 6 th , 2017	<i>Fifth week of placement</i>
January 13 th , 2017	<i>Sixth week of placement</i> Group Meeting
January 20 th , 2017	<i>Seventh week of placement</i>
January 27 th , 2017	<i>Eighth week of placement</i> Group Meeting
February 3 rd , 2017	<i>Ninth week of placement</i>
February 10 th , 2017	<i>Tenth week of placement</i> Group Meeting Journals due
February 17 th , 2017	<i>Eleventh week of placement</i>
February 24 th , 2017	READING WEEK
March 3 rd , 2017	<i>Twelfth week of placement</i> Group Meeting
March 10 th , 2017	<i>Thirteenth week of placement</i>
March 17 th , 2017	<i>Fourteenth week of placement</i> Group Meeting
March 24 th , 2017	<i>Fifteenth week of placement</i>
March 31 st , 2017	<i>Sixteenth week of placement</i> Group Meeting
April 7 th , 2017	Supervisors' evaluation due Final paper due

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/2014/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, 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

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf.

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 . 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.

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.