

Month-end 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 deadline. These reports are to include a log of the time spent at your placement, along with a brief description of the tasks completed. Logging your activities should take no more than 5 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 reports before April 15th.* You may submit one late report without penalty. Each subsequent late submission will garner a 5% penalty on your final grade in this course (i.e., if you submit all three monthly reports late, you will receive a penalty of 10% on your final grade).

_____ Please contact the instructor if you run into difficulties within your placement that prevent you from having enough hours.

Progress Report. Your placement is approximately 12 weeks long – and this progress report is situated midway through your placement. It is intended to be an opportunity for you to share what you have done, what you are currently doing, and what you plan to do, within your placement. This should be done in the context of the plans you outlined in your learning contract, and should include information concerning skills you have developed (and are developing) within your placement. Your progress report should be between 1 and 2 double-spaced pages in length.

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 weekly sessions, 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.

Periodic Table Assignment. The purpose of this assignment is to provide you with one final chance to reflect on how your experiential learning placement, and the courses you have taken to prepare yourself for it, have shaped your knowledge base and personal traits in ways that will be vital when you begin life and work outside of Western. For this assignment, you will create your own *Periodic Table of Elements* that you have acquired over the 4 years. These will be the elements that you will carry forward with you into your professional life after

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

In accordance with [policy](#)

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:

- Course instructor (informal consultation)
- Department Chair (submission of written request)
- 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).