

Development of Services and Programs

*Community Rehabilitation
and Disability Studies*

Calendar Description

Senior Level program and management skills in partner agencies, associations and systems. Specifics to be negotiated with the students.

Content/Objectives

Students will participate in a 130 hour linked practicum 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.

Areas of study may include one or more of these and other topics:

- Fostering a leadership role
- Reflecting and creating alternatives for the future
- Recognizing innovation and change agency
- Building a collaborative network
- Facilitating a change process
- Strategic planning
- Conducting an evaluation, survey or needs assessment
- Research
- Board Development
- Registration and incorporation
- Fund development and marketing
- Curriculum development
- Developing program framework

Tutorials

In addition to the 130 hour linked practicum, students will participate in both in-class and individual tutorials. Students will meet in-class 4 times throughout the linked practicum to review goals, share learnings with the class and discuss assignments (130 hours each in Fall and Winter Terms); individual tutorials will be determined by the student, facilitator and instructor.

- Through an evaluated learning contract, students will establish, manage and complete goals and objectives related to an agency need.
- Through professional practice and consultation, students will demonstrate an ability to shape the field and become leaders in improving delivery of services, providing the important links between theory, innovation and practice.
- Through a professional portfolio, students will critically analyze their development as a leader

Assignments

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| 1. In-class or agency presentation on topic related to practicum | Value 10% |
| 2. Completion and presentation of contract to the agency | Value 60% |
| 3. Portfolio | Value 30% |

In keeping with the University of Calgary's emphasis on the importance of academic writing in student assignments (section E.2 of 2016-17 Calendar), this course relies heavily on writing and the grading thereof in determining a student's mark. Competency in writing is not the exclusive domain of the humanities and social sciences, nor does it solely mean accuracy in mechanics (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.

Resources

It is expected that students will use the APA Publication Manual format for referencing in all written assignments. A list of required readings for all course sections will be outlined on D2L and links and documents will be made available, where possible.

Instructor and Course Information

COURSE:	CORE 594 (Linked Practicum)	INSTRUCTOR:	Katrina Milaney
TERM:	Fall 2016	TELEPHONE:	220-5669
SECTION:	B01, T01	FAX:	220-6494
TIME/DATE:	Wednesdays 10:00 am – 11:50 am (ALT WEEK)	EMAIL:	katrina.milaney@ucaglary.ca
LOCATION:	EDC 289	OFFICE HOURS:	By appointment

Course Content

Course Description: Students will contract with a human service organization for 130 hours to complete the first part of their linked practicum. If these take place in AHS facilities, students will have to meet AHS guidelines for placement. The purpose of the internship is to deepen professional practice through program development, clinical practice, consultation and leadership. Areas of focus will be negotiated with the student, the site facilitator and the course instructor. Students will present on a topic relating to their contract. Topics will be selected on the basis of student practicums. Students will be placed with the same organization for both the fall and winter practicum.

Course Schedule: In addition to 130 hours spent in practicum, students will be involved in tutorials and meetings with site supervisors and course instructors. These will be scheduled throughout the practicum period.

Details of Assignments

- 1. In-class presentation on topic related to practicum.** **Value 10%**
Students will individually prepare and deliver a brief presentation on a topic they find relevant to the work they are involved in at their practicum placement. This topic could be, but is not limited to, the work they are doing specific to their contracted research project. Presentations are to include research and/or theory relevant to the student's practicum experience.
The presentation will be graded on clarity of content, delivery, creativity and should include a small handout with the most important information they want their audience to take away from the presentation. This handout should only be one page long (unless otherwise discussed with the instructor) and should not simply be a copy of the ppt slides. Presentations will be tentatively booked for Nov 23 and Dec 7, 2016.
- 2. Completion of learning contract and evaluations.** **Total Value 60%**
Learning Contract – 10%
Midterm Evaluation – 15%

Students must complete a Learning Contract within the **first 30 hours** of the start of their placement. This contract will outline the students' activities, objectives and personal goals for the term.

A written mid-term evaluation (**after 65 hours**) and final evaluation meeting (**upon or near completion of the 130 hours**) between the student, key personnel at the human service organization, and the instructor will be held to review how well the student met the objectives of their own learning contract as well as their performance on site at their placement.

Grades will be established based on the four components of the Learning Contract: 1) comprehensiveness 2) effort demonstrated, 3) communication and 4) self-initiative, as well as total job performance and self-evaluation.

3. Reflective Learning Portfolio Assignment

Value 30%

Throughout the course of their 130 hours, students will be expected to consider how their practicum experience is informing their future career goals/aspirations. As such, students will collect evidence from both their personal work experience, prior practicum experiences, previous academic courses that have helped carve out their current philosophies/ethics and anything else they might want to add (i.e. journals) that will help them consider how they got to where they are today.

Themes to organize the final product should include:

1. Personal Vision Statement
2. Expanded Resume
3. Important Personal Milestones that contribute to my vision*
4. Relevant Academic Milestones that help me to clarify my vision*
5. Summary of the work I have done within my current practicum, to date.

*It is important to note that the artifacts included in numbers 3 and 4 should include a brief discussion on why and how it influences your personal vision.

Marking Scheme

95 – 100	A+	80 – 84	B+	65 – 69	C+	50 – 54	D+
90 – 94	A	75 – 79	B	60 – 64	C	45 – 49	D
85 – 89	A-	70 – 74	B-	55 – 59	C-	Below 44	F

Students are required to earn a minimum of a B average in the practicum courses to graduate.

IMPORTANT DATES FOR FALL 2016

Last day to drop a class without financial penalty - **September 23, 2016.**

Last day to add a course - **September 26, 2016**

Last day to withdraw from a course - **December 9, 2016.**

Tuition and Fee Payment Deadline - **September 30, 2016**

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 s/he gets all posted communications and documents and that s/he receives emails sent by instructors or fellow students through D2L.** Your email address on D2L is the one you gave to the Registrar. Using an email address on the University server (name@ucalgary.ca) will ensure that you receive emails and that, should the server ever be down, instructors will be aware of it. Other servers sometimes filter D2L or instructor group mailings as spam; **we therefore require that you have your ucalgary.ca email address linked to D2L.**

Conduct During Tutorials

Students are expected to conduct themselves in a mature and courteous manner during ALL tutorials. Students are expected to frame their comments and questions to instructors in respectful and appropriate language, always maintaining sensitivity towards the topic.

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 instructor. Their use in the classroom is **strongly discouraged** and may be prohibited by instructors except in circumstances related to course content. Should laptops be permitted, their use is limited to taking notes and **NOT to surf the web, check email or do other unrelated work**. Students who use their laptops inappropriately or are otherwise disruptive during tutorials will be asked to leave. Repeat offences may be considered non-academic misconduct and disciplined accordingly.

Cell phones and similar devices **must be turned off** (not merely silent) during class time. Students who disregard this rule during tutorials will be asked to leave.

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

It is the student's responsibility to register with Student Accessibility Services to be eligible for formal academic accommodation. 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 (jjlogan@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

Intellectual honesty is the cornerstone of the development and acquisition of knowledge and requires that the contribution of others be acknowledged. Consequently, plagiarism or cheating on any assignment is regarded as an extremely serious academic offence. Students should examine sections of the University Calendar that present a Statement of Intellectual Honesty and definitions and penalties associated with Plagiarism/Cheating/and Other Academic Misconduct.

Cheating, plagiarism, and other forms of academic misconduct are very serious offences that will be dealt with rigorously in all cases. Consequences include failure on the assignment, failure in the course and possibly suspension or expulsion

from the BCR program or the University. The Cumming School of Medicine follows a zero tolerance policy regarding dishonesty. **All incidences of academic dishonesty will be reported to the Associate Dean (Undergraduate Health & Science Education) and be recorded in their student records.** The University calendar is explicit about what is construed as academic misconduct and on the appropriate penalties. Students are referred to the “Student Misconduct” sections of the University Calendar for further information.

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) and 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. Assignments given by you to 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.

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 should 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.

Resources for Support of Student Learning and Wellness

Student Success Centre <http://www.ucalgary.ca/ssc/>
Student Wellness Centre <http://www.ucalgary.ca/wellnesscentre/>
Distress Centre <http://www.distresscentre.com/>

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 medrep@su.ucalgary.ca.

Emergency Evacuation/Assembly Points

Assembly points for emergencies have been identified across campus. Assembly points are designed to establish a location for information updates from the emergency responders to the evacuees; and from the evacuated population to the emergency responders. The **primary assembly point for the Education Block is Scurfield Hall - Atrium.**

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 220-5333. Use any campus phone, emergency phone or the yellow phone located at most parking lot pay booths.