

*The University of Western Ontario  
London, Canada*

## Health Sciences 4995F Studies Practicum 2020/2021 School of Health Studies

### COURSE DESCRIPTION

Students will create and participate in practica in the areas of senior exercise and lifestyle, physical activity and rehabilitation, health policy, health promotion, health equity, nutrition, and mental health and wellness, or other areas as appropriate. Practica are developed collaboratively between the student, a practicum supervisor who provides direct supervision, and the faculty instructor. Essay-type assessment is one of the evaluative components of the course. Practicum hours are coordinated by the practicum supervisor, as required by the organization. On average, 6 to 8 hours per week are expected, although this may vary from week to week.

Prerequisites: Enrolment in the fourth year of an Honors Specialization in the School of Health Studies. Application required.

Antirequisites: The former Health Sciences 4900E, the former Health Sciences 4910F/G.

Note regarding 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.

### COURSE INFORMATION

Faculty Instructor: Dr. Carla Silva

Arthur and Sonia Labatt Health Sciences Building (HSB), Room 345

[csilva42@uwo.ca](mailto:csilva42@uwo.ca)

Office Hours: by appointment (contact your instructor or Teaching Assistant (TA))

Experiential Learning and Placement Coordinator: Lisa Metselaar

Arthur and Sonia Labatt Health Sciences Building (HSB), Room 219

[lmetsela@uwo.ca](mailto:lmetsela@uwo.ca)

Office hours: by appointment

TA's will be assigned to assist in this course and their contact information updated on OWL.

### TEXTBOOKS

There are no compulsory readings this course, other than readings that are provided by your practicum supervisor and the academic and non-academic resources you find relevant to develop your academic and professional duties. Suggested resources will be posted on OWL.

## COURSE OBJECTIVES

In this course, you will create and participate in a practicum in the areas of senior exercise and lifestyle, physical activity and rehabilitation, health policy, health promotion, health equity, nutrition, and mental health and wellness, or other areas as appropriate with the objective of offering you 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.

## LEARNING OUTCOMES

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.

## METHODS OF EVALUATION

	<b><i>Submission dates (OWL, 11.59 pm)</i></b>	<b><i>%</i></b>
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.

	<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)

## GENERAL COURSE NOTES

### Student Code of Conduct

You are expected to comply with the Code of Student Conduct at all times within the classroom, and when dealing with members of the instructional team. The purpose of this Code is to define the general standard of conduct expected of students registered at Western University, provide examples of behavior 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 <http://www.uwo.ca/univsec/pdf/board/code.pdf>.

### Course Website

The OWL website will function as the privileged space for communication between the instructional team and all participants in this course. Important resources, dates and announcements will be posted regularly, so please check this space weekly. The Teams platform will function as the privileged space for communication amongst students.

### 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.

### Netiquette

Many components of this course will involve online interactions. To ensure the best experience for both you and your classmates, please honor the following rules of etiquette in the internet space:

- “arrive” to synchronous sessions on time
- 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 participants if a class discussion deals with sensitive or personal material
- to minimize background noise, mute your microphone for the entire class until you are invited to speak, unless directed otherwise
- [For sessions with more than 30 students] to guarantee optimum bandwidth and web quality, please turn off your video camera for the entire class unless you are invited to speak
- be prepared to turn your video camera off at instructor’s request, if 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. 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
- unmute your microphone and turn on your video camera before speaking
- self-identify when speaking
- 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.
- be professional and scholarly in all online postings. Cite other’s ideas appropriately (i.e in discussion boards).

Note that disruptive behavior 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.

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

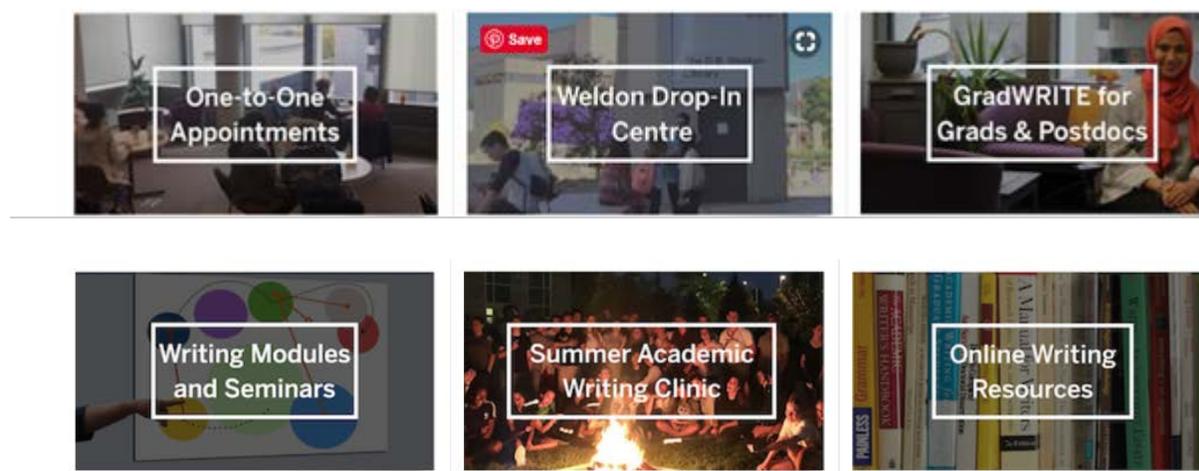
Instructors own and retain the intellectual property rights of their teaching materials. These rights extend to materials used in online settings and digital learning management systems like OWL and MS Teams. Students do not have my permission to make audio or video recordings of lectures, take pictures 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 the [HS counselling staff](#).

## INSTITUTIONAL POLICIES AND RESOURCES

### Academic Consideration

The University recognizes that a student’s ability to meet their academic responsibilities may, on occasion, be impaired by extenuating circumstances, including short-term illness or injury. Reasonable academic consideration is a cooperative process between the University, the student, and academic staff. All participants in the process must act in good faith, and fulfil their respective obligations, if it is to succeed.

Students who experience an extenuating circumstance (illness, injury, or other extenuating circumstance) sufficiently significant as to temporarily render them unable to meet academic requirements, may submit a request for academic consideration through the following routes:

- (i) Submitting a Self-Reported Absence form, provided that the conditions for submission are met;*
- (ii) For medical absences, submitting a Student Medical Certificate (SMC) signed by a licensed medical or mental health practitioner, in order to be eligible for Academic Consideration; or*
- (iii) For non-medical absences, submitting appropriate documentation (e.g., obituary, police report, accident report, court order, etc.) to Academic Counselling in their Faculty of registration, in order to be eligible for academic consideration.*

### **Students seeking academic consideration:**

- Are advised to consider carefully the implications of postponing tests or midterm exams or delaying handing in work;
- Are encouraged to make appropriate decisions, based on their specific circumstances, recognizing that minor ailments (e.g., upset stomach) or upsets (e.g., argument with a friend) are not normally an appropriate basis for a self-reported absence;
- **Must communicate with their instructors no later than 24 hours** after the end of the period covered by either the self-reported absence or SMC, or immediately upon their return following a documented absence;
- **Are advised that all necessary documentation, forms, etc. are to be submitted to academic counselling within two business days after the date specified for resuming responsibilities.**

Students who experience an unexpected illness or injury or an extenuating circumstance (48 hours or less) that is sufficiently severe as to temporarily render them unable to meet academic requirements (e.g., attending lectures or labs, writing tests or midterm exams, completing and submitting

assignments, participating in presentations) should self-declare using the online Self-Reported Absence portal. This option should be used in situations where the student expects to resume academic responsibilities within 48 hours or less. The following conditions are in place for self-reporting of medical or extenuating circumstances:

- a. Students will be allowed a maximum of two self-reported absences between September and April, and one self-reported absence between May and August;
- b. The duration of the excused absence will be for a maximum of 48 hours from the time the Self-Reported Absence form is completed through the online portal, or from 8:30am the following morning if the form is submitted after 4:30pm;
- c. The duration of the excused absence will terminate prior to the end of the 48-hour period, should the student undertake significant academic responsibilities (e.g., write a test, submit a paper) during that time;
- d. The duration of an excused absence will terminate at 8:30am on the day following the last day of classes each semester, regardless of how many days of absence have elapsed;
- e. Self-reported absences will not be allowed for scheduled final examinations; for midterm examinations scheduled during the December examination period; or for final lab examinations (i.e., “bellringers”);
- f. Self-reporting may not be used for assessments (e.g., midterm exams, tests, reports, presentations, or essays) worth more than 30% of any given course;

Students must be in touch with their instructors no later than 24 hours after the end of the period covered by the Self-Reported Absence form, to clarify how they will be expected to fulfill the academic expectations they may have missed.

### **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, at the following Web site:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf)

### **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 -- <http://www.shs.uwo.ca/student/studenthealthservices.html>
3. Registrar's Office -- <http://www.registrar.uwo.ca/>
4. Ombud's Office -- <http://www.uwo.ca/ombuds/>

### **Health and Wellness:**

As part of a successful undergraduate experience at Western, we encourage you to make your health and wellness a priority. Western provides several on-campus health-related services to help you achieve optimum health and engage in healthy living while pursuing your degree. For example, to support physical activity, all students receive membership in Western's Campus Recreation Centre as part of their registration fees. Numerous cultural events are offered throughout the year. Please check out the Faculty of Music web page (<http://www.music.uwo.ca/>), or the McIntosh Gallery (<http://www.mcintoshgallery.ca/>). Further information regarding health and wellness-related services available to students may be found at <http://www.health.uwo.ca/>.

If you are in emotional or mental distress should refer to Mental Health@Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help. To help you learn more about mental health, Western has developed an interactive mental health learning module, found here: [https://uwo.ca/health/mental\\_wellbeing/education/module.html](https://uwo.ca/health/mental_wellbeing/education/module.html).