

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



COURSE OUTLINE

COURSE TITLE: Fieldwork II
CODE NO. : CCW238 **SEMESTER:** 3 and/or 4
PROGRAM: Child and Youth Worker
AUTHOR: Sandy MacDonald, CCW, MA
CYW Faculty Team
DATE: Sept.2001 **PREVIOUS OUTLINE DATED:** Sept. 2000
APPROVED:

	_____ DEAN	_____ DATE
TOTAL CREDITS:	9	
PREREQUISITE(S):	CCW200, CCW131	
HOURS/WEEK:	15 Weeks	

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For additional information, please contact Judi Maundrell, Dean
School of Health and Human Services
(705) 759-2554, Ext. 603/689

I. COURSE DESCRIPTION:

This is the second level of field placement in the Child and Youth Worker Program. Competency standards comply with CSAC, DACUM and OACYC ethical guidelines. Emphasis is on the integration of theory and practical experience and the development of the student as a professional Child and Youth Worker.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Interact with other professionals in ways that contribute to effective working relationships and the achievement of goals within the placement setting.

Elements of Performance:

- work collaboratively with supervisors and the staff team to identify the roles and responsibilities of the student on placement.
- establish and implement strategies to accomplish these tasks and student's individual learning objectives.
- utilize the theoretical learning as it applies to the placement in order to develop professional working relationships.

2. Interact with youth in ways that promote growth and development.

Elements of Performance:

- model attitudes and behaviour appropriate to the setting.
- demonstrate warmth and genuineness as part of the counselling skills training, in responding to the unique needs of each client.
- utilize activity planning as a tool to build relationship.
- demonstrate an ability to work with the client at the appropriate developmental level in ways to promote client growth.

3. Communicate effectively in verbal, non-verbal and written forms which enhance the quality of service.

Elements of Performance:

- utilize professional language in reports and in communication with agency staff.
 - demonstrate an ability to communicate with clients in a professional manner that is suitable to the clients' developmental needs.
 - evaluate communications and adjust for any errors in content, structure, style and mechanics.
4. Engage in ongoing self-assessment for the purpose of enhancing professional performance.

Elements of Performance:

- evaluate one's own thinking, problem-solving and value system in conjunction with accepting responsibility for one's own behaviour.
- evaluate one's decisions and practices in the setting as part of self-assessment.
- review one's wellness plan as a strategy for one's overall success and self-care.
- evaluate and act upon constructive feedback.

III. TOPICS:

1. Professional Obligations (attached)
2. Developmental needs of at-risk youth
3. Processes and practices of Child and Youth Work

Field Work II is conducted in an individualized learning mode as a way to assist students to meet their learning objectives and to fulfill the necessary course requirements.. Students will meet once as a group with the instructor at the start of placement to sort out various assignments and will meet thereafter once a week.

IV. REQUIRED RESOURCES/TEXTS/MATERIALS

Placement Package (provided by the College.) Day-timer and Journal.

V. EVALUATION PROCESS/GRADING SYSTEM:

Students will be evaluated on an ongoing basis with formal reports issued both at mid-term and at the final of placement. Each student will have input into one's evaluation and needs to respond in writing to the evaluation. The supervisor will have considerable input to the evaluation and the college teacher will decide the final grade.

1. Students must maintain a weekly "diary" on their progress through the placement. Students are required to supply a notebook for this purpose. Diary needs to be signed weekly by placement supervisor.
2. Personal and performance objectives will be established with the instructor and in accordance with the CSAC guidelines. The agency supervisor will be aware of the expectations and will have considerable input in the implementation of these expectations.
3. Students will be required to maintain monthly College Placement time sheets to be handed in to the instructor in seminar class. This procedure will be explained in class.
4. Regular supervision meetings with the student, agency supervisor, and instructor will afford the opportunity to monitor the individual student's progress. The instructor will also be prepared to use this opportunity to demonstrate such things as treatment methodologies, methods of professional conduct, or treatment theories as applicable to the situation.
5. Students will be required to complete the compendium of skills as part of a self-evaluation.
6. Students are expected to comply with the CYW Code of Ethics
7. Students are expected to observe the CYW Placement Policies. Each student will receive a copy of these at the start of placement. Any breach of these policies, including items relating to attendance, punctuality, attitude, confidentiality, etc. could result in disciplinary action, suspension, or termination of the placement.

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.	

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.

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VI. 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.

VII. 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.

VIII. 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.

IX. PROFESSIONAL OBLIGATIONS:

1. To regard the welfare of the individuals, the group, and the community you serve as your primary professional duty.
2. To hold yourself personally responsible for your professional conduct.
3. To be willing always to increase your professional competence and to willingly share your knowledge with others in your profession.
4. To strive to support the further development of your profession by participating to the best of your ability in related professional associations and activities.
5. To work cooperatively with other persons having regard for their areas of competence.

6. To use care in expressing view on the findings, opinions, and professional conduct of colleagues, confining such comments to matters of fact and matters of his own knowledge.
7. To respect the privacy, dignity, and other rights of clients.
8. To use in a responsible manner information received in the course of professional relationships.

Following are a number of rules pertaining to the student's relationship to the field placement location he or she will be working in. It is imperative that each student comprehend fully and follow closely these rules so as to get the maximum educational value from his or her field placement experience.

1. Find out all you can about your field placement setting, its policies, functions, and general philosophy taking care to ask pertinent questions.
2. Find out your designated role at your field placement location and follow it well. Remember, you are not on field placement in the capacity of diagnosticians but as students to follow through on the instruction of the field contact personnel. New approaches to your assignments must first be approved by the field contact.
3. Do not be afraid to ask the staff for guidance. Do not plunge into something you know nothing about.
4. Be polite, courteous, and attentive. Remember, you are there to learn, observe, and work.
5. Try to avoid premature judgmentalism on the program carried out by a specific field placement setting. Remember you are a student learning and not someone there to assess the relative merits of the program. Be careful about being openly critical. Concerns of the service delivery can be discussed in the confidence of the supervision meeting, or with the instructor.
6. Dress and personal deportment are according to acceptable norms of the placement setting.
7. Be willing to share any pertinent information you have learned in the setting with the staff who work there.
8. Any problems encountered in your field placement should be taken to your fieldwork supervisor. Never confront the staff with the problem in front of clients - wait for a private, appropriate time. Be diplomatic. * Report all incidents to the College fieldwork teacher immediately.

9. Make sure you are always on time for your placement and contact the field work supervisor and the field placement well in advance if it is necessary for you to be absent.

10. Remember that the experiences you have in your field placement are part of a learning experience and are to be held in the strictest confidence. The students will not discuss cases with others who have no direct relationships to the client. This is applied to other staff within your field placement as well as outside. At the field placement, keep your records as well as correspondence in a confidential manner.

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
CHILD & YOUTH WORKER PROGRAM

ADDITION TO C.Y.W. PROGRAM POLICIES
NOTICE OF AGREEMENT

Student Agreement Form

Regarding the Child and Youth Worker Course Outline:

I, _____, have read the C.Y.W. Course Outline for the
Course _____.

I understand its contents and agree to adhere to them.

Signed: _____

Dated: _____

ADDENDUM

To All Students:

In order to assist you in your attempt to complete your course requirements, any special needs accommodation that you may require should be identified to the instructor. Please identify your concern before the next class and submit a written verification within these first three week.