SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: Volunteer Credit

CODE NO. : CYW303   **SEMESTER:** Various

PROGRAM: Child and Youth Worker

AUTHOR: CYW Faculty

DATE: Jan. 2010   **PREVIOUS OUTLINE DATED:** Sept. 2009

APPROVED: "Angelique Lemay"   Jan. 2010

_____   _____
CHAIR, COMMUNITY SERVICES   **DATE**

TOTAL CREDITS: 3

PREREQUISITE(S): None

HOURS/WEEK: 50 hours/semester

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:

Grade	Definition	Grade Point Equivalent
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:

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.

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.

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. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

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

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

Disability Services:
If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

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 may be 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*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may:
    (i) issue a verbal reprimand,
    (ii) make an assignment of a lower grade with explanation,
    (iii)require additional academic assignments and issue a lower grade upon completion
        to the maximum grade "C",
    (iv)make an automatic assignment of a failing grade,
    (v) recommend to the Chair dismissal from the course with the assignment of a
        failing grade.
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.

Student Portal:
The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to https://my.saultcollege.ca.

Electronic Devices in the Classroom:
Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:
Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

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 of the 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.