

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

<b>Course Code and Number:</b> ACTA 50		<b>Number of Credits:</b> 0 <a href="#">Course credit policy (105)</a>															
<b>Course Full Title:</b> Practicum Orientation <b>Course Short Title:</b> Practicum Orientation																	
<b>Faculty:</b> Faculty of Access and Continuing Education		<b>Department (or program if no department):</b> Continuing Education															
<b>Calendar Description:</b> An introduction to practicum placements to prepare students for the care setting and gaining an understanding of the organization and agency mission, goals, objectives, and strategies. Students will learn how to respond to and stay safe in an emergency situation. Students will also learn responsibilities and accountability in relation to practicum.																	
<b>Prerequisites (or NONE):</b>		None.															
<b>Corequisites (if applicable, or NONE):</b>		None.															
<b>Pre/corequisites (if applicable, or NONE):</b>		B or better in ACTA 40.															
<b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i> Former course code/number: Cross-listed with: Dual-listed with: Equivalent course(s): <i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>		<b>Special Topics</b> <i>(Double-click on boxes to select.)</i> This course is offered with different topics: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>															
		<b>Independent Study</b> If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit															
		<b>Transfer Credit</b> Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Submit outline for (re)articulation: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i>															
<b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: right;"><b>10</b></td> </tr> </table>		Lecture/seminar hours	10	Tutorials/workshops		Supervised laboratory hours		Experiential (field experience, practicum, internship, etc.)		Supervised online activities		Other contact hours:		<b>Total hours</b>	<b>10</b>	<b>Grading System</b> <input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit	
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Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		<b>Maximum enrolment (for information only):</b> 24 <b>Expected Frequency of Course Offerings:</b> At least once annually															
<b>Department / Program Head or Director:</b> Liana Thompson		<b>Date approved:</b> October 31, 2018															
<b>Faculty Council approval</b>		<b>Date approved:</b> November 30, 2018															
<b>Dean/Associate VP:</b> Sue Brigden		<b>Date approved:</b> December 3, 2018															
<b>Campus-Wide Consultation (CWC)</b>		<b>Date of posting:</b> December 12, 2018															
<b>Undergraduate Education Committee (UEC) approval</b>		<b>Date of meeting:</b> February 1, 2019															

**Learning Outcomes:**

Upon successful completion of this course, students will be able to:

1. Identify the day-to-day activities of an Activity Assistant specific to program practicum.
2. Explain and clarify roles and responsibilities within the adult care setting.
3. Demonstrate adherence to organizational policies and procedures as it relates to Activity Assistant roles.
4. Explain safety and emergency procedures, reporting and documenting specific to field work.
5. Recognize and outline work assignment, responsibilities and accountability as it relates to upcoming practicum.

**Prior Learning Assessment and Recognition (PLAR)**

Yes       No, PLAR cannot be awarded for this course because it prepares student for a specific work role.

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Lecture, guest lecturers

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

Author (surname, initials)	Title (article, book, journal, etc.)	Current ed.	Publisher	Year
1. Kiser, P.	The Human Service Internship: Getting the most from your experience	<input checked="" type="checkbox"/>	Brooks Cole 4th Edition	2015
2.		<input type="checkbox"/>		
3.		<input type="checkbox"/>		
4.		<input type="checkbox"/>		
5.		<input type="checkbox"/>		

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)**Typical Evaluation Methods and Weighting**

Final exam:	%	Assignments:	20%	Field experience:		Portfolio:	70%
Midterm exam:	%	Project:	%	Practicum:	%	Other:	%
Quizzes/tests:	10%	Lab work:	%	Shop work:	%	Total:	100%

**Details (if necessary):** Portfolio consists of semester long evaluation of learners' goals and outcomes. Students will also complete research on practicum location and the programs they designed and implemented throughout practicum hours.

**Typical Course Content and Topics**

- Understand the supervisory relationship
- Set appropriate professional boundaries
- Use ethical decision making practices
- Recognize the ethical, legal and value issues in the care setting
- Understand and deal with end of life
- Meet supervisors and learn work assignment, responsibilities/accountability in work setting