

I. COURSE DESCRIPTION:

This course is designed as a follow-up to the previous Integrated Seminar course, and as a co-requisite to Community Practicum IV – CYW328. The focus will be on the student's growth and development both personally and professionally. The concept of "professionalism" will be explored with respect to career planning, commitment, communication and ethics. Self-assessment, interview skills and employment preparedness will be emphasized.

The articulation of the prevention and intervention strategies utilized in the field and related to the issues of youth, their families and their communities will also be included. The expectation will be that students share their experiences and support each other in their learning – as befits their professional development. It is further expected that students integrate their academic learning into their experiential learning in both *oral* and *written* formats within the seminar class. The principles of the course are designed to develop one's self-understanding and self-evaluation and as a helping professional based on the ethical principles of the OACYC.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. **Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of audiences.**

Potential Elements of the performance:

- a. Plan and organize communications according to the purpose and audience, by completing various written and oral reports as outlined herein;
 - b. Choose the format appropriate to the purpose;
 - c. Incorporate the content that is meaningful and pertinent;
 - c. Evaluate communications and adjusts for any errors in content, structure, style and mechanics
2. **Perform ongoing self-assessment and self-care to promote awareness and enhance professional competence.**

Potential Elements of the performance:

- a. Describe own professional role and identity;
- b. Articulate personal career goals within the context of lifelong learning;
- c. Maintain professional boundaries with clients and colleagues;
- d. Establish reasonable and realistic personal goals for oneself to enhance work performance;
- e. Plan and implement self-care strategies in order to main personal and professional well-being;
- f. Apply organizational and time-management skills;
- g. Evaluate own performance using College reporting formats and evaluations as well as reflecting supervisory input.

3. **Promote overall well-being and facilitate positive change for children, youth and their families.**

Potential Elements of the performance:

- a. using treatment principles, apply same to placement settings;
- b. initiate programming and activities, within the parameters of the placement setting,

4. **Develop skills in entrepreneurship and community development.**

Potential Elements of the performance:

- a. complete one "project proposal for funding and/or implementation" which obtains approval of placement site supervisor and College CYW faculty

5. **Identify and use professional development resources and activities that 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 class case discussions.

III. LEARNING RESOURCES:

Student Membership in OACYC: Membership will remain in effect for several months following graduation and should be included on students' Resumes. Proof of membership must be shown to the course professor in order to be eligible for scholarships and bursaries that include this criterion.

Sault College Child and Youth Worker program policies, course outlines and student assignment package. A personal day-timer is also recommended as it is the responsibility of the student to work with their program and agency supervisors in arranging placement evaluation meetings.

IV. METHODOLOGY:

There will be some lecture and considerable discussion, with a strong degree of input and initiative from the students. Guest speakers may be utilized as well.

* The provisions of the "Child and Youth Worker Program Policies" will apply at all times in this course, especially with regard to confidentiality and reporting format.

V. COURSE REQUIREMENTS

1. Preservation of confidentiality as per CYW policy on confidentiality
2. Regular attendance; graduate level participation is expected which includes support of one's classmates. Allowances will be made for absence due to illness and emergencies with communication to the professor. The professor reserves the right to ask for verification of absence in any case. Grade reduction will correspond to the percentage of classes missed as well as overall participation as per grading criteria.
3. Punctual completion of various assignments and any supplemental reading is expected for a graduating student. Completion of specific reports, at a graduate level. This is a student-directed responsibility. Grading criteria and dates for these assignments to be provided. The instructor will determine the grading for this section. Late assignments will be deducted one percentage for every day it is late.

4. *Punctual submission of documentation is required:*

Time Sheets to be submitted monthly with agency supervisor's signature, initials and student's signature. If time sheet is not received within one week of month's end, a deduction of 2% from participation grade will occur. Student will have opportunity to earn back .5% for each time sheet handed in on time after that point in the semester. If late a second time, follow-up with the college field placement supervisor will be required and placement may be suspended until hours can be verified. *Mid-term and final evaluation forms must similarly be submitted within one week of due date. Failure to submit forms may result in suspension of placement. Any time missed due to placement suspension must be made up* in order for student to be successful. If there is no opportunity for make up time due to the nature of the placement (or if the supervisor is unwilling or unable to negotiate a make-up schedule) the student may be assigned a failing grade in both practicum and seminar. Additional reporting and monitoring requirements for individual students, as assigned by the individual placement or by the College fieldwork supervisor.

VI. EVALUATION PROCESS/GRADING SYSTEM:

SKILL DEVELOPMENT

20%

Students will engage in activities and discussions during regularly scheduled classes. The Skill Development mark is related to the student's ability to participate in activities and discussion and reflect upon this learning. The format and assessment of this will be discussed in class and posted on D2L.

VI. EVALUATION PROCESS/GRADING SYSTEM:**ASSIGNMENTS****80%**

The format and assessment of the following assignments will be discussed in class and posted on D2L. The presentation and assignment schedules will be established in the first week of class. This deadline is fixed – failure to present during the time period assigned may result in a lost opportunity.

NOTE: All written assignments must be submitted on the due date at the beginning of the class period unless otherwise specified by the professor. Late submissions will be deducted 1% per day of your overall course mark, which commences at the beginning of the class in which the assignment was due. Assignments will only be accepted after the due date for a period of 7 days (one week). At that point, the student will receive an automatic “0” for the assignment. Students are encouraged to communicate with their instructor, **prior to the assignment due date**, if extenuating circumstances exist and request an extension. Granting extensions is up to the discretion of the professor.

All students MUST submit all papers and assignments through the Dropbox on D2L. Assignments not submitted in this fashion will not be accepted and the students will be directed to resubmit their assignment through the proper channels. It is the student’s responsibility to be familiar with and utilize D2L for all college communication and submissions with and for the professor. Should a student experience problems the IT department at Sault College is available to assist them.

NOTE:

VII. COLLEGE GRADING SYSTEM:

The following semester grades will be assigned to students in post-secondary courses:

| <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 | 0.00 |

VII. COLLEGE GRADING SYSTEM:

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| 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. |

VIII. 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.

IX. 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 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.