CANADORE college

COURSE NAME: HSP294 Placement Preparation

Credit Value:	2
Total Course Hours:	28
Prerequisite Course(s):	None
Corequisite Course(s):	None

COURSE DESCRIPTION

Upon completion of this course students will be familiar with expectations of field placement practice. This prequel to the practice element will focus on preparing the student for attending a placement within the field. Development of specific skills necessary to perform field work will include: incorporating best practices that support experiential learning within an interprofessional environment, expectations of professional practice, as well as, understanding of placement policies & procedures in order to obtain and maintain a successful field placement.

PLAR INFORMATION

This course is not eligible for Prior Learning Assessment and Recognition.

COURSE LEARNING OUTCOMES

Upon completion of this course, the student will have reliably demonstrated the ability to:

1.0 Consistently demonstrate the ability to meet course and professional expectations.

- 1.1 Actively participate in course activities.
- 1.2 Comprehensively complete all tasks assigned in the course according to the deadlines assigned.
- 1.3 Consistently and punctually attend all classes as scheduled.
- 1.4 Demonstrate an understanding of professional and ethical conduct conducive to working with those of a vulnerable sector.

2.0 Understand the purpose and importance of the student field placement in the School of Health, Human Care and Wellness.

- 2.1 Describe the relationships among student placement, program curriculum, and employment.
- 2.2 Define the meaning of a student placement.
- 2.3 Outline the roles and responsibilities of the student, agency and Canadore College.

3.0 Recognize the process of obtaining a Student Field Placement.

- 3.1 Introduction to potential field placement opportunities.
- 3.2 Conduct a personal inventory of transferrable skills, strengths and areas for development.
- 3.3 Learning best practices for completing a comprehensive student profile.
- 3.4 Demonstrates an understanding of Field Placement requirements for Level1, Level 2, and Level 3/VSS (Vulnerable Sector Screening) for Canadian Police Information Centre (CPIC) Clearance..
- 3.5 Demonstrate an awareness of personal safety considerations in Field Placement & reporting protocols.
- 3.6 Reviewing Canadore College's Communicable Disease Screening requirements.
- 3.7 Complete a Student Profile which serves as a strategy to secure student field placements.
- 3.8 Learning best practices for participation in a successful field placement contact interview.

4.0 Review accepted methods of documentation in the helping and human services.

- 4.1 Review the importance of documentation to client care.
- 4.2 Review the legal implications of improper documentation.
- 4.3 Review accepted forms of documentation in the helping and human services.

4.4 Review guidelines for acceptable format, style, and use of language for documentation.

4.5 Review various documentation procedures.

5.0 Comprehension of the Professional Expectations, Policies, and Procedures contained in the Program Field Placement Manuals.

5.1 Learning the roles and responsibilities of the student, the agency and Canadore College.

5.2 Demonstrate comprehension of all policies & procedures outlined in the respective field placement manuals.

5.3 Demonstrate an understanding of the professional standards of the governing bodies in the Human Service Field.

5.4 Discuss the process for Evaluation.

6.0 Gain an in-depth understanding of Placement Agencies in our Community. Examine the functionality of working in an interprofessional environment.

6.1 Develop an in-depth understanding of Human Services in our community.

6.2 Develop an in-depth understanding of the functionality of multidisciplinary teams within the human service field in our community.

6.3 Communicate with practitioners from varying disciplines represented in the community in a collaborative, responsive and responsible manner.

6.4 Outline the benefits of working with other professions in teams.

6.5 Identify the challenges faced when working in interprofessional teams.

6.6 Review the principles and practices of team dynamics and group processes to enable effective interprofessional team collaboration during placement.

GENERAL EDUCATION

This is not a General Education course.

PROGRAM VOCATIONAL OUTCOMES

This course contributes to the following Ministry of Training, Colleges and Universities approved program vocational learning outcomes (PVLO):

Indigenous Wellness And Addictions Prevention

4. apply effective written and oral communication skills in addictions counselling to communicate with clients, prepare reports, read and interpret public information documents, legislation or records as an integral part of the helping process.

5. demonstrate professional ethics and integrity and the appropriate use of inter-professional education skills.

Mental Health And Addiction Worker

1. Promote the optimal functioning of individuals and families in communities through the application of knowledge, skills, and attitudes relevant to mental health and addiction.

2. Advocate on behalf of individuals and families with mental health and addiction issues by using awareness of community resources.

3. Apply effective oral and written communication skills to enhance the quality of services.

4. Collaborate as a member of a multidisciplinary team in the implementation of individual-centred intervention strategies based on current mental health and addiction models of recovery and relapse prevention.

5. Establish effective relationships with individuals, families, and community services that adhere to professional, legal, and ethical standards and workplace policies and procedures.

6. Use effective counselling skills to promote self-efficacy and positive change with individuals and families who are experiencing mental health and addiction issues.

7. Implement personal and professional strategies to improve job performance and work relationships.
8. Use appropriate evaluation- and evidence-based research methods to enhance the effectiveness and quality of mental health and addiction service delivery.

Social Service Worker

1. develop and maintain professional relationships which adhere to professional, legal, and ethical standards aligned to social service work.
2. identify strengths, resources, and challenges of individuals, families, groups, and communities to assist them in achieving their goals.
5. advocate for appropriate access to resources to assist individuals, families, groups, and communities.
6. develop and maintain positive working relationships with colleagues, supervisors, and community partners.
7. develop strategies and plans that lead to the promotion of self-care, improved job performance, and enhanced work relationships.
8. integrate social group work and group facilitation skills across a wide range of environments, supporting growth and development of individuals, families, and communities.
9. work in communities to advocate for change strategies that promote social and economic justice and challenge patterns of oppression and discrimination.

ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES

This course contributes to the following Ministry of Training, Colleges and Universities approved essential employability skills (EES) outcomes:

1. Communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfils the purpose and meets the needs of the audience.
2. Respond to written, spoken, or visual messages in a manner that ensures effective communication
4. Apply a systematic approach to solve problems
5. Use a variety of thinking skills to anticipate and solve problems
6. Locate, select, organize, and document information using appropriate technology and information systems.
7. Analyse, evaluate, and apply relevant information from a variety of sources.
8. Show respect for the diverse opinions, values, belief systems, and contributions of others
9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
10. Manage the use of time and other resources to complete projects.
11. Take responsibility for one's own actions, decisions, and consequences.

EXTERNAL COURSE ACCREDITATIONS AND CONDITIONS

COURSE EVALUATION

Professional Expectations Assignments (e.g., critical reflections, learning goals, self-awareness, punctuality) 25%
Job Readiness Assignments (e.g., CV, cover letter, mock interviews) 50%
Case Documentation Assignments (e.g., case studies, scenarios) 25%
No elements of this course are optional. To receive a passing grade, all course work and assignments must be completed satisfactorily, and by the assigned due date.

PROGRAM SPECIFIC GRADING

80% in class attendance is required to pass this course.

GRADING SYSTEM

A+:	90-100%	B+:	77-79%	C+:	65-69%	D:	50-54%	S - Satisfactory
A:	85-89%	B:	73-76%	C:	60-64%	F:	0-49%	I - Incomplete
A-:	80-84%	B-:	70-72%	D+:	55-59%			F - Repeat course

*For a complete detailed description please refer to the College website.

LEARNING RESOURCES

Program File Placement Manual and Student Handbooks

Resources listed on the course outline support the achievement of learning outcomes, and may be used throughout the course to varying degrees depending on the instructor's teaching methodology and the nature of the resource.

LEARNING ACTIVITIES

PowerPoint presentations/lectures, videos and documentaries, discussion, case studies and scenarios, skills practice and role plays

DELIVERY MODE

2 hours per week of in-class instruction for 14 weeks.
28 Hours Total

ACADEMIC POLICIES

- Academic Integrity
- Academic Appeal
- Academic Attendance
- Grading and Assessment

For academic policies please see: http://www.canadorecollege.ca/about-us/corporate-policy-manual.

COLLEGE POLICIES

- Protecting human rights in support of a respectful college community

For college policies please see: http://www.canadorecollege.ca/about-us/college-policies.

STUDENT SUCCESS SERVICES

YOUR SUCCESS MATTERS!

We offer comprehensive, student-focused services designed to help you succeed. Canadore is committed to Student Success and offers CONFIDENTIAL services to help you in your studies. We offer:

- Study skills workshops
- Peer tutoring
- Career guidance
- Mental health and wellness tips and strategies
- Resource centre
- Assistive devices

The ultimate goal of Student Success Services is to support students so they can achieve success academically, in their career aspirations, and in their personal lives. Please don't hesitate to drop by C262 or to book an appointment please call 1-705-474-7600 ext. 5205.

FIRST PEOPLES' CENTRE:

We offer a culturally safe environment where our student focused services provide you with the following CONFIDENTIAL services:

- One on one counselling
- Elder in residence
- Peer tutoring
- Peer mentorship
- Lunch & learn workshops on study skills, self-care, life skills
- Resource Centre

Drop by our offices at C254 College Drive, E101 Commerce Court or call 705 474 7600 Ext. 5961 College Drive / 5647 Commerce Court.

WAIVER OF RESPONSIBILITY

Every attempt is made to ensure the accuracy of this information as of the date of publication. The college reserves the right to modify, change, add, or delete content.

HISTORICAL COURSE OUTLINES

Students use course outlines to support their learning. Students are responsible for retaining course outlines for future use in applications for transfer of credit to other educational institutions.