

Attendance

There are only 4 (2 hour lectures) scheduled for this course. The first will explain the course and your deliverables. The next 3 classes make up our lecture series.

You must attend all 3 of the Lecture Series classes to be eligible to pass this course. Those that do not, will not receive a passing grade, unless academic considerations have been granted.

Note that you will be eligible to earn a Leadership Certification if all leadership courses are attended. This will be a valuable addition to your resume/portfolio as you move into interviews for careers or professional school.

Applying

Learning Contract	26%	October 7th, 2024 on-line at 11:00 pm*
Month End Reflections	20%	October 7 th in class at 2:30 pm November 4 th in class at 2:30 pm December 6 on-line by 11:00 pm*

Analyzing

SBAR Assignment	14%.	December 2, 2024 on-line by 11:00 pm*
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Evaluating

Supervisor Evaluations**		
Midterm Evaluation	0%	Book for week of October 21. Due from your supervisor by October 26
Final Evaluation	40%	Book for week of December 2. Due from your supervisor the week of December 9 th .

***Late submissions will incur a 20% deduction per day, starting 1 minute after deadline. After 5 days, you will receive a grade of 0.**

*** Note that you will not be assigned a passing grade in this course if you do not submit all three of your month-end reflections.**

You are responsible for ensuring that you complete 75 hours within your placement, over the course of the term. Please contact the instructor if you run into difficulties within your placement that prevent you from having enough hours.

Learning Contract. You are responsible for submitting a learning contract to the course coordinator that indicates the learning goals and objectives for your placement, created in consultation with your placement supervisor. Your learning contract should be completed using the form provided to you through the OWL website. This form will guide you through a brief description of your goals for the term (within your placement). It is possible that your objectives may change over the course of the term – this is perfectly understandable, and any such changes should be documented by you and approved by your supervisor. It is not necessary to re-submit your learning contract should your plans change over the course of the placement. Learning contracts that are submitted late (or submitted on time without a signature) will receive a grade of zero. Your learning contract is due by 11:00 pm online on October 7th. **If you do not submit**

a signed learning contract before October 12 at 11:59pm, you will receive a failing grade in this course.

Month-end Reflection reports. You are responsible for logging your time within your practicum, arranging a time to have your supervisor sign the report and submitting the report, before the stated deadline. These reports are to include a log of the time spent at your placement, along with a brief reflection of your time that week. Logging and reflecting on your activities should take no more than 5-10 minutes for each entry. **Note that you will not be assigned a passing grade in this course if you do not submit all three of these month-end reflections. You are responsible for ensuring that you complete 75 hours within your practicum, over the course of the term.** This is a way to keep up to date on your progress. **Please contact Dave Humphreys if you foresee difficulties within your placement that may prevent you from achieving 75 hours.**

SBAR Assignment. Organizations have many moving parts. Sometimes there are issues and communication breakdowns. Complete and concise communication is key to keeping everyone on the same page. As we will discuss during our first lecture, the SBAR communication process is a useful means of structuring verbal and written communication within any team. I have also posted a reference article, should you want more information. For this assignment, I would like you to identify an issue or incident that you have encountered within your practicum. Create an SBAR (no longer than 1 page) based on this issue, to address the situation and provide thoughts on how to resolve it.

It is up to you whether you share this with your supervisor following either your midterm or final evaluation. If you are unsure, I'd be happy to discuss the situation with you.

Supervisor Evaluation. You will be evaluated by your supervisor, using the supervisor evaluation form posted to OWL. You should review this prior to beginning placement. You will receive two evaluations: An midterm assessment of your work within the placement, worth 0% of your final course grade. This formative assessment is meant to provide you with structured feedback and an opportunity to further discuss expectations from both sides. A summative assessment will occur at the end of the course, presenting an overall evaluation of your work within the placement (worth 40% of your final course grade). In this course, as in life, assessment of your work over the course of the term is cumulative. **It is up to you to provide your supervisor with a copy of the evaluation and schedule times (in advance) to discuss both the midterm and final evaluations.** These should occur the week of October 21, 2024 and December, 2024. Students who fail either of their supervisor evaluations will be required to meet with the course instructor and the placement supervisor.

NOTE: All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>)

LATE POLICY

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Fall 2024

Instructor: Michael Robinson Office: TBD Email: mrobin7@uwo.ca Phone: 519-661-2111 Office Hrs: TBD TAs: N/A	Lectures: Monday 2:30-4:20 See schedule – 4 classes Fall 2023 Instruction Mode:
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NOTE: All course information including grades, assignment outlines, deadlines, etc. are available via OWL Brightspace. Download the Brightspace Pulse App to stay up-to-date on course communication and enable your notification settings within "Communications" in the top toolbar. Check the website regularly for course announcements.

Calendar Course Description (including prerequisites/anti-requisites):

This course provides 4th year Honours students the opportunity to gain experience applying theoretical knowledge in a community setting, including a full range of elements that comprise the partners' operations. Applications due in the spring of the previous year.

Antirequisite(s): The former Health Sciences 4900E, the former Health Sciences 4910F/G. Extra information: Minimum of 75 experiential learning contact hours over the 13 weeks. Students will be permitted to take a maximum of 1.0 credits among Health Sciences 4990F, Health Sciences 4991G, Health Sciences 4995A/B/Y (or the former 4995F/G), and Health Sciences 4996A/B/Y (or the former 4996F/G).

Prerequisite(s): Enrolment in the fourth year of an Honours Degree in the School of Health Studies. Application required.

You are responsible for ensuring that you have successfully completed all course pre-requisites, and that you have not taken an anti-requisite course.

Statement on Prerequisite Checking

Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites

NOTE: If you wish to enroll in this course without the stated pre-requisite(s), you must obtain written approval from the course instructor. The approval should then be forwarded to your academic counsellor.

My Course Description

This practicum course has been designed to provide an opportunity for you apply theoretical knowledge and hands-on skills gained over the past 3 years, by working with a community partner.

The lecture series has been designed to help you assess and address your strengths/weaknesses, cultivate interpersonal and leadership skills while helping you market yourself in the career field of your choice.

Course Objectives

In this course, you will have an opportunity to apply your knowledge within a community-based experiential learning opportunity, in an area that is relevant to the field of Health Science. You are expected to complete 75 hours within your placement. As a capstone experience within your degree, you will be expected to engage in higher-order thinking skills in 3 stages: Applying, Analyzing, and Evaluating.

1. Applying: By the end of your placement, you will be able to apply the theoretical knowledge and hands-on skills acquired during your previous three years of study to assess and solve complex, real-world health-related problems. You will demonstrate this ability through ongoing participation in a community placement that requires you to apply well-reasoned solutions that integrate interdisciplinary concepts.
2. Analyzing: Upon completion of your placement, you will be able to identify and critically evaluate the core competencies you have developed throughout your degree program in Kinesiology. You will analyze your coursework in the context of the experiences you have had within your community placement to discern the key skills, knowledge areas, and ethical considerations that are essential for success.
3. Evaluating: At the end of the course, you will reflect on how your participation in this community-based experiential learning opportunity has contributed to the consolidation of your skills, perspectives, and values. Through systematic evaluation of your experiences, you will assess the impact of your learning on personal and professional development, discerning areas for further growth and strategies to enhance your contributions to the health sciences.

Learning Outcomes/Schedule:

Date	Topic
September 9, 2024	Course Information and housekeeping Review of goal-setting Learning Contracts and tracking your progress Using SBARs to document workplace situations/crises Supervisor's Evaluations explained
September 16th	Lecture Series 1- Bringing our values to work. This session is designed to offer students a space to critically think about their own privilege, the impacts this may have on power dynamics in the workplace and will provide students with the practical tools to know when and how to set boundaries in a professional setting.
October 7th	Lecture Series 2-Career Design and Leadership session 1
November 4th	Lecture Series 3- Career Design and Leadership session 2

* Topics and dates may vary by term

Key Dates

First practicum lecture – September 9, 2024
Practicum begins – Week of September 9, 2024

Practicums end - December 6, 2024

Required Course Material:

Notes and required readings will be posted on OWL Brightspace.

Course Evaluation:

This is a PASS/FAIL course. Your final grade will show as a PASS or a FAIL. There will not be a numeric grade associated with this course. That said, a student must achieve a minimum of a 75% average across all assignments (reviewed and graded by instructor), and on their summative practicum evaluation, receive 75% of their ratings at a level 4 or above. The level 4 rating is defined as Good - The student takes initiative and is able to begin tasks independently the majority of the time.

Course evaluation methods include methodologies to ensure students receive ongoing, formative and summative feedback of their performance in clinical practicum. Students will be evaluated through the completion of reflection logs and assignments. In addition, practicum skills will be evaluated through one formative assessment worth 0% (midterm) and one summative assessment worth 40% (week 12).

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Course/University Policies

1. The website for Registrar Services is <http://www.registrar.uwo.ca>.

In accordance with policy, the centrally administered e-mail account provided to students will be considered the individual’s official university e-mail address. It is the responsibility of the account holder to ensure that e-mail received from the University at his/her official university address is attended to in a timely manner.

2. **Academic Offences**

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, in the [Academic Calendar \(westerncalendar.uwo.ca\)](http://westerncalendar.uwo.ca).

Plagiarism

Student work is expected to be original. Plagiarism is a serious academic offence and could lead to a zero on the assignment in question, a zero in this course, or your expulsion from the university. You are plagiarizing if you insert a phrase, sentence or paragraph taken directly from another author without acknowledging that the work belongs to him/her. Similarly, you are plagiarizing if you paraphrase

or summarize another author's ideas without acknowledging that the ideas belong to someone else. All papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between Western University and Turnitin.com (www.turnitin.com).

Re-submission of Previously Graded Material

Without the explicit written permission of the instructor, you may not submit any academic work for which credit has been obtained previously, or for which credit is being sought, in another course or program of study in the University or elsewhere.

Use of Statistical Pattern Recognition on Multiple Choice Exams

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

3. Use of Electronic Devices

During Exams: Unless you have medical accommodations that require you to do so, or explicit permission from the instructor of the course, you may not use any electronic devices during ANY tests, quizzes, midterms, examinations, or other in-class evaluations.

During Lectures and Tutorials: Although you are welcome to use a computer during lecture and tutorial periods, you are expected to use the computer for scholastic purposes only, and refrain from engaging in any activities that may distract other students from learning. From time to time, your professor may ask the class to turn off all computers, to facilitate learning or discussion of the material presented in a particular class. **Unless explicitly noted otherwise, you may not make audio or video recordings of lectures – nor may you edit, re-use, distribute, or re-broadcast any of the material posted to the course website.**

Personal Response Systems (“clickers”) may be used in some classes. For those classes in which we use this technology, it is your responsibility to ensure that the device is activated and functional. You must speak with the course instructor immediately, if you have any concerns about whether or not your clicker is malfunctioning.

You must use only your own clicker. For all components of this course in which clicker records are used to compute a portion of the grade:

- The use of somebody else's clicker in class constitutes a scholastic offence;
- The possession of a clicker belonging to another student will be interpreted as an attempt to commit a scholastic offense

4. **Academic Considerations and Absences from Lectures and Assessments**

Religious Accommodation

When a course requirement conflicts with a religious holiday that requires an absence from the University or prohibits certain activities, students should request (in writing) any necessary academic considerations at least two weeks prior to the holiday to the academic counsellors in their Home Department. Additional information is provided in the [Western Multicultural Calendar](#).

Academic Accommodation

Please contact the course instructor if you require lecture or printed material in an alternate format or if any other arrangements can make this course more accessible to you. Students with ongoing accommodation needs within this course are also encouraged to contact [Accessible Education](#), which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The policy on Academic Accommodation for Students with Disabilities can be found [here](#).

Academic Consideration

The University recognizes that a student's ability to meet their academic responsibilities may, on occasion, be impaired by extenuating circumstances that are medical or compassionate in nature. These extenuating circumstances may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. In all cases, students are advised to consult with the academic counsellors in their home units, at their earliest opportunity. Academic counsellors may refer students to [Accessible Education](#) for ongoing academic accommodations.

Most forms of academic consideration require documentation, and this documentation is to be submitted to academic counsellors within five (5) business days of their return to academic responsibilities. Any such documents will be retained in the student's file, and will be held in confidence in accordance with the University's [Official Student Record Information Privacy Policy](#). Once the petition and supporting documents have been received and assessed, appropriate academic considerations shall be determined by academic counseling, in consultation with the student's instructor(s). Academic considerations may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty. Academic considerations shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete their academic responsibilities. (Note – it will not be sufficient to provide documentation indicating simply that the student “was seen for a medical reason” or “was ill.”).

Whenever possible, students who require academic considerations should provide notification and documentation in advance of due dates, examinations, etc. Under no circumstances are students expected to submit rationales for (or documentation of) any absences, to course instructors. Students are, however,

required to follow-up with course instructors, in a timely fashion, to identify the ways in which the academic consideration will be implemented.

Examination Conflicts

A student completing tests or examinations with flexible submission times (e.g., where one or more evaluation is a take-home assessment) cannot request alternative arrangements unless a conflict cannot be avoided by rescheduling writing the exam to a different time within the window specified by the instructor. This applies to direct conflicts as well as “heavy load” conflicts (e.g., three exams within a 23-hour period). The student should discuss any concerns about a potential conflict and/or request academic considerations with their academic counselling unit prior to the deadline to drop a course without academic penalty

In the case of online tests and examinations, use of a “Conflict Room,” wherein student can write two proctored exams concurrently, will be interpreted as arrangements for continuous proctoring.

5. **Contingency Plan for an In-Person Class Pivoting to 100% Online Learning**

In the event of a situation that requires this course to pivot to online content delivery, all remaining course content will be delivered entirely online, either synchronously (i.e., at the times indicated in the timetable) or asynchronously (e.g., posted on OWL for students to view at their convenience). The grading scheme will **not** change. Any remaining assessments will also be conducted online as determined by the course instructor

Note that disruptive behaviour of any type during online classes, including inappropriate use of the chat function, is unacceptable. Students found guilty of Zoom-bombing a class or of other serious online offenses may be subject to disciplinary measures under the Code of Student Conduct.

6. **Online Proctoring**

Tests and examinations in this course may be conducted using a remote proctoring service. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide **personal information** (including some biometric data) and the session will be **recorded**. Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. More information about this remote proctoring service, including technical requirements, is available on Western’s Remote Proctoring website at: <https://remoteproctoring.uwo.ca>.

7. **Grades**

Where possible assignment objectives and rubrics will be posted on OWL.

Generally, students can expect some form of feedback on their performance in a course before the drop date.

- November 13th, 2023 (for first term half-courses)
- November 30th, 2023 (for full-year courses)
- March 7th, 2024 (for second term half-or full year courses)

A+	90-100	<i>One could scarcely expect better from a student at this level</i>
A	80-89	<i>Superior work that is clearly above average</i>

B	70-79	<i>Good work, meeting all requirements and eminently satisfactory</i>
C	60-69	<i>Competent work, meeting requirements</i>
D	50-59	<i>Fair work, minimally acceptable.</i>
F	below 50	<i>Fail</i>

Rounding of Grades (for example, bumping a 79 to 80%):

This is a practice some students request. The final grade documented is the grade that you have achieved. There is no rounding to the next grade level, or 'giving away' of marks. Please don't ask me to do this for you; the response will be "please review the course outline where this is presented".

Appealing a Grade Within this Course

You have the right to appeal any grade within this course. The grounds for a grade appeal may be one or more of: medical or compassionate circumstances, extenuating circumstances beyond the student's control, bias, inaccuracy, or unfairness. All grounds advanced in a request for relief must be supported by a clear and detailed explanation of the reasons for the request together with all supporting documentation.

Appeals generally proceed in this order:

1. Course instructor (informal consultation)
2. Department Chair (submission of written request)
3. The Dean of the Faculty (submission of written request)

In the case of perceived procedural unfairness, steps 2 and 3 are carried out within the Department and Faculty offering the course. In the case of extenuating medical or compassionate circumstances that impact on a grade, steps 2 and 3 are carried out within a student's Home Department and Faculty.

A request for relief against a mark or grade must be initiated with the instructor as soon as possible after the mark is issued. In the event that the instructor is not available to the student, or fails to act, or if the matter is not resolved satisfactorily with the instructor, a written request for relief must be submitted to the Chair of the Department within three weeks of the date that the mark was issued. In the case of a final grade in a course, the written request for relief must be submitted to the Chair of the department by January 31st (for first-term half courses) or June 30th (for second-term half courses or full-year courses)

8. Support Services

Health and Wellness:

Information regarding health and wellness-related services available to students may be found at <http://www.health.uwo.ca/>.

Students who are in emotional/mental distress should refer to Mental Health@Western (<http://www.health.uwo.ca/>) for a complete list of options about how to obtain help.

There are various support services around campus and these include, but are not limited to:
Student Development Centre -- <http://www.sdc.uwo.ca/ssd/>
Ombudsperson Office -- <http://www.uwo.ca/ombuds/>

9. Student Code of Conduct

The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at Western University, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed and set out the disciplinary procedures that the University will follow. For more information, visit <https://www.uwo.ca/univsec/pdf/board/code.pdf>