

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



COURSE OUTLINE

COURSE TITLE: Volunteer Credit
CODE NO. : CCW601 SEMESTER: 1
PROGRAM: Child and Youth Worker
AUTHOR: Mike McFarling, Betty Brady, Sandy MacDonald
DATE: Sept/2000 PREVIOUS OUTLINE DATED: Sept 1999
APPROVED:

DEAN

DATE

TOTAL CREDITS: 3
PREREQUISITE(S): None
HOURS/WEEK: 50 hours/semester

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For additional information, please contact Judi Maundrell, Dean
School of Health and Human Services
(705) 759-2554, Ext. 690

I. COURSE DESCRIPTION:

This course affords the participant the opportunity to become involved in a meaningful, self-directed manner with the community. This experience is designed to complement supervised placement experiences in the Child and Youth Worker Program and as such does not occur in the usual placement settings.

Participants

are required to determine and participate in a community human service appropriate to the learning outcomes expected of this course. The minimal service period of this course. The minimal service period required is 50 hours.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. To attend to completion of the required documentation.**Potential Elements of the performance:**

- Seek out the forms and documents necessary to successfully apply for CPIC
- Set up appointments and have documents necessary to complete the Health document for Sault College.
- Complete an appropriate resume if this is required by the placement.

2. To explore opportunities and to make appropriate selection of volunteer experience.**Potential Elements of the performance:**

- Investigate community resources to determine a place which would be appropriate to the human service field and which would enrich the knowledge base of the individual student and their particular future goals.
- Contact potential agencies/facilities and determine what volunteer qualifications and requirements are necessary and then follow through on completing these. This may involve resumes, references, CPIC, interviews, contacting the Volunteer Bureau, etc.

3. Follow established procedure relative to College documentation appropriate to approval of proposed volunteer experience.**Potential Elements of the performance:**

- Contact instructor of course, or placement officer, or coordinator of CYW program to attain appropriate forms and instructions.
- Follow instructions as indicated and have forms completed in full and handed in to instructor of course for approval in a timely fashion.

4. Completed documentation to verify completion of volunteer placement as per acceptable format.

- Forms must be completed in full with signatures and necessary information

Potential Elements of the performance:

- Fully completed forms must be returned to instructor before the fall semester is finished

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Forms: Volunteer Credit forms from the College and any forms necessary for the individual placement site.

V. REQUIREMENTS:

1. Preservation of confidentiality as per Child and Youth Worker policy.
2. Professional conduct as is befitting a Child and Youth Worker. See CYW ethics and policies.
3. Follow policies and procedures of agency or facility they are involved with.

VI. EVALUATION PROCESS/GRADING SYSTEM

The volunteer credit will be achieved and noted as 'S' satisfactory provided that:

1. Volunteer setting has met program requirements.
2. Volunteer credit is completed in its entirety within Semester I.
3. All "documentations" are complete and received by professor in usual time frames.

The following semester grades will be assigned to students in postsecondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	

COURSE NAME

CODE

S	Satisfactory achievement in field placement or non-graded subject areas.
U	Unsatisfactory achievement in field placement or non-graded subject areas.
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies & Procedures Manual – Deferred Grades and Make-up</i>).
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has not been possible for the faculty member to report grades.

VII. SPECIAL NOTES:Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Course outline amendments:

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

VIII. PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

IX. DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.