



*Community Rehabilitation  
and Disability Studies*

**Practicum II****Calendar Description**

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

**Content/Objectives**

Students will participate in a 130 hour linked practicum focused on development of services and programs, clinical practice, consultation and leadership. Specific areas of focus will be developed in consultation with the organization, the student and the instructor. Practicum 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 in community practice.
- 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
- Reflecting on past and current service delivery examine alternatives for future actions to enhance inclusion in community
- Board Development – e.g. examine best practices for effective recruitment, role clarity, etc.
- Recognizing innovation and change agency to address limitations in human service outcomes
- Registration and incorporation for a new organization, society, etc.
- Building a collaborative network for action
- Fund development and marketing
- Facilitating a change process – individual, organizational or social action
- Curriculum development – e.g. staff training, program delivery, advocacy skills
- Strategic planning – e.g. future planning, service innovation, board governance, etc.
- Developing a social program that articulates a theory for change, framework for delivery and forms of participation
- Facilitate a program evaluation plan, survey or needs assessment
- Other topics ( to be approved by instructor)

**NOTE:** If a research project requiring human subject participation is chosen, students must complete <http://www.ucalgary.ca/research/researchers/ethics-compliance/tcps2-core-tutorial> and provide documentation of completed TCPS2 CORE online tutorial.

**Tutorials**

In addition to the 130 hour practicum, students will participate in both in-class and individual tutorials. Students will meet in-class approximately 4 times throughout the practicum, 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

- |   |                  |
|---|------------------|
| 1. Presentation on topic related to practicum (at the practicum site) | <b>Value 10%</b> |
| 2. Completion and presentation of contract to the agency.             | <b>Value 60%</b> |
| 3. Portfolio – Part 2   | <b>Value 25%</b> |
| 4. Class Participation  | <b>Value 5%</b>  |

## Resources

Readings will be provided in class.  
It is expected that students will use the APA Publication Manual format for referencing in all written assignments

*Details for current course offerings are available at: [www.crd.org](http://www.crd.org)*

## Instructor and Course Information

<b>COURSE:</b> Core 595	<b>INSTRUCTOR:</b> Katrina Milaney
<b>TERM:</b> Winter 2017	<b>TELEPHONE:</b> 403-220-5669
<b>SECTION:</b> T02, B02	<b>FAX:</b> 403-220-6494
<b>TIME/DATE:</b> Wednesdays, 1:00 pm - 2:50 pm	<b>EMAIL:</b> katrina.milaney@ucalgary.ca
<b>LOCATION:</b> ST 055 (ALT WEEK)	<b>OFFICE HOURS:</b> By appointment

## Course Description

Students will contract with a human service organization for 130 hours to complete the second part of their linked practicum (total 260 hours). 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 practica. Students will be placed with the same organization for both the fall and winter practica.

## Course Schedule

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

## Details of Assignments

- |   |                  |
|---|------------------|
| <p><b>1. Presentation on topic related to practicum (at the practicum site).</b><br/>Presentations are to include research and/or theory relevant to the student's practicum experience on a topic negotiated with the student and course instructor.</p>   | <b>Value 10%</b> |
| <p><b>2. Completion and presentation of contract to the agency.</b><br/>A mid-term and final meeting between the student, key personnel at the human service organization, and the instructor (as well as direct observations of student by the instructor, upon request). Grades will be established based on the four components of the practicum contract.</p> <ul style="list-style-type: none"> <li>- <b>Learning Contract</b> (to be completed within first 20 hours) – due no later than February 1, 2017 – <b>10%</b></li> <li>- <b>Midterm Evaluation</b> (upon completion of first 65 hours) – <b>15%</b></li> <li>- <b>Final Evaluation</b> (upon completion of second 65 hours – total 130 hours) – <b>35%</b></li> </ul> | <b>Value 60%</b> |

**3. Portfolio Assignment – Part 2**

**Value 25%**

Portfolio assignments are to be completed outside the 130 practicum hours. Details outlined on D2L Grading Criteria. **DUE April 10<sup>th</sup>**

**4. Class Participation**

**Value 5%**

**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 WINTER 2017**

Last day to drop a class without financial penalty – **January 20, 2017**

Last day to add a course – **January 23, 2017**

Last day to withdraw from a course – **April 12, 2017**

Tuition and Fee Payment Deadline – **January 27, 2017**

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 in tutorials 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](http://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](mailto: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/](http://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.

## Recording of Lectures

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

## 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/provost/students/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/](http://www.ucalgary.ca/ombuds/) or email [ombuds@ucalgary.ca](mailto:ombuds@ucalgary.ca).

### **Student Union (SU) Information**

The SU Vice-President Academic can be reached at (403) 220-3911 or [suvpaca@ucalgary.ca](mailto:suvpaca@ucalgary.ca); the SU representatives for the Cumming School of Medicine can be reached at [medrep@su.ucalgary.ca](mailto: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 Science Theatre is Professional Faculties –Food Court

### **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.