

## Calendar Description

Students will contract with a human service organization for 130 hours to complete a project in the area of program or service development (e.g. needs analysis, developing funding proposals, program evaluation). In the seminars, students will be supported in the completion of agency-based program development. Students will present on a topic relating to their contract. Topics will be selected on the basis of student practicum.

## Content/Objectives

Students will participate in a practicum focused on the development of services and programs or supervision/leadership. Areas of focus will be developed in consultation with the agency, the student and the University of Calgary instructor.

Areas of focus may include one or more of the following:

- Conducting an evaluation, survey or needs assessment designed by agency
- Strategic Planning
- Board Development
- Registration and incorporation
- Fund development & marketing
- Developing a program framework
- Researching a topic on "best practice"
- Curriculum development
- Facilitating a change process
- Leadership and management
- Human Resources
- Supervision areas
- Conflict resolution
- Dealing with change
- Other topics as negotiated

## Outcomes/Competencies

- Demonstrates knowledge of theoretical framework related to practicum.
- Analyzes personal effectiveness in relation to chosen project.
- Establish, manage and complete goals and objectives related to agreed upon agency project.
- Demonstrate knowledge of practicum agency's organizational structure and culture.
- Develop skills in project management and critical reflection

## Assignments

Practicum presentation, contracted assignment, class participation	<b>40%</b>
Establishment of practicum contract	<b>20%</b>
Professional and ethical conduct	<b>20%</b>
Competency in identified skills and practice components	<b>20%</b>

## Resources

Readings are associated with tutorial topics and will be distributed in class.

*Details for current course offerings are available at: [www.crd.s.org](http://www.crd.s.org)*

## Instructor and Course Information

<b>COURSE:</b> Core 589.06	<b>INSTRUCTOR:</b> Maureen Murphy-Black Karen Heslop
<b>TERM:</b> Winter 2008	<b>TELEPHONE:</b> Maureen: (780) 415-8570 Karen: (780) 497-4575
<b>SECTION:</b> T01 / B01	<b>FAX:</b>
<b>TIME/DATE:</b> Monday - 4:30pm – 7:30 pm	<b>EMAIL:</b> Maureen: <a href="mailto:Maureen@acds.ca">Maureen@acds.ca</a> Karen: <a href="mailto:heslopk@ucalgary.ca">heslopk@ucalgary.ca</a>
<b>LOCATION:</b> Edmonton	<b>OFFICE HOURS:</b>

## Course Content

In addition to 130 hours spent in practicum, students will attend tutorials as scheduled.

The first half of each tutorial will be comprised of discussion of issues as raised in student practica. The second half of each tutorial will involve presentation of competency areas in relation to clinical areas as applicable to student practicum placements. The first tutorial will be January 7, 2008 with future dates to be announced on that day.

Ideally, students will have their practicum sites confirmed with ideas for a project prior to the first day of class

## Details of Assignments

Student grades are based on the following components:

### 1. Practicum Contract

**Value 60%**

Grades for this component will be based on the following areas:

#### a) Establishment and Completion of Goals Contracted at the Beginning of the Practicum (20% of grade)

This will be based on four competency areas (5 marks each). These include:

Comprehensiveness	Purpose, workplan, and outcomes of project are clearly addressed.
Effort	A reasonable but challenging project for the 130 hours required.
Communication	Evidence that a communication plan has been negotiated and built into the plan. It includes communication with agency supervisor and U of C faculty.
Initiative	Student demonstrates initiative in finding means of achieving goals.

#### b) Professional and Ethical Conduct (20% of grade)

Grades will be based on six areas. These include:

Attendance and Punctuality 2 marks	All contracted hours completed. Gives notice when unable to attend. On time and prepared for scheduled appointments.
Flexibility 2 marks	Open and motivated to learn all aspects of the organization. Willingness to accept assignments and accommodate change. Makes creative recommendations and listens/respects those of others
Ethical Conduct and Respect 2 marks	Demonstrates a practical understanding of all-relevant policies and procedures, including but not limited to those concerning confidentiality and informed consent. Conduct consistent with policies and procedures at all times. Shows respect for individuals with disabilities, colleagues, etc...
Growth 2 marks	Requests and is responsive to feedback. Comes prepared for meetings with questions or issues to discuss

Teamwork 2 marks	Does the student work to collaborate with supervisor and colleagues. Operates as a member of the team.
Ethical Issues Identified and Addressed 10 marks	Is aware of the ethical issues related to the project/site/individuals and has a plan in place to address them.

**c) Competency in Identified Skills and Practice Components (20% of grade)**

In the final meeting, both you and your Site Facilitator will be asked to assign a mark in this area. The average mark will be taken. You are asked to reflect on how you completed your contracted activities based on the following criteria:

20 (A+)	Student has excelled in performance of contracted activities
19 (A+)	Has shown a high level of initiative
18 (A)	Exceeded expectations
17 (A-)	Student has made a good effort and has demonstrated progress
16 (B+)	Demonstrated initiative
15 (B)	Has easily met expectations
14 (B-)	Student has performed at a level that is satisfactory in the completion of contracted activities
13 (C+)	Has not demonstrated initiative. Has met expectations, but requires further development in key competency areas.
12 (C)	
11 (C-)	

*Students should request regular feedback from the agency supervisor. U of C faculty will contact the agency supervisor at various times throughout the practicum. Students at any time may request an individual meeting or joint meeting (agency supervisor, student, U of C faculty).*

**2. Contracted Project and Written Assignment**

**Value 20%**

Your contracted assignment will be negotiated with your site facilitator. The assignment should be work related and have a practical application to the site. The project must also contain a research component and is not included in the 130 practicum hours. This assignment will look different for each student, depending on what has been negotiated.

Please note that the contracted assignment will contain 2 parts: 1) the practical project that will be “gifted” to the agency 2) the written assignment that will involve theory, practical application and discussion. Both parts are graded together using to the following criteria:

Theory 8 marks	Theory on the topic chosen is presented, critically analyzed, and applied (give examples from your practicum experience which support or refute the theory) Research is based on multiple sources It is expected that students will use the APA Publication Manual format for referencing in all written assignments
Discussion 8 marks	Creative, insightful presentation of own thoughts and ideas written in a respectful manner. Include; a) Description of your practicum site (in your own words) b) Description of your role within the practicum. c) Highlights and learning experiences, including critical reflections. Audience of assignment accommodated in content, format, and presentation style in imaginative, creative manner
Mechanics 4 marks	Pleasure to read. Well organized. Effectively formatted. Free of spelling/ grammatical errors All contracted components included.

**3. Student presentations on practicum topic**

**Value 15%**

A. Design a brief 15 minute (maximum) presentation on a topic related to your practicum and to the Community Rehabilitation & Disability Studies Field. The topic could be anything of interest to you (for example: your contracted project, leadership, human resource issues, program planning, fund development, evaluation, surveys, program development areas) and must be approved by your instructor.

Grades will be based on the following:

8 marks – content ( clear, concise and most relevant content)

3 marks – Creativity

4 marks –Handout - applicable to the topic and contain useful information for fellow students

#### 4. Class Participation

Value 5%

Two percent will deducted for each missed tutorial up to a maximum of 5%.

#### Marking Scheme

95 – 100	A+	80 – 84	B+	65 – 69	C+	50 – 54	D+
90 – 94	A	75 – 79	B	60 – 64	C	45 – 49	D
85 – 89	A-	70 – 74	B-	55 – 59	C-	Below 44	F

#### NOTE:

*CRDS Practicum courses (all 589's) are Pass/Fail. To pass the course you must receive a minimum of 75/100 marks (B) in the course.*

*The last day to change/register for courses and pay balance of fees for the Winter session is **January 25<sup>th</sup>, 2008.**  
The last day to withdraw is **April 18<sup>th</sup>, 2008.***

**Academic Accommodation:** Students with a disability, who require academic accommodation, need to register with the Disability Resource Centre <http://www.ucalgary.ca/UofC/Others/DRC> MC 295, telephone 220-8237. Academic accommodation letters need to be provided to course instructors no later than fourteen (14) days after the first day of class. ***It is a student's responsibility to register with the Disability Resource Centre and to request academic accommodation, if required.***

**IMPORTANT:** Intellectual honesty is the cornerstone of the development and acquisition of knowledge and requires that the contribution of others be acknowledged. Consequently, plagiarism or cheating on any assignment is regarded as an extremely serious academic offence. Students should examine sections of the University Calendar that present a Statement of Intellectual Honesty and definitions and penalties associated with Plagiarism/Cheating/and Other Academic Misconduct.

#### Purchasing a Textbook from the University of Calgary Bookstore:

- Shop On-line [www.calgarybookstore.ca/](http://www.calgarybookstore.ca/) Click on --> Shop On-line; Click on --> Textbooks; Follow the directions.
- Order by Phone: (403) 220-5937; Toll Free: 1-877-220-5937
- In Person: Go to the University of Calgary Bookstore, MacEwan Student Centre, Room 155, 2500 University Drive NW, Calgary, AB T2N 1N4