



**CFCS 241 – PRACTICUM 2**

<b>INSTRUCTORS:</b>	Robin Fast	370-3205	<a href="mailto:fast@camosun.bc.ca">fast@camosun.bc.ca</a>
	Martha McAlister	370-3245	<a href="mailto:mcalisterm@camosun.bc.ca">mcalisterm@camosun.bc.ca</a>
	Joan Astren	370-3173	<a href="mailto:astrenj@camosun.bc.ca">astrenj@camosun.bc.ca</a>
<b>SEMINAR:</b>	Friday, 8:30 am – 10:20 am, September 9th – December 9, 2011		
<b>ROOM:</b>	WT 103 and F304		
<b>PRACTICUM:</b>	As arranged with instructor and field mentor		

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**COURSE DESCRIPTION**

This course provides an opportunity for students to integrate and consolidate the knowledge, skills and values learned in the program.

**LEARNING OUTCOMES**

Upon completion of this course, the student will be able to:

1. Use a social justice perspective as a foundation for practice with children, youth, adults, and families in community.
2. Apply knowledge of family, group and organizational structures and systems in practice settings
3. Apply knowledge of critical thinking skills, creative solutions and principles of effective leadership to strengthen individual, family and community capacity
4. Establish and maintain effective working relationships with and between individuals, their families, and the systems that support them
5. Use knowledge of human development to effectively support children, adults and families
6. Apply knowledge of the dimensions of health to promote and support the health, safety and well being of self and others
7. Apply knowledge of personal and professional ethics and accountability to practice

**LEARNING EXPERIENCES/RESOURCES**

There are a variety of services available for students to assist them throughout their learning. This information is available in the College Calendar, Registrar's Office or the College web site at <http://www.camosun.bc.ca>

## EVALUATION OF LEARNING AND GRADING

This course will be graded as Satisfactory or Unsatisfactory.

To achieve a “satisfactory “ rating students must:

- Receive Satisfactory ratings in all practicum objectives and learning outcomes, as determined by your instructor
- Attend and participate in weekly seminars
- Complete Learning Journals and submit weekly
- Complete all assignments with a “satisfactory” grade (Assignments will be sent back for revisions if they are below satisfactory.)

### **Class participation includes:**

- Pre-class preparation (readings etc)
- Arriving at class on time, and consistent attendance
- Constructive and appropriate comments in class
- Participation in in-class assignments and exercises
- Active and appropriate participation in class discussions and group work
- Active and respectful listening
- Respectful and considerate behavior toward others (including having mobile phones turned off during all classes)

## ATTENDANCE

Please arrive at class on time and be prepared to participate in discussions and activities. Seminar is an integral part of the practicum course, assisting in the development of the skill and knowledge required to meet the competencies for CFCS Diploma. Attendance and participation in classes is mandatory. Students are required to contact the instructor in advance if they are unable to attend classes. **There will be a makeup assignment required for any missed seminars. Missing more than three seminar classes will put you at risk of failing the course.**

## ACADEMIC HONESTY GUIDELINES

The School of Health and Human Services is committed to promoting competence, professionalism and integrity in our students and developing their core skills to succeed throughout their academic programs and in their careers. The purpose of Academic Honesty Guidelines is to provide clear expectations of appropriate academic conduct and to establish processes for discipline in appropriate circumstances. It is the student’s responsibility to become familiar with the content and the consequences of academic dishonesty. Before you begin your assignments, review the section in the Student Handbook titled “Plagiarism: Definition and Consequences”.

**Schedule of Topics**

\*This schedule is subject to change depending upon class needs.

<b>Date</b>	<b>Seminar</b>	
Sept 9	<ul style="list-style-type: none"> <li>• Introduction, Course Overview</li> <li>• Reflective Journals</li> </ul>	
Sept 16	<ul style="list-style-type: none"> <li>• ORAPIE in Practice</li> <li>• Goals</li> </ul>	
Sept 19		<b>Begin practicum</b>
Sept 22		<b>First Journal for Assignment #1 Due. Journals due day before seminar each week until practicum completion</b>
Sept 23	<ul style="list-style-type: none"> <li>• Practice issues from the field</li> </ul>	
Sept 29		<b>Assignment #2 Due</b>
Sept 30	<ul style="list-style-type: none"> <li>• Practice issues from the field</li> </ul>	
Oct 7	<ul style="list-style-type: none"> <li>• Practice issues from the field</li> </ul>	
Oct 14	<ul style="list-style-type: none"> <li>• Practice issues from the field</li> </ul>	
Oct 21		<b>Assignment 3# part one due</b>
Oct 21	<ul style="list-style-type: none"> <li>• Prepare for mid-term</li> </ul>	
Oct 24 - 27		<b>Mid-term evaluation</b>
Oct 28	<ul style="list-style-type: none"> <li>• Practice issues from the field</li> </ul>	
Nov 4		<b>Assignment 3# part two due</b>
Nov 4	<ul style="list-style-type: none"> <li>• Practice issues from the field</li> </ul>	
Nov 11	<ul style="list-style-type: none"> <li>• Statutory holiday</li> <li>• NO CLASS</li> </ul>	
Nov 18	<ul style="list-style-type: none"> <li>• Practice issues from the field</li> </ul>	
Nov 25	<ul style="list-style-type: none"> <li>• Practice issues from the field</li> </ul>	
Dec 2		<b>Assignment 3# part three due</b>
Dec 2	<ul style="list-style-type: none"> <li>• Prepare for final evaluations</li> </ul>	
Dec 5 - 8		<b>Final evaluation</b>
Dec 9	<ul style="list-style-type: none"> <li>• Practice issues from the field</li> </ul>	

## CFCS 241 ASSIGNMENTS

### Assignments for CFCS 241 include:

- Assignment 1: 12 Learning Journals
- Assignment 2: Get to Know your Agency
- Assignment 3: Assessment, Planning and Evaluation assignment (in three parts)
- Learning Outcome Examples (in practicum workbook for students) prepared for midpoint and final evaluation meetings
- Missed Class Assignment (if necessary)

### General Considerations:

- All assignments are to be submitted via D2L by 5:30pm on designated due dates.
- Written assignments must follow APA guidelines.

### Assignment 1: Learning Journals X 12: (approximately 450-500 words each)

Due: Each Thursday, by 5:30, beginning your first practicum week.

Document your learning from your practicum experiences and from seminar discussions. It is recommended that students record their thoughts while they are still fresh. Use the feedback you receive from your instructor to help improve your practice, and to deepen your reflective process in your journals.

**Journal Format and Content:** Your entries should be about **500 words** written in first person, should focus in on a particular aspect of your learning for the week and should include all of the following:

### Journal Entry Content:

1. **Choose it:** Focus on ONE event/incident/activity/interaction/learning opportunity from the week that stands out for you as significant
2. **Describe it OBJECTIVELY:** Basic, descriptive, objective observations: What did you see/hear?
3. **Describe it SUBJECTIVELY:** How did you feel? What thoughts caused you to feel that? What did you do? (thoughts, feelings, actions)
4. **Critically reflect on it:** Use the following *sample* questions to stimulate thinking:
  - What did you do well? What would you like to do differently? What other choices did you have? What will you change? How have you made sense of this experience in light of past experiences and future practice?
  - What are your assumptions? What are the underlying root causes? What internal and external factors influenced your decisions? What were you trying to achieve? What are the consequences of your actions for yourself and others?
  - How did others feel? How do you know how others felt?
5. **Apply it:** Talk about how this event connects to your learning from CFCS course key themes (such as social justice, strength-based practice, human development, professionalism, systems lens, etc.) Applying theory to practice, provide explanations and assessments that stem from your observations. NOTE: You may choose a different learning outcome to focus on each week.

**Required Additional Journal Entry Content:**

1. In **Entry # 6**, (or after your mid-term evaluation) you need to include the following:
  - Review the goals you set for yourself at the beginning of practicum
  - Have you accomplished these? What have you done to work towards these goals? What has stopped you?
  - Based on the mid-term evaluation process (including input from both your instructor and mentor), please identify three specific goals that you wish to work on for the remainder of this placement and how you plan to achieve them. Do you need any support to achieve these goals? NOTE: These may be new goals or they could be revisions of the goals you set at the beginning of practicum.
2. In **Entry # 12**, you need to include the following:
  - Review the goals you set for yourself at mid-term. Have you accomplished these? What have you done to work towards these goals? What has stopped you?
  - What are the top 5 things you learned during this practicum experience?
  - What practice skills are you best at?
  - Based on the final evaluation process (including input from both your instructor and mentor), please identify three specific goals that you plan to carry forward into your future work/studies in Human Services.

**Assignment #2:**

Familiarize yourself with the Agency (800-1000 words, due September 29, by 5:30)

Spend some time familiarizing yourself with your practicum placement. By asking questions, reviewing policies, observing interactions, reading any other material provided, answer the following questions.

- What are the number, qualifications, and structure of staff?
- How do they receive their funding?
- Describe their mission/philosophy/history.
- Describe the relationships you see between staff members, and between clients and staff (with examples to back up your observations).
- How does your agency engage in O.R.A.P.I.E. (observation, recording, assessment, planning, implementation, evaluation)? Give specific example to back up your description.

**Assignment #3:****Assessment, Planning, Evaluation** (three parts)

Students are to engage in assessing, planning, implementing and evaluating activities during their practicum (A.P.I.E.). Professional, objective observational and recording skills are expected throughout this assignment.

- **Part one: Assessment** (550-600 words, Due October 21, by 5:30): Choose an individual or situation in your agency as a focus for this assignment. Write one paragraph to briefly describe the context of the situation. Using information gathered from various sources, including objective observations, discussions, files etc., do an *Assessment* of the situation. You can use the chart below as a template. Your assessment should consider each of the following perspectives:

- **Internal context** (Developmental, biological, physical, emotional, cognitive – *include both challenges and strengths*)
- **Interpersonal context** (Microsystem relationships - *include both challenges and strengths*)
- **Macro and exo systems context** (community, employment, access to resources etc - *include both challenges and strengths*)

<i>Multi-lens Assessment</i>	<b>Issues/Challenges</b>	<b>Strengths/Assets</b>
Internal context		
Interpersonal context		
Macro/exo systems context		

- **Part two: Planning** (550-600 words, Due November 4, by 5:30): Based on your assessment, plan (or assist with) an activity/interaction/intervention to address your situation. The plan needs to demonstrate coming from at least one of the above perspectives. Discuss this plan with your field supervisor. The “activity” you plan can range from a minor intervention (i.e.: a plan for interacting with a particular individual) to a larger activity (i.e.: planning for a group event). Use the following format to help formulate a plan:
  1. **Step one:** work *with* the individual(s) as much as possible
  2. **Step two:** prioritize issues then choose a focus for planning
  3. **Step three:** identify alternative solutions for target issue (ie: brainstorm potential interventions considering strengths and challenges)
  4. **Step four:** choose a strategy (action must be realistically achievable)

Submit two pages that outline your list of possible actions, your reasons for choosing a particular action, and a brief description of what you plan to do.

- **Part three: Implementation and Evaluation** (550-600 words, Due December 2, by 5:30): Implement your planned activity/interaction/intervention. You may be assisting another staff person with this, or doing it yourself. Submit a brief evaluation of your activity to your instructor answering the following questions:
  - Briefly describe your action taken.
  - What worked well? (How do you know?)
  - What didn't work well? (How do you know?)
  - What would you do differently next time?
  - What might be a follow-up action you could take?

**Note:** These activities can also be used as examples in your evaluation booklet.

**Missed Class Makeup Assignment (mandatory for any missed seminar):**

You need to have a conversation (in person or on the phone) with at least two students in your class to learn their perspective of the important aspects of the session missed (both large group and small group). This will also give you the opportunity to offer supportive feedback to them as well (peer support is one intended outcome of seminar). Ensure you identify which students you have spoken to. Complete and submit a 500 word write up which talks about the key elements that were missed in the class, along with your own reflections on the subject. Please submit this write up to your instructor before next class.