

Western University  
Faculty of Health Sciences  
**School of Kinesiology**

**KIN 4995F – Kinesiology Practicum  
Fall 2020**

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**NOTE:** All course information, including grades, assignment outlines, deadlines, etc. are available via OWL. 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. Students will be required to attend tutorial or seminar sessions. Applications due in the Spring of the previous year.

**Prerequisite(s):** Registration in fourth year of an Honors Specialization module offered by the School of Kinesiology.

**Extra Information:** Minimum of 75 practicum contact hours and 7 seminar hours over the 13 weeks. Specific location requirements may vary. 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.*

*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.

## **Course Description**

This course provides you with the opportunity to

1. Gain practical experience in a real-world professional field relevant to your area of studies;
2. Reflect on the application of academic knowledge to practice;
3. Appraise the work placement experience in terms of personal, academic and professional development.

The experience includes the full range of elements that comprise the partners' operations. Students will be required to attend seminar sessions.

## **Learning Outcomes/Schedule:**

Upon completion of this course, you should be able to:

1. Describe your experiences working in a real-world professional setting;
2. Evaluate and reflect on your personal, academic, and professional growth and development through the field experience;
3. Develop transferable skills, career competencies, and citizenship;
4. Apply theoretical knowledge to practice in a real-world environment;
5. Determine best practices for addressing professional issues relative to the specific practicum field;
6. Communicate clearly your learning journey, using diverse technological means.

To successfully conclude this course, you will be required to develop compulsory academic tasks (individually and in groups) and submit formal assignments. These are described below (detailed assignment guides for each of these will be made available on OWL). The specific tasks to undertake in your placement will be discussed in the initial meetings with your supervisor.

## **Required Course Material/Text:**

There are no required readings of any kind for this course, other than readings that are provided by your practicum supervisor and the academic texts you find relevant to develop your academic and professional duties.

## **Course Evaluation:**

Assignment	Submission date (OWL)	%
1. Learning Contract	18 <sup>th</sup> September	Pass/ Fail
2. Focused Reflections	26 <sup>th</sup> September 9 <sup>th</sup> October 30 <sup>th</sup> October 20 <sup>th</sup> November	30% Divided as presented below: 10% for submitting (2.5x4); Two of these to be graded for 10% each
3. Zine Zine Presentation and participation in the Practicum Conference	27 <sup>th</sup> November (Zine submission) 2 <sup>nd</sup> December (Practicum Conference)	15%
4. Self- Assessment	4 <sup>th</sup> Dec.	20%
5. Supervisor's Evaluation	request to be sent (by the faculty instructor) by 2020.11.30	35%

*Note that these dates may be updated at the start of the term.*

All assignments must be submitted using the assignment tool on OWL, **no later than 11.59 pm on the dates indicated above.**

1. *Learning Contract.* You are responsible for submitting a learning contract that indicates the learning goals and plan for the practicum, created in collaboration with your practicum supervisor. This document (1000 words length) is a brief description of the plan of action for your practicum experience. Understandably, the objectives may change throughout the practicum. If so, document the changes and discuss them with your practicum supervisor. It is not necessary to re-submit the learning contract should your plans change. You will have **one** chance to resubmit it. There is no allocated percentage to this assignment, but you must achieve a pass. The minimum criteria for a pass will be defined at the start of the course.
2. *Focused Reflections.* To learn deeply, it is essential to continuously reflect on what we do, think and feel. This reflection starts with the production of your learning contract. To evidence that continuous process, you will submit focused reflections throughout the term. In each, you will reflect upon **one** specific meaningful event/experience (e.g. an interaction with a client; a meeting with your supervisor) that occurred during the previous weeks. If it is impossible for you to isolate one specific event, you can reflect on one specific dimension of your practicum experience (e.g. communication, interpersonal relationships, technical competencies). Each submission will be granted 2.5% of participation marks. Two of these submissions will be randomly selected to be graded for 10% each (first one to be marked during reading week). The word limit for each is **800 words (+- 50)**.
3. *Zine+ participation in the final practicum conference.* Preparing a zine to reflect your learning journey is one of the evaluations required for the course. A Zine is an informal and personal small booklet in which you can creatively but reflectively represent the most meaningful aspect of your placement experience (guidance to develop this assignment will be shared on OWL and offered in our 2<sup>nd</sup> general meeting). For now, if you are curious about zines, go to [how to make a zine](#) from nicki sabalu on Vimeo, or for a more detailed explanation in a zine form see [Davida's MetaZine: The History and a How-To of Zines Presentation](#). For some examples of students' work check [Simmons University student-created zine exhibit](#), or for other examples check [issue.blog](#). This is worth 15% of your final grade.
4. *Self-Assessment:* Based on specific criteria (including involvement in smaller and larger course discussions and meetings; the development of required tasks; attendance to scheduled synchronous sessions and performance in the professional setting), you will grade your own performance in the course for 20%.
5. *Supervisor's Evaluation.* Your supervisor will evaluate your performance for 35% of your final mark.

**Formatting:** *The word count for all assignments exclude the references and title page. Documents should be double-spaced and formatted using a font size no smaller than 12 points. Formatting and referencing must follow the APA guidelines.*

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

All assignments are due on the date and at the time indicated. Late assignments will be penalized at a rate of **1% for each hour** after the deadline. No assignments will be accepted more than four days late.

### Tentative course schedule

The course activities are designed to foster both a deeper level of reflection and mutual learning. You will be included in a small group of students, who will be able to communicate through MS Teams and meet as frequently as they like. A wider group will be formed combining four smaller groups. This wider group will meet once a month (using Teams) to discuss a specific general theme of relevance to all students and any other emergent issues connected to the practicum experience. These meetings are led by students and the instructors may observe but will not intervene. The proposed dates for these meetings are indicated below.

On average, 6 to 8 hours per week are expected to be spent working on this course, although this may vary from week to week.

	<b>Focus/ Event</b>
Weekly	You will be asked to answer a short survey in which you register and evaluate your work for the week, reflect on achievements and challenges and provide feedback to instructors. These are not marked, but their submission provides evidence of engagement and participation in the course for your self-assessment.
9 <sup>th</sup> September 11 am-12.30 pm (TBC)	1 <sup>st</sup> Practicum General Meeting with faculty instructors, the placement coordinator, and peers. What is a practicum course? Duties and responsibilities. Expectations. Q&A.
30 <sup>th</sup> September 14 <sup>th</sup> October 18 <sup>th</sup> November 11 am-12.30 pm (TBC)	Student-led group meetings (16 students)
28 <sup>th</sup> October 11 am-12.30 pm (TBC)	2 <sup>nd</sup> Practicum General Meeting with faculty instructors, the placement coordinator, and peers. General feedback on the work developed and guidance on the development of a Zine. Q&A.
2 <sup>nd</sup> December 11 am-12.30 pm (TBC)	Final practicum conference (Zine presentation and group conversations)

### Communication

Communicating clearly and regularly with your peers and the instructional team has never been more important. This is one of the reasons why we are using Microsoft Teams, so that you feel part of a community connected by similar goals and needs. The opportunities for communication are multiple (see table below). During the first few weeks of the term, you will learn when and how to use each of the tools mentioned below. Their use will quickly become second nature as the term develops.

	Private (to a person or a group)	Whole Class
Peers	Posts on the appropriate Teams channel (groups) Private chat on Teams for individuals and groups not previously defined	Posts on the General Teams channel OneNote books and other documents shared on Teams
Instructional Team	Private chat on Teams	Posts on the General Teams channel (Instructors will also use the OWL announcements tool)

### **Communication with Placement Coordinator**

The placement coordinator is available by email and general posts on Teams to answer questions regarding the logistics of your practicum placement. All academic questions must be directed to the faculty instructor. The placement coordinator will also hold scheduled office hours for student meetings to be booked via email.

Only participants using their UWO credentials will be permitted to access the online sessions.

### **Synchronous sessions**

Except for the smaller group meetings, all other meetings for this course will be recorded. The data captured during these recordings may include your image, voice recordings, chat logs and personal identifiers (name displayed on the screen). The recordings will be used for educational purposes related to this course, including evaluations. The recordings may be disclosed to other individuals under special circumstances. Please contact the instructor if you have any concerns related to session recordings. Participants in this course are not permitted to record the sessions, except where recording is an approved accommodation, or the participant has the prior written permission of the instructor. You will always be informed in the invitation for the session if this is being recorded.

### **Use of Recording Devices and Course Content Course**

Instructors own and retain the intellectual property rights of their teaching materials. These rights extend to materials used in online settings and digital learning management systems like OWL and MS Teams. Students do not have my permission to make audio or video recordings of lectures, take pictures of lecture material, or distribute any course content for any reason inclusive of nefarious purposes (e.g., for sale or to cheat on exams). It is the decision of the instructor as to how and when teaching materials can be shared or used. Unless explicitly noted otherwise, you may not make audio or video recordings of pre-recorded lectures or other course materials. Nor may you edit, re-use, distribute, or re-broadcast any of the material posted to the course website.

### **TROUBLESHOOTING:**

*Technical/ software/hardware:* “I am having technical issues with my computer and I am not sure what the problem is...” you can create a help request in [FHS IT Support](#) or if the issue relates more to online learning software (OWL, Teams or other) go to [FHS Online Learning Support \(Students\)](#). If you have lost internet connection use the data on your phone to do this or to work as a hotspot for your other device.

*Adaptation to the online teaching and learning environment:* “I am having trouble adapting to this online learning environment. I need some guidance ...” explore the resources offered by Western Student Experience in [tips for conquering online courses](#); [Resources To Support Online Learning for Undergraduates & Graduates](#). If you prefer short videos, check [Study Tips to Succeed as an Online Student](#), or one created by a student for students [Online Learning Tips for Students!](#) Select a few important tips to start with and incorporate more as the term progresses.

*Help with Writing Skills:* “I will need to write some papers this term and would benefit from improving my writing skills” or “I would like some helpful feedback on writing quality...” you can contact the [Writing support Centre online](#). They have (these are not hyperlinks):





***Illness:*** “One of my main assignments is due in a few days and I feel really ill...”, you can action an academic consideration to be granted some accommodation. You do that in [Request for Academic Consideration](#).

***Academics:*** “I would benefit from some advice regarding my academic experience, engagement and success...”, you can explore the resources available on [Academic Support and Engagement](#) or contact [KIN counselling staff](#).

## Course/University Policies

### 1. Statement on Use of Personal Response Systems (“Clickers”)

If Personal Response Systems (“Clickers”) are used in the course, a reference to the Guidelines for their use (Guidelines are shown below). Instructors are to communicate clearly to students information on how clickers are used including: how the student’s privacy will be protected, how clickers may be used by the instructor for data gathering and for evaluating the students, and why they cannot be used by anyone but the student (since the students involved in misuse of a clicker may be charged with a scholastic offence).

2. **Academic offences:** They are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site: [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf)

A) Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy in the Western Academic Calendar). 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 Western University and Turnitin.com <http://www.turnitin.com>

B) 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. Electronic Device Usage:

**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 of the following electronic devices during ANY of the tests, quizzes, midterms, examinations, or other in-class evaluations: cellphones, smart phones, smart watches, smart glasses, audio players or recorders of any sort, video cameras, video games, DVD players, televisions, laptop/notebook/netbook computers, flashlights or laser pointers.

**During In Person 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. Please be respectful to your fellow students and turn the sound off. If the professor receives complaints from other students regarding noise or other disruptive behavior (e.g. watching videos on YouTube.com, updating your Facebook status, playing Solitaire), your classroom privileges will be revoked. 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.**

#### 4. 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.

#### 5. Support Services

There are various support services around campus and these include, but are not limited to:

1. Student Development Centre -- <http://www.sdc.uwo.ca/ssd/>
2. Student Health & Wellness -- <http://www.health.uwo.ca/>
3. Registrar's Office -- <http://www.registrar.uwo.ca/>
4. Ombudsperson Office -- <http://www.uwo.ca/ombuds/>

#### 6. Accommodation, Illness Reporting and Academic Considerations:

[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_12](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12)

### Accommodation Policies

Students with disabilities work with Accessible Education (formerly SSD) which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The accommodation policy can be found here: [Academic Accommodation for Students with Disabilities](#).

### Academic Consideration for Student Absence

<https://www.uwo.ca/fhs/kin/undergrad/academic/consideration/index.html>

Students will have up to two (2) opportunities during the regular academic year to use an on-line portal to self-report an absence during the term, provided the following conditions are met: the absence is no more than 48 hours in duration, and the assessment for which consideration is being sought is worth 30% or less of the student's final grade. Students are expected to contact their instructors within 24 hours of the end of the period of the self-reported absence, unless noted on the syllabus. Students are not able to use the self-reporting option in the following circumstances:

- for exams scheduled by the Office of the Registrar (e.g., December and April exams)
- absence of a duration greater than 48 hours,
- assessments worth more than 30% of the student's final grade,
- if a student has already used the self-reporting portal twice during the academic year

If the conditions for a Self-Reported Absence are *not* met, students will need to provide a Student Medical Certificate if the absence is medical, or provide appropriate documentation if there are compassionate grounds for the absence in question. Students are encouraged to

contact their Faculty academic counselling office to obtain more information about the relevant documentation.

**Students are reminded that they should consider carefully the implications of postponing tests or midterm exams or delaying submission of work, and are encouraged to make appropriate decisions based on their specific circumstances.**

Students should also note that individual instructors are not permitted to receive documentation directly from a student, whether in support of an application for consideration on medical grounds, or for other reasons. **All documentation required for absences that are not covered by the Self-Reported Absence Policy must be submitted to the Academic Counselling office of a student's Home Faculty.**

For Western University policy on Consideration for Student Absence, see [Policy on Academic Consideration for Student Absences - Undergraduate Students in First Entry Programs](#)

and for the Student Medical Certificate (SMC), see:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf).

### **Religious Accommodation**

Students should consult the University's list of recognized religious holidays, and should give reasonable notice in writing, prior to the holiday, to the Instructor and an Academic Counsellor if their course requirements will be affected by a religious observance. Additional information is given in the [Western Multicultural Calendar](#).

7. **Examination Conflicts:** A student with examinations having flexible submission times (e.g., where one or more examination is a take-home examination) 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 accommodation with their academic counselling unit prior to the deadline to drop a course without academic penalty

In the case of online examinations, an "Examination Conflict Room," which may be assigned when a student is scheduled to write two proctored exams concurrently, will be interpreted as arrangements for continuous proctoring.

8. **Grades:** Where possible assignment objectives and rubrics will be posted on OWL. Should you have a concern regarding the grade you received for an assignment or feel that it is unfair in any way, you must wait 24 hours from the receipt of the assignment to approach the instructor or TA. In doing so, please make an appointment and prepare in writing, with evidence, why you feel your grade is inappropriate. Please be aware that in requesting a grade reassessment, your grade could go up/down/or stay the same. Note that calculations errors (which do occur!) should be brought to my attention immediately.

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

- November 12th, 2020 (for first term half-courses)
- November 30th, 2020 (for full-year courses)
- March 7th, 2021 (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</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. **This practice will not occur here.** The edges of this course are clear and sharp. The mark attained is the mark you achieved and the mark assigned; 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".

**Contingency Plan for an In-Person Class Pivoting to 100% Online Learning:** In the event of a COVID-19 resurgence during the course that necessitates the course delivery moving away from face-to-face interaction, 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

9. **Classroom Behaviour:** Class will begin promptly at the time specified at the top of page one of this syllabus. In the event that you must arrive late, please enter the classroom with a minimal disturbance to the class. Please keep all electronic devices on silent and avoid distracting classmates.

10. **Online Etiquette:** Some components of this course will involve online interactions. To ensure the best experience for both you and your classmates, please honour the following rules of etiquette:

- please "arrive" to class on time
- please use your computer and/or laptop if possible (as opposed to a cell phone or tablet)
- ensure that you are in a private location to protect the confidentiality of discussions in the event that a class discussion deals with sensitive or personal material
- to minimize background noise, kindly mute your microphone for the entire class until you are invited to speak, unless directed otherwise
- [suggested for classes larger than 30 students] In order to give us optimum bandwidth and web quality, please turn off your video camera for the entire class unless you are invited to speak
- [suggested for cases where video is used] please be prepared to turn your video camera off at the instructor's request if the internet connection becomes unstable
- unless invited by your instructor, do **not** share your screen in the meeting

The course instructor will act as moderator for the class and will deal with any questions from participants. To participate please consider the following:

- if you wish to speak, use the "raise hand" function and wait for the instructor to acknowledge you before beginning your comment or question
- remember to unmute your microphone and turn on your video camera before speaking
- self-identify when speaking.
- remember to mute your mic and turn off your video camera after speaking (unless directed otherwise)

General considerations of "netiquette":

- Keep in mind the different cultural and linguistic backgrounds of the students in the course.
- Be courteous toward the instructor, your colleagues, and authors whose work you are discussing.
- Be respectful of the diversity of viewpoints that you will encounter in the class and in your readings. The exchange of diverse ideas and opinions is part of the scholarly environment. "Flaming" is never appropriate.
- Be professional and scholarly in all online postings. Cite the ideas of others appropriately.

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.

#### **11. 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>