



Prerequisite(s): BHS 240: CGPA 2.0

Class Information		Instructor Information		First day of classes:	Wed., Sept. 9, 2015
Days	M	Instructor:	Alex Sanderson-MacIntyre, PhD	Last day to add/drop, or change to audit:	Sun, Sept 20, 2015
Time:	1-2:15pm	Email:	asanderson@ambrose.edu	Last day to request revised exam:	Mon., Oct. 26, 2015
Room:	A2210	Phone:	403-410-2000 ext. 5907	Last day to withdraw from course:	Thu, Nov. 12, 2015
Final Exam day		Office:	L2101	Last day to apply for time extension for coursework:	Mon, Nov 23, 2015
NA		Office Hrs:	By appointment	Last day of classes:	Mon, Dec 14, 2015

Textbook:

Sweitzer, H.F., & King, M.A. (2014). *The successful internship: Personal, professional and civic development in experiential learning (4th edition)*. CA: Brooks/Cole

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.

Further Course Information:

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.**

Course Schedule:

Sept. 14 th	Preparing for your practicum (Chp. 1). Time & self-care schedule commences. Framing your experience (Chp.2) INTRODUCTION TO MBTI
Sept. 21 st	Ethical and Legal Issues (Chp. 13) Ethical dilemmas to be handed out in class MBTI completed
Sept 28 th	MBTI Debrief – MANDATORY CLASS
Oct. 5 th	Tools for staying engaged (Chp. 3)

Exercise: Knowing yourself in relation to Diversity Due (In class and In Journal)
Starting to understand yourself (Chp.4)
Pg. 110: Reality checks on Worldviews (In class and In Journal)

- Oct. 19th Dealing with Stress and Self-Care
Self-Care increase to six hours per week
- Oct. 26th Remaining engaged and moving forward (Chp. 8, 9)
Exercise page 232: How do you react to Life Situations? (In class and In Journal)
In class and In Journal: Page 277 Perspective Taking. We will tackle this in groups in class and you will include a write up as well in your journal.
- Nov. 2nd **MBTI – THE GRIP –MANDATORY CLASS**
Written Assignment Due
- Nov. 9th Getting to know the clients and Appreciating Differences (Chp. 7)
Risks – Personal Safety Plan (Page 201 in class and response in Journal)
- Nov 16th DEVELOPING ALL ASPECTS OF SELF-TYPE
DEVELOPMENT. (FLEX and Management of GRIP)
- Nov. 23rd Saying Goodbye: Closing Cases and Finishing the Practicum (Chapter 14)
- Nov. 30th Frustrations, Lessons, Discoveries: Yourself, your clients, organizations and society
Assigned questions due in class
- Dec. 7th Drop off of assignments, journal and supervisor’s evaluations

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.

Requirements:

MBTI

- Sept. 14th - Introduction to MBTI
- Sept. 21st MBTI completed
- Sept. 28th MBTI Debrief **This is a mandatory class**
- Nov. 2nd MBTI – The GRIP **This is a mandatory class**

Written Assignment:

Students will write a five-page paper that explores relevant theory, forms of risk prevention and/ or types of intervention in order to gain a deeper understanding of either your practicum placement or your clients. The format for the paper should follow the guidelines of **the new** *Publication Manual of the American Psychological Association*. An excellent online resource is provided by Purdue University. Please check this site out if you are unsure about your APA formatting.

<https://owl.english.purdue.edu/owl/resource/560/01/>

You will be marked along the dimensions set out in the written assignment evaluation sheet. Please attach this sheet to your final copy of your paper before it is handed in for marking. Please identify, on the first or cover page of your assignments, the course name, the instructor's name and your own name, along with your student ID number.

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 behaviour relate to your personality type, and how did you overcome the stress and/or develop as an individual? Analysis no more than 5 pages.

Submission of Assignments:

Assignments may be handed in following class or emailed. **All emailed assignments must be password protected** to maintain confidentiality. Latest APA formatting is required.

Attendance:

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. After three (3) unexcused absences (per term), the instructor reserves the right to ask a student to withdraw from the class.

Grade Summary:

1. Completed Portfolio (10%)/Interviews (10%) (20% in total) **(Due Sept. 14th)**
2. Written Assignment (15%) **(Nov.2nd)**
3. Completed Evaluation Form by Practicum Supervisor (15%) **(Due Dec.14th)**
4. Participation in Class Discussions (10%)
5. MBTI*Personality Evaluation (20%) **(Due Dec.14th)**
6. Self-Evaluation Form and Journal (20%) **(Due Dec.14th)**

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	

Because of the nature of the Alpha 4.00 system, there can be no uniform College-wide conversion scale. The relationship between raw scores (e.g. percentages) and the resultant letter grade will depend on the nature of the course and the instructor's assessment of the level of each class, compared to similar classes taught previously.

Please note that final grades will be available on student registration system. Printed grade sheets are not mailed out.

Other

WRITTEN ASSIGNMENT EVALUATION SHEET

NAME:

Introduction: Statement of the general area

1	2	3	4	5	6	7	8	9	10
inadequate		fair		good		very good		excellent	

Discussion of pertinent theory and research

1	2	3	4	5	6	7	8	9	10
inadequate		fair		good		very good		excellent	

Breadth of coverage

1	2	3	4	5	6	7	8	9	10
inadequate		fair		good		very good		excellent	

Depth of coverage

1	2	3	4	5	6	7	8	9	10
inadequate		fair		good		very good		excellent	

Logical flow of argument

1	2	3	4	5	6	7	8	9	10
inadequate		fair		good		very good		excellent	

Integration of relevant research to the practicum setting

2	4	6	8	10	12	14	16	18	20
inadequate		fair		good		very good		excellent	

Conclusion

1	2	3	4	5	6	7	8	9	10
inadequate		fair		good		very good		excellent	

Clarity of writing

1	2	3	4	5	6	7	8	9	10
inadequate		fair		good		very good		excellent	

Adherence to APA style (current APA style required)

1	2	3	4	5	6	7	8	9	10
inadequate		fair		good		very good		excellent	

Policies:

Communication

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (cancelled class sessions, extensions, requested appointments, etc.) between class sessions. If students do not wish to use their Ambrose accounts, they will need to forward all messages from the Ambrose account to another personal account.

Registration

During the **Registration Revision Period** students may enter a course without permission, change the designation of any class from credit to audit and /or voluntary withdraw from a course without financial or academic penalty or record. Courses should be added or dropped on the student portal by the deadline date; please consult the List of Important Dates. After that date, the original status remains and the student is responsible for related fees.

Students intending to withdraw from a course after the Registration Revision Period must apply to the Office of the Registrar by submitting a "Request to Withdraw from a Course" form or by sending an email to the Registrar's Office by the **Withdrawal Deadline**; please consult the List of Important Dates on the my.ambrose.edu website. Students will not receive a tuition refund for courses from which they withdraw after the Registration Revision period. A grade of "W" will appear on their transcript.

Exam Scheduling

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.

Students, who find a conflict in their exam schedule must submit a Revised Examination Request form to the Registrar's Office by the deadline date; please consult the List of Important Dates. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) the student has three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

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 use electronics for purposes unrelated to the course during a class session. Turn off all cell phones and other electronic devices during class. Laptops should be used for class-related purposes only. 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. Some professors will not allow the use of any electronic devices in 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 Academic Calendar. Personal information (information about an individual that may be used to identify that individual) may be required 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 deadline date; please consult the List of Important Dates. Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."

Appeal of Grade

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 Registrar's Office in writing and providing the basis for appeal 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. If the appeal is sustained, the fee will be refunded.

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 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 acknowledge 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 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.

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