



**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

**III. REQUIRED RESOURCES/TEXTS/MATERIALS:**

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

**IV. 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.

**V. 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:*

<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:**

### 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.

## **VII. COURSE OUTLINE ADDENDUM:**

The provisions contained in the addendum are located on the portal and form part of this course outline.