

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:**

- Have current proof of “placement” related documentation i.e. Health and CPIC available to the agency.
- Complete an appropriate resume if this is required by the volunteer placement.

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

- Investigate community resources to determine a site that would be appropriate to the human service field and enrich the knowledge base of the individual student and his/her 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 coordinator of CYW program to obtain appropriate forms and to review instructions.
- Meet with instructor to review experience every two weeks.

- Follow instructions as discussed 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.
- Student will keep yellow copy; white copy will be placed in file.

Potential Elements of the performance:

- Fully completed forms must be returned to instructor before the 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. Adhere to policies and procedures of volunteer site.

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.
3. All documentation is complete and received by professor within the appropriate time frame.

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%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 - 59%	1.00
F (Fail)	49% and 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 limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

Note: For such reasons as program certification or program articulation, certain courses require minimums of greater than 50% and/or have mandatory components to achieve a passing grade. It is also important to note, that the minimum overall GPA required in order to graduate from a Sault College program remains 2.0.

VI. SPECIAL NOTES:

Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), visit the Special Needs Office – Room E1101 or call extension 2703 as soon as possible so that support services can be arranged for you. Subsequently you are encouraged to discuss with your professor accommodations required to enable you to meet the course competencies.

Tuition Default

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of November for fall courses or first week of March for winter courses will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as a result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.

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.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course maybe directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. 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 advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question.

Credit for prior learning will also be given upon successful completion of a challenge exam (if available) or portfolio.