



*Community Rehabilitation
and Disability Studies*

Practicum in Community Rehabilitation Distance Learners

Calendar Description

Students will contract with a human service organization for 130 hours to complete a project in the area of program or service development (e.g. needs analysis, developing funding proposals, program evaluation). In the seminars, students will be supported in the completion of agency-based program development. Students will present on a topic relating to their contract. Topics will be selected on the basis of student practicum.

Content/Objectives

Students will participate in a practicum focused on the development of services and programs or supervision/leadership. Areas of focus will be developed in consultation with the agency, the student and the University of Calgary instructor.

Areas of focus may include one or more of the following:

- Conducting an evaluation, survey or needs assessment designed by agency
- Strategic Planning
- Board Development
- Registration and incorporation
- Fund development & marketing
- Developing a program framework
- Researching a topic on "best practice"
- Curriculum development
- Facilitating a change process
- Leadership and management
- Human Resources
- Supervision areas
- Conflict resolution
- Dealing with change
- Other topics as negotiated

Outcomes/Competencies

- Demonstrates knowledge of theoretical framework related to practicum.
- Analyzes personal effectiveness in relation to chosen project.
- Establish, manage and complete goals and objectives related to agreed upon agency project.
- Demonstrate knowledge of practicum agency's organizational structure and culture.
- Develop skills in project management and critical reflection

Assignments

Practicum presentation, Portfolio, D2L participation	40%
Establishment of practicum contract (professional and ethical conduct, competency in identified skills and practice components)	60%

Resources

Please refer to the *Distance Practicum Guidebook* on D2L for expectations of students conduct during practicum.

Details for current course offerings are available at: www.crd.s.org

Instructor and Course Information

COURSE: CORE 597	INSTRUCTOR: Joanna Rankin
TERM: Fall 2016	TELEPHONE:
SECTION: T01 / B01	FAX:
TIME/DATE: TBA	EMAIL: joanna.rankin@ucalgary.ca
LOCATION: Online: D2L	OFFICE HOURS: By Appointment

Course Content

In addition to 130 hours spent in practicum, students will be involved in D2L discussions.

Ideally, students will have their practicum sites confirmed with ideas for a project prior to the first day of class

Details of Assignments

Student grades are based on the following components:

1. Practicum Contract

Value 60%

Grades for this component will be based on the following areas:

a) Establishment and Completion of Goals Contracted at the Beginning of the Practicum (20% of grade)

This will be based on four competency areas (5 marks each). These include:

Comprehensiveness	Purpose, workplan, and outcomes of project are clearly addressed.
Effort	A reasonable but challenging project for the 130 hours required.
Communication	Evidence that a communication plan has been negotiated and built into the plan. It includes communication with agency supervisor and U of C faculty.
Initiative	Student demonstrates initiative in finding means of achieving goals.

b) Professional and Ethical Conduct (20% of grade)

Grades will be based on five areas. (4 marks each) These include:

Attendance and Punctuality 4 marks	All contracted hours completed. Gives notice when unable to attend. On time and prepared for scheduled appointments.
Flexibility 4 marks	Open and motivated to learn all aspects of the organization. Willingness to accept assignments and accommodate change. Makes creative recommendations and listens/respects those of others
Ethical Conduct and Respect 4 marks	Demonstrates a practical understanding of all-relevant policies and procedures, including but not limited to those concerning confidentiality and informed consent. Conduct consistent with policies and procedures at all times. Shows respect for individuals with disabilities, colleagues, etc...
Growth 4 marks	Requests and is responsive to feedback. Comes prepared for meetings with questions or issues to discuss

Teamwork 4 marks	Does the student work to collaborate with supervisor and colleagues. Operates as a member of the team.
---------------------	---

c) Competency in Identified Skills and Practice Components (20% of grade)

In the final meeting, both you and your Site Facilitator will be asked to assign a mark in this area. The average mark will be taken. You are asked to reflect on how you completed your contracted activities based on the following criteria:

20 (A+) 19 (A+) 18 (A)	<ul style="list-style-type: none"> • Student has excelled in performance of contracted activities • Has shown a high level of initiative • Exceeded expectations
17 (A-) 16 (B+) 15 (B)	<ul style="list-style-type: none"> • Student has made a good effort and has demonstrated progress • Demonstrated initiative • Has easily met expectations
14 (B-) 13 (C+) 12 (C)	<ul style="list-style-type: none"> • Student has performed at a level that is satisfactory in the completion of contracted activities. Has not demonstrated initiative. Has met expectations, but requires further development in key competency areas.

Students should request regular feedback from the agency supervisor. In addition to your requested feedback a written summary of the mid-term and final evaluations will be provided to the student. U of C faculty will contact the agency supervisor at various times throughout the practicum to review student progress. Students at any time may request an individual meeting or joint meeting (agency supervisor, student, U of C faculty).

2. Portfolio assignment – more details to be posted on D2L **Value 25%**

3. Student presentations to agency on practicum topic **Value 10%**

A. Design a brief 15 - 30 minute presentation on a topic related to your practicum and to the Community Rehabilitation & Disability Studies field. Topics to be negotiated with the instructor and supervisor.

Grades will be based on the following:

5 marks – Content (well researched, appropriate and relevant content, clear, concise presentation of information - powerpoint suggested)

3 marks – Presentation Delivery & Creativity

2 marks – Handout - effective display of information, relevant content, applicable to the topic and contain useful information for audience and for use as a future resource

4. D2L Participation **Value 5%**

Marks will be given for student participation on D2L forum including initial student introductions, and both posting and responding to peer questions and comments on the open discussion forum. Students are expected to enter a brief (30-50 word) post or respond to a post one time per week.

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

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**

NOTE:

To pass the practicum courses you must receive a minimum of 75/100 marks (B) in the course.

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 Practicum

It is expected that students will maintain a professional manner while in their community-based practicum placements as outlined in the practicum handbook available

from <http://www.crds.org/docs/practicum/Guide%20Book%202012%20update.pdf>

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>)

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

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.

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.

