



# BHS 420 Practicum 2 Winter 2015

Semester: Winter 2015  
Days: Thursday 9:45 -11:00  
Class Room: RE LL118

Number of credits: 3

Instructor: Dr. Lynn Davis  
Email: Davis@ambrose.edu  
Phone: 403-410-6913  
Office: 2107  
Office hours: By appointment

### Course Description:

A continuation of the supervised practical experience placement in a community, faith-based, or social agency related to the student’s interest and/or future plans. Seminars will focus on the relationship between ethical issues and practical issues and models of ethical decision-making as related to the behavioural sciences.

### Important Dates:

First day of classes: January 7, 2015  
Registration revision period: January 18, 2015  
Last day to request revised examination: March 2, 2015  
Last day to withdraw from course: March 20, 2015  
Last day to apply for time extension for coursework: March 30, 2015  
Last day of classes: April 2<sup>nd</sup>, 2015

### Expected Learning Outcomes:

It is the aim of the course that students acquire the following skills:

Upon completion of the course, the student should be able to demonstrate:

- Skills in identifying and clarifying the specific ethical concerns that emerge as a result of the unique

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nature of the helping relationship;

- The ability to mobilize his or her values, beliefs, needs, and goals in order to further the healthy development of individuals, groups, or programs;
- A deeper understanding of the professional skills, competencies, and challenges unique to the process of becoming an ethical practitioner;
- The ability to apply the ethical and legal principles to a variety of settings and human experiences; and
- Assimilation of the professional and ethical principles into his or her own value structure, thus becoming an ethical behavioural science practitioner

### **Requirements:**

- 1) **Journal/Text assignments:** Your journal will be a record of your volunteering activities and assignments. Subdivide your journal into three sections with one section for each of the following:
  - a. Weekly reactions (emotional and cognitive) to practicum experiences stated in a manner that is critically reflective and exploratory in nature. Use examples from practicum to highlight your reactions (2 pgs max per weekly entry)
  - b. Weekly reflection of your stress and self-care activities in order for you to assess your competency. Please respond to the following questions: What activities did you engage in for self care in the previous week (use the areas established in the first term), What went/worked well for you and why (impact on your well-being)? What will you adjust/add for the next week to support your selfcare? (1 pg max per entry)
  - c. Response/answers to the assigned exercises/case studies. The exercises/cases will be in the following formats; Instructor assigned case, case from practicum (names changed), or fictitious possible case (if the assigned case is not applicable or if a real practicum scenario is not available). Responses will require self-reflection, skill review and application.

The journal and assignments are worth **40%** of your final grade and are due on **April 2, 2015**.  
**Randomly Selected entries will be marked.**

- 2) **Supervisor Evaluation:** Site supervisors will be asked to complete a comprehensive evaluation of your practicum performance. Areas to be evaluated include basic work effectiveness (e.g., time use, reliability), ethical awareness and conduct (e.g., sensitivity, consultation), knowledge and learning (e.g., of clients, role and purpose of professional setting), response to supervision (e.g., seeking and receiving feedback), interactions with clients and co-workers (e.g., rapport-building, communication), and productivity (e.g., record keeping, report writing). Supervisor evaluations will be handed out three weeks prior to the end of term and are due on **April 2, 2015**. The supervisor evaluation will be worth **20%** of
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the final grade.

- 3) **Reflection Paper:** You will also be required to complete a brief (5-6 pages) reflection paper as it pertains to your practicum experience. The focus of the paper should be to articulate any ethical, legal, and/or professional issues that were notable during your practicum. This reflection paper is due on **April 2, 2015**, and is worth **20%** of your final grade.
  
- 4) **Attendance/Participation:** You will be required to be an informed and active participant for all class discussions. Your participation is worth **20%** of your final grade.

**All requirements must be completed to receive a passing grade in this course.**

### **Course Topics**

Introduction

Ch. 1 Ethical Principles and Systems

Ch. 2 Professional Standards

Ch. 3 Law and Legal Standards

Ch. 4 Ethical Decision Making

**No Class (Reading Week Feb 16-20)**

Ch. 5 Free and Informed Consent

Ch. 6 Confidentiality

Ch. 7 Professional Boundaries

Ch. 8 Maintaining and Enhancing Competence

Ch. 9 Providing Services Across Cultures

Ch. 10 Social Justice and Responsibility

Completion of hours/supervisor evaluations

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### **Submission of Assignments:**

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Assignments are to be submitted by email to the Instructor with the subject “ BHS 420; your name; Assignment type”

**Attendance:**

Attendance is expected.

**Evaluation:**

Journal and Exercises 40%

Supervisor evaluation 20%

Reflection Paper 20%

Attendance/Participation 20%

**Grade Summary:**

The available letters for course grades are as follows:

Percentage:	Letter Grade:	
96-100	A+	Excellent
91-95	A	
86-90	A-	
82-85	B+	
75-81	B	Good
72-74	B-	
68-71	C+	
63-67	C	Satisfactory
60-62	C-	
56-59	D+	
50-55	D	Minimal Pass
0-49	F	Failure

**Textbooks:**

Corey, Corey, & Callahan (2011). Issues and Ethics in the Helping Professions. Brooks/Cole, Belmont, CA.

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## Policies:

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, it is highly recommended that they forward all messages from the Ambrose account to the other account.

During the **Registration Revision Period** students may to 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. These courses will not appear on the student's transcript. 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 by the **Withdrawal Deadline**, please consult the List of Important Dates. Withdrawal from courses after the Registration Revision period will not be eligible for tuition refund. 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.

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) 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 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 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](mailto: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 Office of the Registrar in writing within 30 days of

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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.

### **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 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.