



BHS 320 Practicum (3-1)

Fall 2013

Class Schedules:

Class Times: M 2:30 – 3:45

Room: A2131

Instructor Information

Instructor: Alex Sanderson-MacIntyre

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Course Description:

A supervised practical experience with a community or social agency related to the student's interest and/or future plans. Readings, written assignments and group meetings will help students reflect on and integrate knowledge with practical experience.

Textbooks

Baird, Brian N. (2010). *The internship, practicum, and field placement handbook: A guide for the helping professions (6th ed.)*. New Jersey: Prentice Hall.

Classroom Etiquette: In the Behavioural Science Department we believe that learning is an active and interactive process, a joint venture between student and teacher and between student and student (i.e., learning is not just “downloading” information from teacher to student). Therefore, it is expected that professors will come to each class well read and prepared to engage students on the topic at hand, giving students the utmost attention and respect. In turn, it is expected that students will take an active role in the learning process. This includes: (a) regular class attendance, (b) reading course material in advance of class, (c) showing up to class on time, and (d) attentively and proactively being “present” at class (i.e., not on the internet, not texting, not conversing with the person beside you). Committing to this type of “active learning” significantly increases the learning experience for both teacher and student, and reflects the Christian ethos of excellence and respect that lies at the heart of the Ambrose educational experience.

Ethics: In practicum you will be working with vulnerable populations and also be working with your peers as you develop skill sets in the helping and educational realms. As a result, it is **imperative** that confidentiality is maintained at **all** times and that you strive to meet the expectations of functioning as an ethical practitioner. Any breach of contractual ethics will lead to removal from the course.

Attendance: The general expectation is that students will attend all classes in which they are registered. After three (3) unexcused absences (per term), the instructor reserves the right to ask a student to withdraw from the class.

Course Requirements

1. Completed Portfolio (10%)/Interviews (10%) (20% in total) **(Due Sept. 9th)**
2. Completed Evaluation Form by Practicum Supervisor (15%) **(Due Dec. 2nd)**
3. Participation in Class Discussions (15%)
4. MBTI*Personality Evaluation (30%) **(Due Dec. 2nd)**

5. Self-Evaluation Form and Journal (20%) (Due Dec.2nd)

Please ensure you have assigned chapter readings completed **before** class as well as assigned exercises from the text/class. All assigned exercises are to be kept in your journal. All requirements must be completed to receive a passing grade in this course.

MBTI

- Sept 16th - Introduction to MBTI
- Sept 23rd MBTI completed
- Sept 30th MBTI Debrief **This is a mandatory class**
- Nov 4th MBTI – The GRIP **This is a mandatory class**

MBTI must be completed by Sept 23rd

Journal

Your journal should contain a record of your volunteering activities and personal experiences. You should incorporate your reactions (emotional and cognitive) to practicum experiences in a manner that is critically reflective and exploratory in nature. The journal will also include your responses to the assigned exercises from the text and class. Last, each week you will be responsible for finding a journal article or book chapter related to your practicum setting. You will need to summarize the reading's main points and apply it to your practicum experience. Please follow the instructions for journal content that are provided in class.

MBTI –PERSONALITY STRESS INTERACTIONS– Utilizing the behavioural charts you have filled out during the semester (e.g., sleep, eating, spending, self-care time, and exercise), ask and answer the question how does your personality interact with stress situations. Consider when you were stressed, what exactly the stressor was, how did you cope (refer to behavioural charts), how did your behaviours relate to your personality type, and how did you overcome the stress and/or develop as an individual. Analysis no more than 7 pages and worth 20% of final mark.

Grading: The available letters for course grades are as follows:

Percentage:	Letter Grade:	Grade Point Weight:
96-100	A+	4.0
91-95	A	4.0
86-90	A-	3.7
82-85	B+	3.3
75-81	B	3.0
72-74	B-	2.7
68-71	C+	2.3
63-67	C	2.0
60-62	C-	1.7
56-59	D+	1.3
50-55	D	1.0
0-49	F	

Please note that final grades will be available on the student portal. Printed grade sheets are no longer mailed out.

An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the

Office of the Registrar in writing within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of \$50.00 must accompany the appeal to review final grades. If the appeal is sustained, the fee will be refunded.

Important Notes/Dates:

The last day to enter a course without permission and /or voluntary withdrawal from a course without financial penalty (**drop**) – Sunday, September 15, 2013 (Fall semester) or Sunday, January 19, 2014 (winter semester). These courses will not appear on the student’s transcript. Courses should be added or dropped on the student portal by the deadline date.

Students may change the designation of any class from credit to **audit**, or drop out of the “audit” up to the “drop” date indicated above. After that date, the original status remains and the student is responsible for related fees.

Withdrawal from courses after the Registration Revision period will not be eligible for tuition refund. The last day to voluntarily withdraw from a course without academic penalty (**withdraw**) – Tuesday, November 12, 2013 (Fall semester) or Friday, March 21, 2014 (Winter semester). A grade of “W” will appear on the student’s transcript.

Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.

Electronic Etiquette

Students are expected to treat their instructor, guest speakers, and fellow students with respect. It is disruptive to the learning goals of a course or seminar and disrespectful to fellow students and the instructor to engage in electronically-enabled activities unrelated to the class during a class session. Please turn off all cell phones and other electronic devices during class. Laptops should be used for class-related purposes only. Please do not use iPods, MP3 players, or headphones. Do not text, read or send personal emails, go on Facebook or other social networks, search the internet, or play computer games during class. The professor has the right to disallow the student to use a laptop in future lectures and/or to ask a student to withdraw from the session if s/he does not comply with this policy. Repeat offenders will be directed to the Dean. If you are expecting communication due to an emergency, please speak with the professor before the class begins.

Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Student Handbook and Academic Calendar. Personal information, that is information about an individual that may be used to identify that individual, may be collected as a requirement as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at privacy@ambrose.edu.

Extensions

Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a “Course Extension” from the Registrar’s Office. Requests for course extensions or alternative examination time must be submitted to the Registrar’s Office by the appropriate deadline (as listed in the Academic Calendar <http://www.ambrose.edu/publications/academiccalendar>). Course extensions are only granted for serious issues that arise “due to circumstances beyond the student’s control.”

Academic Integrity

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University College as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to give credit to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university college. Students are expected to be familiar with the policies in the current Academic Calendar and the Student Handbook that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

Students are strongly advised to retain this syllabus for their records.

Course Schedule

Sept. 9 th	Practicum introduction
Sept. 16 th	Preparing for your practicum and support from peers (Chp. 2). Time & self-care schedule commences. Working with a Supervisor (Chp. 4) INTRODUCTION TO MBTI
Sept. 23 rd	Ethical and Legal Issues (Chp. 3) Writing and Record Keeping (Chp. 6) Exercise on page 43 of class text: A SPECIALIST WHO WORKS WITH GERIATRICS.... MBTI completed
Sept 30 th	MBTI Debrief – MANDATORY CLASS
Oct 7 th	Happy Thanksgiving
Oct. 14 th	Dealing with Stress and Self-Care (Chp. 7) Exercise on page 139: BURNOUT Exercise on page 145: COGNITIVE REVIEW Self-Care increase to six hours per week
Oct. 28 th	Self-care continued Risks (Chp. 8)
Nov. 4 th	MBTI – THE GRIP –MANDATORY CLASS
Nov. 18 th	Appreciating Differences (Chp. 5) Exercises on page 100 (KNOWING YOURSELF IN RELATION TO DIVERSITY) 103 (OBSERVING YOURSELF DEALING WITH DIVERSITY)
Nov 25 th	DEVELOPING ALL ASPECTS OF SELF-TYPE DEVELOPMENT. (FLEX and Management of GRIP)
Nov. 26 th	Closing Cases (Chp. 9) Finishing the Practicum (Chp. 10)

Dec. 2ND

Frustrations, Lessons, Discoveries (Chp. 11).

