

Course Outline

PROGRAM OUTLINE: Mental Retardation Counsellor

TITLE OF COURSE: Field Work III

COURSE NO.: M.R.C. 211-8

INSTRUCTOR: Gerry Page

DATE: Sept- 1983

Purpose:

Fieldwork III is designed to give students the experience & skills necessary to work in a variety of work settings. Students will learn how to apply theoretical knowledge related to programming by performing various assignments with developmentally handicapped individuals.

Behaviour Objectives:

After completing the requirements for Fieldwork III the student will:

- 1) Have a greater understanding of the functions and services their placement agency provides
- 2) Develop a sense of team work by experiencing interactions with other professionals in the field
- 3) Learn a variety of techniques for training and teaching developmentally handicapped persons
- 4) Learn the importance of proper work habits and how these habits affect others, i.e. supervisors, other staff and peers
- 5) Learn to follow lines of communication and how to deal with conflicts should they arise
- 6) Have a more knowledgeable understanding of behavioural intervention techniques
- 7) Learn to manage & utilize their time effectively
- 8) Learn how to observe, record and report on client progress
- 9) Perform basic nursing & health care as required
- 10) Develop a sense of responsibility and a feel for the role of an M.R.C. professional

Methodology: Students will be assigned to various agencies such as, group homes, vocational placements, nursing homes, developmental centres etc, by the M.R.C. department. Students will be required to work 16 hours a week which may include shiftwork depending on the placement.

Assignments - Field Work - Third Semester

1. Students will be responsible for writing up (2) Task Analysis training programs.
2. Students will negotiate with agency supervisors what Task Analysis programs are to be devised and with which resident(s).
3. Students will be responsible for baselining clients (see faculty for instructions) after the program decisions have been made prior to actually writing up the program.
- 4- Once baselines have been completed each student will write up the Task Analysis programs and submit them to Room E-469 by the deadline dates, (see faculty for dates).
5. Once the programs have been approved and marked by the College faculty, students are to submit these programs to their designated agency supervisors for final "written" approval. Programs must be approved prior to implementation. Programs carried out or implemented without proper authorization will result in failure for that program,
6. Any special equipment needed for programming is the student's responsibility, ie. seek out program equipment by following correct lines of communication.
7. Students are expected to write up a work schedule. Items to be included are:
 - 1) Time work begins.
 - 2) Schedule of programs, with time, place of programming and which resident you are working with.
 - 3) Schedule time for progress reports and data collection.
 - 4) Schedule time for regular routine house duties which the agency supervisor expects.
 - 5) Schedule coffee breaks and lunch breaks.
 - 6) Give copies to supervisor and faculty.
- N.B, Make sure that your program time with clients does not interfere with the residents' other daily activities (ie. school workshop, appointments etc.)
8. A) Progress reports ^{^T^} to be written bi-weekly and submitted to the agency Field Placement Supervisor. Late progress reports will not be accepted and marks for field work will be deducted.
B) Progress notes will be written in an objective manner based on the data collection taken
C) Changes in the program(s) should be included in progress notes after the agency supervisor has okayed changes.
D) Progress reports will also be reviewed by M.R.C. faculty on a regular basis.

Assignments - Field Work - Third Semester (continued)

- 9, Attendance: 100^ attendance and punctuality is required. If the student is unable to attend the placement, the faculty and agency supervisor must be telephoned. Students absent from placement must make up all placement time with the individual agency. Continued absenteeism will result in either repeat or failure of the placement. Failure to arrange make-up time will be considered as L failure for that particular placement.
- 10, Habitual lateness or leaving the placement early without authorization will result in failure for that placement.
- 11, Late assignments or incomplete work will automatically lose marks as deemed necessary by college faculty.

Evaluations: Students will be evaluated by faculty and with the assistance of the agency supervisor. Assignments, work habits, competency in skill areas, communications with supervisor, professionalism and most importantly care and treatment of client will be used to measure performance using a variety of methods. Attendance and participation in Field Seminar III will also be used in the evaluation process.

Grading system;

85% to 100% = A
 75% to 84% = B
 60% to 74;^ = C
 Repeat Course = R

1) Program	25%
2) Progress Reports & Data Collection	20%
3) Agency/Faculty Evaluation	30%
4) Work Schedule	5%
5) Program Delivery & Revision	10%
6) Field Seminar	<u>10%</u>
	100%

Chairman's Signature

Date

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Instructor's Signature

Date

