

<b>Instructor:</b> Dave Humphreys <b>Office:</b> TH 4189 <b>Email:</b> <a href="mailto:dhumphr4@uwo.ca">dhumphr4@uwo.ca</a> <b>Phone:</b> 519/661-2111 x82685 <b>Office Hrs:</b> Friday 8:30-9:30 am by request  <b>TAs:</b> NA	<b>Lectures: Monday 2:30-4:20</b> <b>See special schedule for 4 classes</b> <b>Room:</b> TBA.
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**NOTE:** All course information including grades, assignment outlines, deadlines, etc. are available via [OWL Brightspace](#).

**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

## 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%** February 3<sup>rd</sup>, 2025 on-line at 11:00 pm\*

**Month E28 / E28 (c)-( )Tj3 0 Td(2)Tj0.56 0.001 Tc 0.003 Tf 1.11 0 Td(weo) 11:00 pm 0.004 T**

**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***

(including assignment submissions). “OWL must have glitched” will not generally be accepted as a reason for lateness. Submit your work early, and double-check your submissions to avoid disappointment

### Key Dates

First practicum lecture – January 6, 2025
Practicum begins – January 6, 2025
Practicums end - April 4, 2025

### Proposed Schedule of Topics\*

Date	Topic
January 6 2025	<b>Course Information and housekeeping</b> Review of goal-setting Learning Contracts and tracking your progress Using SBARs to document workplace situations/crises Supervisor’s Evaluations explained
January 13th	<b>Lecture Series 1- Bringing our values to work.</b> 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.
February 3rd	<b>Lecture Series 2-Career Design and Leadership session 1</b>
March 3rd	<b>Lecture Series 3- Career Design and Leadership session 2</b>

\* Topics and dates may vary by term

### Required Course Material/Text:

Notes and required readings will be posted on [OWL Brightspace](#).

### Course/University Policies

1. The website for Registrarial 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**

## **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](http://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.

clicker records are used to compute a portion of the grade:

- The use of somebody else's clicker in class constitutes a scholastic offence;
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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.

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## 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 12<sup>th</sup>, 2024 (for first term half-courses)

December 2<sup>nd</sup>, 2024 (for full-year courses)

March 7<sup>th</sup>, 2025 (for second term half-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 31<sup>st</sup> (for first-term half courses) or June 30<sup>th</sup> (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