

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: Integrated Seminar II

CODE NO.: DSW 112 SEMESTER: II

PROGRAM: Developmental Services Worker

AUTHOR: DSW Faculty

DATE: January 1996

NEW: REVISED:

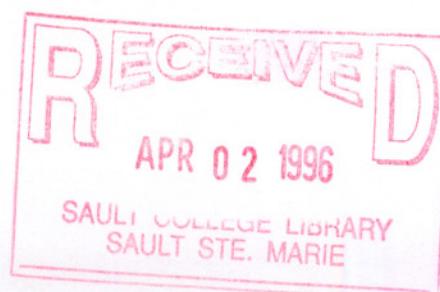
APPROVED:

K. DeRosario
 K. DeRosario, Dean
 School of Human Sciences and
 Teacher Education

Date

Jan. 8/96

****NOTE:** Do not discard this outline. It will be required by other educational institutions if you are attempting to obtain credit for this course.



INTEGRATED SEMINAR II

DSW 112

I. PHILOSOPHY/GOALS

This course is designed as a Corequisite to Fieldwork. Seminar provides the forum through which students can process their field placement experiences.

Field Placement provides the student with exposure to real life situations and seminar enables them to gain self-confidence in their knowledge, skills and abilities. As students become more experienced with persons with developmental delays and working as a team with a variety of professionals in the field, the related legislature and DSW guidelines will take on a greater significance. Theoretical support techniques will become hands on skills that are utilized in the field.

II. STUDENT PERFORMANCE OBJECTIVES

Students will by the completion of this course be able to:

1. demonstrate effective organization of appropriate supports and resources. They will do so by accurately determining the roles that agencies, workers, persons we support, friends, volunteers, and advocates need to play to provide support.
2. demonstrate skill to assist persons we support through knowledge of Child and Family Services Act, Developmental Services Act, and the Landlord and Tenant Act.
3. evaluate accurately techniques that facilitate the development of functional skills and at the same time, provide experiences which are intense, stimulating and relevant to the persons we support.
4. create opportunities for inclusion and participation by changing attitudes, imagery and beliefs to positive perceptions which become self-fulfilling for the people we support.
5. demonstrate effective methods which ensure people are supported and treated with respect for their chronological age, their rights, responsibilities and their possessions.
6. demonstrate effective team work skills such as: assisting in solving problems as a team member, communicate and question inconsistencies as a team player, negotiate as a team player and recognize and avoid behaviour which jeopardizes the functioning of the team.
7. demonstrate effective skills in communicating both verbally and in writing. This involves recording information accurately and with consideration to the legal implications as well. This also involves public speaking by presenting oral reports effectively.

III. REQUIREMENTS

1. Preservation of confidentiality as per DSW policy.
2. Regular attendance at Integrated Seminar. This means that 75% of classes per semester is minimum attendance. The total grade will be reduced if attendance falls below 75%. The purpose of attendance is to ensure that presentations are done before a receptive, contributing audience as well as to allow students to demonstrate their professional commitment. Graduate-level participation is expected and one cannot participate if absent!

Projects and presentations are due on the assigned date in class. In the event of serious illness and/or emergency, students must contact the instructor prior or on the due date. Failure to do so will result in a zero grade for that assignment. The instructor reserves the right to ask for verification of absence, in any case.

3. Graduate-level participation in all activities is expected.
4.
 - a) Group Project
 - b) Written Reports
 - c) Oral Presentations
 - d) Review and Discussion

IV. EVALUATION

For an "A+" the student must have performed at an effective level of competence.

- | | |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 Written Projects: | <ol style="list-style-type: none">1. One mini group project on a) Developmental Services Act; b) Landlord and Tenant Act2. One group project on Child and Family Services Act. |
| 2 Written Reports: | <ol style="list-style-type: none">1. Incident Report2. Log Report |
| 2 Oral Presentations | <p>5 - 10 minutes in length. One oral to identify and describe roles that agencies, workers, persons we support, friends, volunteers and advocates play to provide support</p> <p>One oral to demonstrate techniques that facilitate the development of functional skills, and effective social action strategies to foster inclusion.</p> |

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IV EVALUATION (cont.)

Review and Discussion

Review and discussion on

- 1) Positive Perceptions which are self-fulfilling;
- 2) Effective methods and strategies to ensure dignity, and respect and the individual's total well-being.
- 3) Effective team work

Display effective problem-solving skills and feedback

Displayed over the course of all the seminar classes. Participated in 95% of the classes.

For an "A" the student performed at a good level of competence.

- . 2 Written Projects
- . 2 Written Reports
- . 2 Oral Presentations
- . 1 Review and Discussion
- . Display effective problem-solving skills and feedback - participated in 90% of the classes.

For a "B" the student performed at a good level of competence.

- . 1 Written Project
- . 2 Written Reports
- . 2 Oral Presentations
- . 1 Review and Discussion
- . Display effective problem-solving skills and feedback - participated in 80% of the classes.

For a "C" the student performed at a fair level of competence.

- . 2 Written Projects
- . 2 Oral Presentations
- . Display effective problem-solving skills and feedback - participated in 75% of the classes.

The instructor has the prerogative of assigning a repeat presentation or rewrite if either is not performed at a suitable level. Suitable level will be discussed in class.

Students are to keep a copy of all assignments submitted to the instructor in Integrated Seminar Class.

- * Integrated Seminar II and Fieldwork II are to be taken simultaneously. If in either course the student is unsuccessful, it will result in repetition of both courses. Consistent absenteeism without a valid reason will result in a repeat of both courses.

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- * Fieldwork evaluation must be handed in during Seminar class at designated times. It is the student's responsibility to submit these accordingly to the seminar instructor.

Midterm Evaluation due:

Final Evaluation due:

Attendance Sheet due:

Dates to be announced.

Professional Obligations (cont.)

D. COMMUNICATE EFFECTIVELY

In order to be successful, graduates must be able to:

- 1. Communicate in writing, clearly and effectively, with individuals, service deliverers, families and others, including:**
 - a. record information in a number of formats, considering such issues as:
 - i) legal implications;
 - ii) accuracy;
 - iii) using appropriate abbreviations.
 - b. complete required forms such as consent documents, formal assessments, etc;
 - c. write proposals;
 - d. use word processing and computer skills as productivity tools.

- 2. Communicate verbally, clearly and effectively, with individuals, service deliverers, families and others, including:**
 - a. speak publicly;
 - b. present oral reports;
 - c. display confidence in taking a controversial position;
 - d. listen actively and effectively, demonstrating empathy;
 - e. interpret and use verbal and non-verbal communication;
 - f. recognize, identify and encourage expression of feelings;
 - g. employ questioning and exploring techniques;
 - h. demonstrate support;
 - i. use silence effectively;
 - j. facilitate appropriate communication in uncomfortable situation;
 - k. confirm the accuracy of own perceptions;
 - l. communicate technical content in clear terms;
 - m. recognize communication breakdown and initiate action;
 - n. express feelings and opinions objectively and professionally.

- 3. Use standard office communications devices such as fax machines, and photocopiers, as well as specialized equipment such as a TTY.**

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E. CONTINUE LIFE-LONG LEARNING and PROFESSIONAL DEVELOPMENT

In order to be successful, graduates must be able to:

- 1. Continuously evaluate whether this particular field is one in which they can find satisfaction and continue to grow.**
- 2. Indicate willingness to engage in recertification in such areas as:**
 - a. First Aid;
 - b. CPR;
 - c. pharmacology and health-care skills.
- 3. Create career plans which lead to long-term action plans for growth.**
- 4. Demonstrate knowledge of sources of continuing education such as:**
 - a. related College and University programs;
 - b. in-service training conducted by employers;
 - c. organizations that provide ongoing training opportunities such as workshops, conferences, symposia, etc;
 - d. various professional organizations.
- 5. Keep up to date on the changing nature and impact of technology.**

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SPECIAL NOTE

Students with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the instructor.

Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of students.

ADDENDUM

To All Students:

In order to assist you in your attempt to complete your course requirements, any special needs accommodation that you may require should be identified to the instructor. Please identify your concern before the next class and submit a written verification **within these first three weeks.**

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY
DEVELOPMENTAL SERVICES WORKER PROGRAM

**ADDITION TO D.S.W. PROGRAM POLICIES
NOTICE OF AGREEMENT**

Student Agreement Form

Regarding the Developmental Services Worker Course Outline:

I, _____, have read the D.S.W.

Course Outline for the Course _____.

I understand its contents and agree to adhere to them.

Signed: _____

Dated: _____

**SEMINAR II
PROFESSIONAL OBLIGATIONS****Definition**

Behaving as a competent and responsible professional includes acting in such a way that shows respect for people; being self-directed; participating and collaborating with others; communicating well; recognizing their own limitations; and recognizing that additional growth and skills will always be necessary.

A. CONDUCT SELF EFFECTIVELY and ETHICALLY

In order to be successful, graduates must be able to:

1. Maintain ethical standards including:

- a. treat all others with dignity and respect;
- b. have regard for personal possessions;
- c. be honest;
- d. maintain confidentiality;
- e. be discrete;
- f. judge what should and should not be shared and with whom.

2. In the context of a diverse multicultural society, work cooperatively with others, including:

- a. display sensitivity with members of both genders;
- b. understand and utilize proper techniques in team building;
- c. identify factors that jeopardize team building;
- d. participate and have skills as an effective team member;
- e. assist in solving problems as a member of a team;
- f. demonstrate skills of negotiation as needed;
- g. consult appropriate resources and be flexible in their use;
- h. organize and facilitate meetings;
- i. remain professional throughout stressful meetings;
- j. work effectively with people who have different managerial styles;
- k. follow designated lines of communication and chain of command;
- l. model professional appearance and behaviour.

3. Work effectively with others in complex situations, including:

- a. be prepared with documented facts regarding contentious situations;
- b. assist in making changes in a non-confrontational manner;
- c. deal nondefensively with rejection and hostility;
- d. question inconsistencies between philosophies, policies, and practices in an appropriate and professional manner;
- e. identify component parts of a complex situation and design strategies for overcoming problem situations;
- f. make relevant inquiries so as to clarify a complex situation;
- g. approach complex and challenging situations with a sense of optimism and creativity;
- h. identify and deal effectively with own needs, biases, and emotions including:
 - i) aggression; ii) sadness; iii) fear; iv) disgust; v) distress.
- i. separate personal and professional life.
- j. respond professionally in crisis situations.

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Professional Obligations (cont.)

4. Work efficiently, including:

- a. be punctual;
- b. manage own time effectively;
- c. complete tasks on time;
- d. establish priorities and organize daily work load;
- e. organize and maintain work areas;
- f. demonstrate initiative;
- g. persevere in challenging situations;
- h. seek, accept, act on, and provide constructive feedback.

5. Maintain a healthy professional life-style including:

- a. reduce or deal with stress factors including changing shift patterns and working weekends;
- b. maintain fitness and proper nutrition practices.

6. Act in such a way as to reduce work-related injuries, such as:

- a. use proper body mechanics (eg. lifting techniques);
- b. use universal precautions and aseptic techniques such as:
 - i) use latex gloves as required (eg. when working with people who are Hepatitis B and/or HIV carriers);
 - ii) implement isolation techniques to prevent spread of infection.

B. CARRY OUT PRESCRIBED PROCEDURES and DUTIES in a VARIETY of SETTINGS

In order to be successful, graduates must be able to:

1. Follow workplace objectives, policies and procedures, including:

- a. follow designated lines and patterns of communication;
- b. know the appropriate role of various parts of a formal organization, for example:
 - i) Board; ii) committees; iii) volunteers.

2. Recognize differing philosophies and cultures between agencies.

3. According to workplace and legal requirements:

- a. report suspected abuse and neglect;
- b. write anecdotal and other structured recording reports;
- c. record data;
- d. employ, using ethical guidelines, behaviour management techniques;
- e. prepare and complete incident and accident reports.

4. Assist volunteers and/or staff in carrying out specific programs and activities.

5. Follow instructions and carry out directions as given as long as it is ethical.

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Professional Obligations (cont.)

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