



## **I. COURSE DESCRIPTION:**

CYW326 is the senior level of Community Practicum for Advanced Standing University graduates in the Child and Youth Worker Program. It is designed to further the student's practical CYW training.

## **II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of each semester of advanced level Community Practicum, the student will demonstrate the ability to:

1. Perform ongoing self-assessment and self-care to promote awareness and enhance professional competence.

### ***Potential Elements of the performance:***

- a. maintain professional boundaries with clients and colleagues;
  - b. establish reasonable and realistic personal and professional goals for oneself to enhance work performance;
  - c. access and utilize resources and self-care strategies to enhance personal growth
  - d. act in accordance with ethical and professional standards;
  - e. apply organizational and time-management skills
  - f. utilize agency supervision
  - g. evaluate own performance using College reporting formats and evaluations.
2. Promote overall well-being and facilitate positive change for clients and their families.

### ***Potential Elements of the performance:***

- a. develop placement learning goals related to duties assigned
  - b. apply agency policies and practices related to duties assigned
  - c. apply previously/currently-studied knowledge and skills to client case situations as assigned by agency
  - d. contribute to agency work-team/staff meetings
  - e. complete reports for agency, including client progress and planning reports, and others as required
3. Identify and use professional development resources and activities which promote professional growth.

### ***Potential Elements of the performance:***

- a. determine current skills and knowledge
- b. identify learning goals to accomplish professional growth and skill development
- c. initiate and engage in professional development activities
- d. demonstrate skill in teamwork and decision making by actively contributing to agency team meetings and supervisory sessions

- e. provide agency feedback as requested
- f. communicate with supervisors and colleagues re: college course expectations and assignments

### III. REQUIREMENTS:

Community Practicum is conducted in an individualized learning mode. Students will meet with the College supervisor and/or integrated seminar teacher at the start of the practicum. This meeting will be to explain and discuss various assignments.

Thereafter students will be in their individual placements. Even where more than one student is in the same agency, the placement learning process is individualized. The end result will be similar for all. The route each student takes to achieve learning outcomes will be unique, consistent with overall requirements, and responsive to placement agency circumstances.

- A. At the beginning of the community practicum placement, the students are to develop personal and professional learning goals and objectives. These goals will be monitored throughout the placement by the student, the fieldwork supervisor, the seminar instructor, and the agency supervisor.

The student, the fieldwork supervisor and the agency supervisor will strategize and develop placement work assignments which will provide opportunities for the students to reach identified objectives. These assignments are monitored and may be modified throughout the placement.

- B. A proposal assignment approved by the Agency Supervisor and by the seminar instructor is required the fourth level of practicum. The College fieldwork supervisor will act as a resource to the student throughout the development of the proposal. The proposal assignment will be submitted to both the Agency and the seminar instructor, in the proper format (see respective Integrated Seminar outlines). Implementation of the proposal is not mandatory, although proposed ideas should be realistic and well considered.
- C. Students will be required to maintain and submit College placement time sheets to the seminar instructor on a monthly basis. ***Failure to submit time sheets by the end of each month may result in grading penalties or suspension of placement, as these documents are critical to the process.*** This procedure will be explained in Seminar class. There may be additional reporting and monitoring requirements for individual students, as assigned by the individual placement or by the College fieldwork supervisor.
- D. Students will be required to submit specified reports for supervisor's signature (see Integrated Seminar course outlines). Students are also required to submit their evaluation forms to their supervisors both at mid-term and at the end of each semester, allowing sufficient time for the supervisors to complete the evaluation process.

Meetings between the College supervisor and the student, and usually including the agency supervisor, will afford the opportunity to monitor the individual student's progress, as well as to teach and discuss other issues related to the particular student's placement. The College practicum supervisor will be prepared to provide advice and demonstration of such processes as treatment methodologies, methods of professional conduct, or instruct in such areas as intra-agency or inter-agency functioning and community development. Again, the focus is on facilitating learning at the individual student's level and circumstances.

#### IV. **EVALUATION:**

- a) Students will be required to develop and maintain a goal attainment record. Format will be provided in seminar class. Goals will be reviewed on an on-going basis with the College practicum supervisor, the agency supervisor and the seminar instructor, and will be revised regularly.
- b) There will be two performance evaluations in each semester - one at mid-placement and one at the end. The evaluation will encompass the student's achievement of objectives, as well as their process of achievement and performance. Evaluation is coordinated and organized by the College practicum supervisor, with input by the placement site supervisor and the student.

The College's format will be used for both the mid-term placement progress report and the final evaluation. Each student will be fully aware of what is in their evaluations. The College practicum supervisor assigns the final grade.

- c) Punctual attendance at placement and completion of assignments will be considered by the professor in assigning the field grade.

**Note:** Community Practicum evaluation is a collaborative and professional process involving the agency staff, supervisors and college faculty. At times, agency circumstances and student needs may change during the course of a Community Practicum which may require a withdrawal, suspension or termination of the placement experience. The College practicum supervisor provides the consistency required for fair and accurate placement evaluation. Flexibility on the part of the student may be required and shall be seen as a professional skill.

#### **ADDITIONAL NOTES:**

1. Students are required to observe the CYW Placement Policies. Each student will receive a copy of these at the start of the placement. Any breach of these policies, including items related to attendance, punctuality, attitude, confidentiality etc. could result in disciplinary action, suspension or termination of the placement.

2. Students are expected to read the "Professional Obligations", attached to this outline.
3. Students are expected to be familiar with and abide by the policies outlined in the College's "Student Code of Conduct".

#### IV. EVALUATION PROCESS/GRADING SYSTEM:

Fieldwork is assigned an "S" or "U" grade ("S" = satisfactory completion of requirements); "U" indicates unsatisfactory completion or incompleteness of requirements. Additional comments in the evaluation form will identify particular areas of strength and areas for improvement.

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%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
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.	

It is also important to note, that the minimum overall GPA required in order to graduate from a Sault College program remains 2.0.

If a faculty member determines that a student is at risk of not being successful in their academic pursuits and has exhausted all strategies available to faculty, student contact information may be confidentially provided to Student Services in an effort to offer even more assistance with options for success. Any student wishing to restrict the sharing of such information should make their wishes known to the coordinator or faculty member.

## **V. 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

## **VI. COURSE OUTLINE ADDENDUM:**

### Course Outline Amendments:

The faculty member 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 Key Dates Calendar 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. Student Services can provide information regarding the Prior Learning Assessment and Recognition policy or it can be viewed on the student portal.

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

### 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. In addition announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more is available. Go to <https://my.saultcollege.ca>.

### Communication:

The College considers ***Desire2Learn (D2L)*** 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 this Learning Management System (LMS) communication tool.

### Accessibility 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 the Accessibility Services office. Call Ext. 2703 or email [studentsupport@saultcollege.ca](mailto:studentsupport@saultcollege.ca) so that support services can be arranged for you.

### Audio and Video Recording 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. Students with disabilities who require audio or visual recording devices in the classroom as an accommodation will receive approval from their counsellor once the Audio and Video Recording Devices in the Classroom Policy has been reviewed by the student. Recorded classroom instruction will be used only for individual academic use and will not be used for any other purpose. Recordings may only be used for individual study of materials presented during class and may not be published or distributed. Intentional misuse of audio and video recordings or intentional misrepresentation when requesting the use of a device for recording shall constitute a violation of this policy and laws protecting intellectual property.

Academic Dishonesty:

Students should refer to the definition of “academic dishonesty” in the *Student Code of Conduct*. Students who engage in academic dishonesty will be issued a sanction under the Student Code of Conduct which could lead to and include expulsion from the course/program. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, students must use a documentation format for referencing source material.

Tuition Default:

Students who have defaulted on the payment of tuition) as of the first week of November (fall semester courses), first week of March (winter semester courses) or first week of June (summer semester courses) will be removed from placement and clinical activities due to liability issues. 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.

**VII. 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 your views on the findings, opinions, and professional conduct of colleagues, confining such comments to matters of fact and matters of one's own knowledge.
7. To respect the privacy, dignity, and other rights of clients.



8. To use information received in the course of professional relationships in a responsible manner.

Following are a number of rules pertaining to the student's relationship to the community practicum location he or she will be working in.

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 professionals in training, and thus expected 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. Avoid judgment 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 field 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 College 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 supervisor immediately.
9. Make sure you are always on time for your field placement. Contact the field work instructor *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. At the placement site, 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(s) \_\_\_\_\_.

I understand its contents and agree to adhere to them.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_