Community Leadership Placement

PHED 3106 Winter Seminar Meeting

Today's discussion – winter seminar meeting

1. Review of course requirements
2. Outstanding issues from fall term
3. Planning for PHED 4106

Questions/Concerns?!

- Please request a meeting with me outside of class time.

Syllabus

75%
required

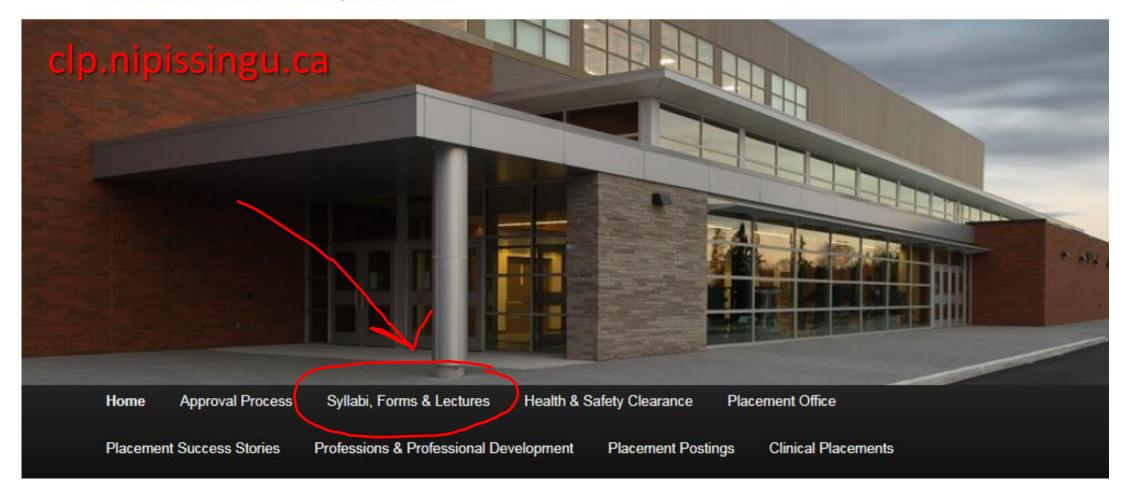- PHED 3106 syllabus hosted on CLP Portal

Student evaluation is based on three main criteria:

1. **Service to the community (Placement Hours)**
2. **Blended Learning Participation (Blackboard)****
3. **Documentation (Filed on time and complete)**

Community Leadership Placement Portal
The Community Leadership Placement program relies on a Portal (website) to host important, frequently accessed information. clp.nipissingu.ca

Syllabus

- PHED 3106 syllabus

Please open a copy of the PHED 3106 syllabus document open now.

Student evaluation is based on three main criteria:

1. **Service to the community**
2. **Blended Learning Participation**
3. **Documentation**

Chris Forrest is encouraging people to donate sporting equipment that they no longer use so others can get active. People can bring the equipment to an open house Tuesday, Aug. 30 at the Kenwood Athletic Centre.

Submitted Photo

Student urges people to get 'active for life'

Evaluation of Student Performance

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 to 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.

2. Entrance Documentation: **Total Marks – 20%**
    Contract – 10%
    Insurance Release Form – 10%

3. Blended Learning Participation: **Total Marks – 40%**
    Regular Participation – 20%
    Facilitation Assignment – 20%

4. Exit Documentation: **Total Marks - 25 %**
    Reflective Log Book and Timesheet - 15%
    Completed Evaluation – 10%
    Host acknowledgement – no grade assigned

75%
required

Health and Safety Clearance

This should be a priority

- 1. Police Check – obtain requisition from me

- 2. CPR Level C and First Aid Training (next campus course Jan 27/28)

- 3. Workplace safety training: E-learning module
  http://www.labour.gov.on.ca/english/hs/training/workers.php

Due BEFORE starting placement hours

More about CPR/FA training

- St. John Ambulance and Canadian Red Cross have courses scheduled every weekend!
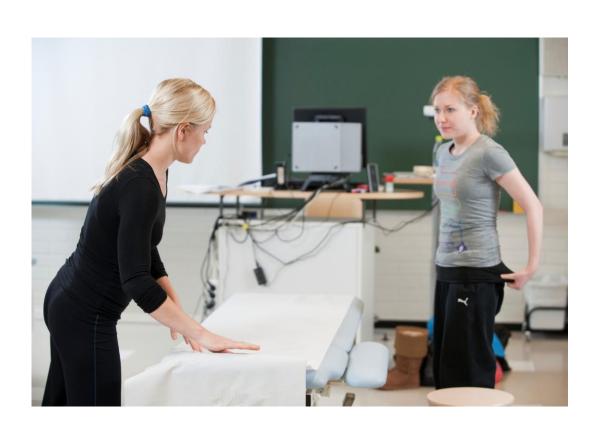
St. Johns Ambulance: www. sja.ca

Canadian Red Cross: www.redcross.ca

Whatever course you choose, ensure it offers **Nationally Recognized CPR Level C**

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Entrance Documentation

Most of you have already contacted your assigned host advisor in a timely manner to request a meeting.

Some hosts conduct the entrance meeting in an **interview format**.

*Be advised that hosts have the right to accept or reject placement students.

Entrance Documentation cont…

- **<u>Entrance Documents:</u>**

- i. Host/Student Contract (download from [Portal](#))

- ii. Insurance Release Form (download from [Portal](#))

- Entrance documentation is **<u>due in hardcopy</u>** prior to beginning placement hours

Entrance Documentation – 20%

Entrance Documentation:

Contract – 10%

Insurance Release Form – 10%

Simply download from the Portal and ensure they are completed.

Due: Prior to beginning placement!

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Blended Learning

3. Blended Learning Participation:

    a. Regular Participation in Blocks – 20%

    b. Facilitation Assignment – 20%

Revised Blended Learning

- **Resource Sharing Assignment:**

- Each student should **research a theme** they find particularly relevant to their placement role. Students may choose an **interesting, informative or humorous article, news item, video, image**, or resource connected to the theme. Students will then share the resource in their **log book**. The resource you share will act as a foundation and resource for future student colleagues.

- Students should **summarize the resource** and provide a rationale as to why it was selected. The summary should be a 1-page maximum, single-spaced document at the conclusion of the logbook. The summary should present a **good sense of the issues presented and how they relate to the student's individual placement.**

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Exit Documents:

Exit Documentation:

Reflective Log Book and Timesheet - 40%

Completed Evaluation – 20%

Host acknowledgement – no grade assigned

- Due March 29th, 4pm in hardcopy

Logbook and Timesheet – 40%

- Logbook = *Reflective Journal* – Exemplars
- Include dates & times of hours completed (timesheet)
- Pictures, images, or diagrams as they support your entries (check with host organization policies)
- There is no set format, so be creative! Use prompts in the syllabus (if you are finding it difficult to write.

Completed Evaluation – 20%

- Blank evaluation forms may be downloaded from the 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.**

Evaluation form is found on the [Portal](#)

	Exemplary (100-90%)	Proficient (80-89%)	Adequate (70-79%)	Ineffective (<70%)	Not Applicable
Attitude and Initiative					
Willingness to accept constructive criticism					
Self-motivation					
Dependability					
Flexibility					
Enthusiasm					
Resourcefulness					
Professionalism					
Commitment					
Performance					
Preparedness					
Time management					
Follows instructions					
Completes tasks					

Host Acknowledgement

- A simple thank you letter to your host is not only a nice gesture, it is proper business etiquette.

- Not graded, not a course requirement

- Include a copy in your package of exit documents

Preparing for PHED 4106

- Spring/Summer OR Fall/Winter

- Option 1: **Apply for a Placement with Community Partner**

- Option 2: **Self Initiated Placement**

Option 1 - Applied

- Students may apply to spring/summer OR fall/winter placements listed on the portal.

- Placements posted on the portal are regional

- There are often more postings in the fall/winter term

- Students should be willing to interview for the position when necessary

Option 2 – Self Initiated

- The PHED placement office accepts student initiated placement proposals
- Proposals are subject to approval by the department.
- Students must be able to document the following, demonstrating that their proposed placement meets certain guidelines:

It is congruent with career goals.
The scope of the role and associated responsibilities are appropriate.
Host advisor contact information is available.
The host advisor is an acceptable mentor.
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.

If you are seriously considering a Spring/Summer placement course…

- Visit the Placement Approval Process tab on the Portal
- Book a meeting with me prior to the end of the year
- Start connecting with hosts now, if you are thinking of self initiating a placement