

PHED 4106 – Community Leadership Placement II

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Course Calendar Description

Community leadership placement is a non-paid work experience in an approved community setting that complements course work, previous experience, and future goals. Opportunities to develop strong communication, critical thinking and leadership skills, as well as establishing societal connections will be emphasized.

Prerequisite: PHED 3106

Antireq: None

Location: A250, refer to WebAdvisor for up to date information.

Hours : Minimum 50-hour field experience

Credits: 3

Community Leadership Placement II Learning Outcomes

Students will;

- Gain concrete experience in providing physical and health education services to a community;
- Develop technical communication and administrative skills relevant to the field of physical and health education;
- Expand leadership skills and develop personal leadership style;
- Recognize the psycho-social implications of physical and health education to a community's health and wellness.

Textbook

A textbook is not required for this course. Material covered will be available on Blackboard Learn. Students are expected to review the content covered in both the Student Guide and Host Guide to BPHE Community Leadership Placement. Both documents are found on the CLP website: clp.nipissingu.ca. Students are expected to log in to Blackboard Learn regularly to check for course updates, class notes, references, or assignments.

Class Schedule

Mandatory Fall Class: There will be one seminar meeting scheduled during the first week of the fall semester. The meeting will take place during the regularly scheduled time, listed on WebAdvisor. Refer to WebAdvisor for up to date info

Access to Course Information

Community Leadership Placement Portal

The Community Leadership Placement program relies on a Portal (website) to host important, frequently accessed information. Using the Portal, students may access important forms, and information required for placement documentation. The Portal may be accessed at clp.nipissingu.ca

Blackboard Learn

Blackboard Learn is the blended learning environment in which students are expected to participate on a weekly basis. If a student is not able to access Blackboard Learn, they are advised to contact University Technology Services helpdesk.

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Evaluation of Student Performance - Overview

1. Health and Safety Clearance Documentation: Total Marks - 15%*

Vulnerable Sector Police Check Documentation – 5%

Online Worker Health and Safety Module – 5%

First Aid/CPR Level C - 5%

***In keeping with the Community Leadership Placement risk management policy, students will be asked to withdraw from the course if the health and safety documentation protocol is not met by 4pm on November 1st.** Meeting the health and safety documentation protocol means all documents listed above have been submitted, in hard copy, to the Community Leadership Placement Office prior to the deadline.

2. Entrance Documentation: Total Marks - 40%

Option 1

Current Resume – 10%

Academic schedule – 10%

Signed Contract – 10%

Insurance Release Form – 10%

Option 2

Signed Host Application – 10%

Signed Host/Student Contract – 10%

Proposed placement work schedule – 10%

Insurance Release Form – 10%

3. Reflective Essay: Total Marks - 20%

4. Exit Documentation: Total Marks - 25 %

Reflective Log Book and Timesheet - 15%

Completed Evaluation – 10%

Host acknowledgement – no grade assigned

You may be assigned one of two standards as a result of your work in the placement seminar meetings and field experience:

“Satisfactory”: All requirements met as outlined in this syllabus. Any one requirement not completed to satisfaction as outlined may result in a ‘fail’ grade being earned.

“Unsatisfactory”: indicates Failure: inadequate or fragmentary knowledge of the principles and materials treated in the course or failure to complete the work required in the course.

Students must obtain a minimum of 75% overall to obtain a SATISFACTORY grade.

Failure to submit Health and Safety Clearance documentation, Entrance documentation or Exit documentation may result in an unsatisfactory grade.

1. Health and Safety Clearance Documentation

i) All students must obtain a vulnerable sector police check.

All Community Leadership Placement candidates registered in PHED 4106 must obtain a current Police Vulnerable Sector Check (PVSC). The PVSC must be maintained on an annual basis in years 3 and 4 of the BPHE program. Failure to provide this documentation to the University by the deadline will result in the cancellation of placement for the 2016-2017 academic year. Exceptions to the deadline will not be made for any reason.

Students should visit the CLP office to obtain a signed vulnerable sector screening request. Some police detachments will not provide screening without proof of the request originating from the school. Students must then present the request form to the local police detachment. Any cost associated with the police checks are to be borne by the applicant. Please note that individual timelines will vary, and up to six weeks may be required to complete the screening. **Initiating this process should be a priority.**

Completed vulnerable sector checks must be received by the Placement Office no later than **November 1st 2016**. **Only original police check documents in hardcopy will be accepted.** Students are advised to keep a photocopy for their records.

ii) Students must provide proof of workplace safety training.

The Ministry of Training, Colleges and Universities (MTCU), provides an insurance coverage program for Bachelor of Physical and Health Education students at Nipissing University when completing unpaid work placements through the Workplace Safety and Insurance Board (WSIB). Students must complete training as required by the WSIB. This online learning module takes 45 - 60 minutes to complete. The module is unable to keep track of your progress, so it must be completed in one sitting. Visit the following link, and complete the Elearning module:

<http://www.labour.gov.on.ca/english/hs/training/workers.php>

Participants in the Elearning module will receive a "Proof of Completion" certificate upon completion of the training. **Students must save and/or print the certificate before exiting the module.** The Ministry of Labour will not store your certificate, or keep a record of training. Please keep a copy for your records.

Completed workplace safety training certificates must be received by the Placement Office no later than **November 1st 2016**. Photocopies will be accepted. Electronic copies will not be accepted.

iii) Students must provide proof of CPR Level C and Standard First Aid.

All students registered in the Bachelor of Physical and Health Education program must provide proof of current certification in CPR Level C and Standard First Aid. Training may be completed with any nationally recognized provider, such as the Red Cross, or St. John's ambulance. It is the student's responsibility to register for training. Associated costs are to be borne by the trainee. Completed training certificates must be received by the Placement Office no later than **November 1st 2016**. Photocopies will be accepted. Electronic copies will not be accepted.

2. Entrance Requirement Documents

Students registered in PHED 4106 have two options for completing a placement; Students have the option of applying for a placement from a list of local opportunities (Option 1). Or students may propose a placement with a preferred host (Option 2). All upper year placement students must obtain placement approval through the BPHE Placement Office prior to beginning any placement activities. The School of Physical and Health Education offers two choices for upper year placements. Students are free to choose either option, and should make note of the relevant deadlines.

i) Option 1: Apply for a Placement with Community Partner

The Nipissing University BPHE program works with several community partners with which students may request to be placed. **Students who are interested in reviewing local opportunities may learn about available placement options via [the website](#). All placement opportunities are listed under the Placement Posting tab.** Placement opportunities are listed on the Portal as they are made available to the program. Guidelines and deadlines to apply to specific placements are clearly outlined in each placement posting on the Portal. Deadlines to apply for each position may be unique and some deadlines occur early in the semester.

Students should follow the steps outlined on the posting to apply to as many positions as they like. Once an agreement with a placement partner has been reached, the student must make arrangements to complete **entrance documentation** prior to Nov 1st.

Students are required to prepare an Option 1 placement entrance package containing the following documents in hard copy:

Current Resume
Academic schedule
[Signed Contract](#)
[Insurance Release Form](#)

Due: Entrance documentation is due by November 1st at 4pm. Following the deadline, placement applications will no longer be accepted however self initiated placements (Option 2) will continue to be approved.

ii) Option 2: Self Initiated Placement

The PHED placement office accepts student initiated placement proposals, which are subject to approval by the department. Students must be able to ‘pitch’ their placement idea, demonstrating that their proposed placement meets the following guidelines:

- It is congruent with career goals.
- The scope of the role and associated responsibilities are appropriate for the level of study.
- Host advisor contact information is available.
- The host advisor is an acceptable mentor, available to the student.

- The host advisor is not immediately related to the student.
- The placement is an unpaid position.
- The placement must demonstrate that it is designed to provide benefit not only to the student, but to the community in fulfilling a true organizational need.

Students must prepare an entrance package with the following documentation in hard copy. Students will be notified by email when their placement has been approved. Placements will not be approved until the proposed host has confirmed the accuracy of the information on both the application and contract. Please allow up to 10 business days for approval. If any documents are missing, the placement will not be approved. Students must not engage in any placement related activities until approval has been received from the PHED placement office.

Students are required to prepare an Option 2 placement entrance package containing the following documents in hard copy:

[Signed Host Application](#)

[Signed Host/Student Contract](#)

[Insurance Release Form](#)

Proposed placement work schedule

Due: February 13th by 4pm

3. Self-Reflection Paper

The self reflection paper is a chance to strengthen a personal statement reflecting your development in the field of physical and health education and, your professional philosophy moving forward. Think of the changes you have experienced between your first year in the program and now. Find below possible starting points for your paper. Don't feel limited by these, if you would like to explore another appropriately related area. Papers are to be submitted double spaced, with a title page and a minimum of 1200 words. Please note every individual will reflect to various lengths! Length is not as important as conveyance of your own personal experiences. This will vary based on your leanings, philosophy, and writing style.

- Explain a situation where a placement opportunity either hindered or enhanced your ability to provide services.
- Describe a client-based situation that you handled very well and reflect on your strengths.
- Have your professional goals changed since your first year in the Physical and Health Education Program? If so what has influenced this?
- Describe a physical and health education specialist as you understand it. How were your placement opportunities congruent or not with the overall message of physical and health educators.
- Explain inclusion as you understand it. How have your placement opportunities dealt with inclusion. Has your concept of inclusion changed since your first year in the Physical and Health Education Program?

DUE: In hardcopy by March 31st, 4pm

4. Exit Requirements

Just as there is a process for placement approval, there is a similar process to conclude the placement. A placement course learning outcomes will only be considered complete when the following have been addressed.

i) Community Experience Log Book Assignment

An important tool in your community leadership placement is creating log entries. The Community Experience Logbook is a reflective journal detailing 50+ hours completed within assigned placement. Log entries should be completed after every placement experience – do not let too much time lapse or you will forget! Quality log entries provide an active medium for processing important experiences. Log entries allow you to react, discuss, and explore your feelings, knowledge and community issues. They help you track your contribution to the community partner and can help stimulate novel thinking. Your log entries must show an application of knowledge. You must complete the logs as a professional in the field, not as a personal diary. Entries should discuss what you did (duties), your reaction to what you did (positive, improvements, troubles), how it relates to your field (theory or practice), and any other comments you may have. Be honest and write freely. Ensure you regularly update your journal adding comments to previous posts or elaborating with new wisdom. Remember, log entries are visible to only yourself, your host, and the placement officer. There is no minimum requirement per entry; however, keep in mind the more you address in the log entry the easier it is to consolidate your knowledge.

DUE: In hardcopy by March 31st, 4pm

Here are some questions to help stimulate your reflective writing process:

- Describe the atmosphere of your service site
- What have you learned about a community or social issue?
- How does this experience challenge any of your stereotypes or assumptions?
- What are some possible solutions to the community issue you are addressing?
- What is the most challenging thing to happen to you thus far?
- How has this placement contributed to your growth as citizen?
- What have you learned about yourself?
- What do you think is the cause of the community issue you are addressing?
- Do you feel a part of your new community?
- What is the background of the people in your placement?
- What has surprised you the most/least about your placement?

Don't forget

- Dates & times of hours completed

- Running tally of hours to date
- Pictures, images, or diagrams as they support your entries (check with host organization policies!!)
- Be creative!

ii) Completed host evaluation form:

Evaluation forms may be downloaded from the [Community Leadership Placement Portal](#). Students should request that their host advisor completes the evaluation well in advance. Once completed, the host may return the evaluation to the student, or send it directly to the placement office. **It is the student's responsibility to ensure the placement office is in receipt of a completed evaluation prior to the deadline.**

DUE: In hardcopy by March 31st, 4pm

iii) Host Acknowledgement

A thank you letter to your host is not only a nice gesture, it is proper business etiquette. Prior to your last day of placement please take the time to thank your host (and host organization) for allowing you to complete your placement with them. An acceptable thank you letter includes; a letter, email or card. Be sure to share what you have learned, and how you plan to use this knowledge in your future career path. The thank you letter doesn't need to be lengthy, a few lines is usually enough. Although email is usually easiest, offering a handwritten card is considered to be a professional standard.. Include a copy of your letter, or a scanned attachment in CLP exit documentation. A grade is not assigned to this component.

Placement Checklist

Requirement	Deadline	Format	Check when complete
<i>Syllabus read in its entirety!</i>	Sept 9 th	Blackboard	✓
Health and Safety Clearance	Nov 1st	Hardcopy	
Entrance Requirement Documents	Option 1, Nov 1 Option 2, Feb 13	Hardcopy	
Reflective Essay	March 31st	Hardcopy	
Exit Requirement Documents	March 31 st	Hardcopy	

Reflective Paper and Logbook Rubric

Criteria	Level 1	Level 2	Level 3	Level 4
Mechanics of posting; Style, Language and Grammar	Poor sentence structure, inadequate organization, several grammar and/or spelling errors. No in-text citations or references to APA (6th ed.)	Complete sentences, comprehensible, organization could be improved to present a more coherent argument or statement, has grammar and/or spelling errors. Includes in-text citations no use of APA format.	Complete sentences, well organized, has few grammar and/or spelling errors Includes some in-text citations as references in APA (6th ed.) format.	Complete sentences, well organized, grammatically correct and free of spelling errors. Includes all appropriate in-text citations as references in APA (6th ed.) format.
Content of Postings	Message was unrelated to question; presents no ideas for discussion; failed to present information needed.	Revealed a restricted understanding of the topic limited to information that could be derived from prior posts; presented poorly developed ideas.	Revealed and adequate understanding of the topic; presented well developed ideas, and researched information, which added to discussion.	Revealed a solid understanding of the topic as evidenced by thoughtful responses and questions; presented well developed ideas, or new ideas.

Attendance & Professionalism

Punctual and **regular attendance during student placement is essential** for the successful completion of this course. Missing just one day of placement may negatively impact your evaluation. **If you know in advance that your absence is unavoidable, please contact your host directly! Take responsibility for your attendance!** Medical documentation may be required for extended absences.

The Bachelor of Physical & Health Education program is a professional preparation program. Upon graduation you will possess the skills, attitudes and knowledge to become a leader in the field, assisting others to live healthy active lives. It is expected that you will behave in a professional manner in all that you do while at Nipissing University. You are ambassadors and positive role models on and off campus. Make every effort to represent Nipissing University, the BPHE program, and most importantly, yourselves, in a way that demonstrates your readiness to become a professional.

Professionalism means:

- Communicating with peers, professors and staff in positive, respectful manner
- Taking responsibility for your actions and your academic work
- Refraining from the use of electronic communication devices during class (unrelated to course content)
- Respecting and considering the views and opinions of others
- Actively participating in all scheduled classes

Important Course Policies

1. This course outline contains all pertinent information with regard to expectations for and requirements of this course.
2. Placements may be selected or self initiated. If a placement is self initiated, students must first seek approval through the placement office.
3. Students are expected to arrive for placement meetings on time, students are expected to be prepared, and to conduct themselves professionally.
4. Course information, including this document, will be made available on the blackboard system under course code PHED 4106. **It is the student's responsibility** to review material prior to each class.
5. **Students must use their Nipissing e-mail address**, i.e., name@nipissingu.ca, when emailing the course instructor. E-mails received from other addresses, i.e., hotmail.com, @gmail.com, etc..., will not be read or responded to. All communications should be professional in tone and content.
6. Students submitting attached documents and assignments via blackboard or email are to use the following format when naming files: **Last name, First Name, Assignment Name: ie, CarlySnellAssignment1.doc**
7. Students are responsible for keeping back-up copies of all written work and assignments for this class.
8. Late assignments submitted without explanation will not be accepted. Rationale for late submissions will be evaluated on a case by case basis.

Computer/email/blackboard/internet problems will not be considered as a reasonable excuse.

9. Written work which has been submitted for evaluation purposes will not be returned to students. However, students may make an appointment with the instructor to discuss the work presented, the comments made, and the grade assigned.
10. Any student who feels there are grounds for an appeal or petition (in all matters other than academic dishonesty) should immediately try to discuss the matter with the instructor. If the student is not satisfied with this informal session, the student must, as soon as possible and not later than 30 days after official notification of the final grade, discuss the matter with the Dean.
11. It is the student's responsibility to contact the Accessible Services Office to identify individual disability-related educational needs. A student registered with Accessible Services shall initiate a request for accommodations in a timely fashion. All accommodations are arranged through Accessible Learning, not by the course instructor. Please refer to the Accessible Learning site for more information-
<http://www.nipissingu.ca/departments/student-development-and-services/accessibility-services/Pages/default.aspx>
12. All of the components for evaluation must be completed in order to gain the credit associated with this course. Assignments have identified due dates. Work must be submitted on time. Extensions must be negotiated prior to the due date and will only be considered in cases of extenuating circumstance and at the discretion of the professor.
13. Students are expected to keep a copy of this course outline in their own records. The School of PHE is not obligated to provide a copy at a later date.

Academic Dishonesty:

The University takes a very serious view of such offences against academic honesty as plagiarism, cheating, and impersonation. Penalties for dealing with such offences will be strictly enforced. The complete policy on Academic Dishonesty is in the Policies section of the Calendar.

Please refer to the Nipissing University policy on **Academic Dishonesty** in the Course Calendar
<http://www.nipissingu.ca/calendar/regulations/academic/Pages/Student-Appeals-and-Petitions.aspx#dishonesty>

For appeals unrelated to academic dishonesty, please refer to the **Grade Appeal** guidelines.