

## BACHELOR OF PHYSICAL AND HEALTH EDUCATION

### SYLLABUS: PHED 3106 – 2019/2020: COMMUNITY LEADERSHIP PLACEMENT (CLP) I

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Website: <http://clp.nipissingu.ca> – please bookmark this site

#### WELCOME

The Bachelor of Physical and Health Education Community Leadership Program (CLP) provides you with experiential learning opportunities relevant to your academic and career goals. PHED 3106 is a **satisfactory/fail** course which requires organization, professionalism, punctuality and thoroughness from all student participants. Please read carefully for all course details including:

- Course calendar and information
- Mandatory sessions
- Required documentation
- Application and Assignment details and due dates

Students will be unable to start work placement until all required documentation is complete and submitted. Late submissions could result in failing the course or a request made to withdraw.

#### COURSE CALENDAR DESCRIPTION

Students will participate in a 50 hour, non-paid work experience in an approved community setting which complements course work, previous experience, and future goals. Placements are arranged by the Physical and Health Education Coordinator and will take place between September 3, 2019 and April 3, 2020.

**Prerequisite:** 48 credits completed  
**Location:** Refer to WebAdvisor  
**Hours:** Mandatory sessions plus a minimum of 50 hours work placement  
**Credit:** 3

#### COMMUNITY LEADERSHIP PLACEMENT I LEARNING OUTCOMES

Students will:

- Gain concrete experience in providing physical and health education services within our community;
- Develop technical communication and administration 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;
- Further develop professional competencies such as leadership, written/verbal communication skills, organization and critical thinking skills.

## COURSE MATERIALS

No required textbooks for this course. PHED 3106 is delivered in a blended learning format; it involves a mixture of class time, online learning and field work. Please thoroughly read through all resources made available electronically via the Community Leadership Program (CLP) website: <http://clp.nipissingu.ca>. Important updates/communications will be shared using Nipissing University email accounts only (student12345@community.nipissingu.ca) and it is the responsibility of the student to check their accounts regularly and communicate any concerns with your instructor immediately.

## CLASS SCHEDULE

PHED 3106 runs from September 3, 2019 to April 3, 2020 and students are expected to be available for placement hours as well as **mandatory** seminars within this duration regardless of which section a student is registered under (e.g., PHED 3106 FA or PHED 3106 WI).

## MANDATORY SESSIONS

First Seminar: Friday September 6, 2019 from 1:30 pm – 2:30 pm, ROOM H105

Second Seminar: Friday January 10, 2020 from 1:30 pm – 2:30 pm, ROOM H105

\*Schedules subject to change. Please refer to WebAdvisor for updated information.

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## PLACEMENT SELECTION PROCESS

Students **must** complete the PHED 3106 WORK PLACEMENT APPLICATION form located on the [clp.nipissingu.ca](http://clp.nipissingu.ca) site and email it directly to [clp@nipissingu.ca](mailto:clp@nipissingu.ca) no later than 4:00 pm on **Friday September 13, 2019**.

PHED 3106 is designed to provide students opportunity with hands on learning in real life settings applicable to their areas of interest. The application forms will provide students the opportunity to select their preferred sector in which they hope to be placed in, as well as, the opportunity to indicate a specific location/placement host preference; however, there are no guarantees and ultimately placements are determined by your instructor to ensure equal opportunity for all students and that all placements are relevant to academic and career goals. All placements will be located in the Nipissing District and be available to access via North Bay transit, unless indicated otherwise and agreed upon by the student.

Negotiations for placement must not be undertaken by students, nor should students 'exchange' placements with other students in the program. Placements are not transferable and all concerns or questions must be brought to the attention of their instructor immediately

**PLACEMENT SECTORS INCLUDE:**

- Allied Health/Clinical
- Physical and Health Education
- Health Promotion
- Sports Marketing/Sport Event Management
- Coaching/Training
- Fitness/Wellness

**IMPORTANT:** Although every effort to assign students their first choice of sector and preferred placement host (if indicated), it is not always possible. Often, several students will request the same sector (placement host), and in these situations positions are awarded using a lottery system. Any placement concerns need to be communicated with instructor as soon as possible for review and consideration.

Extreme efforts are made to provide students with placement details as early as possible. Most students will be made aware of their placement locations by **Friday September 27, 2019**; however, in the event of delays students will receive information by **Friday October 11, 2019**. Details will only be sent through Nipissing University email.

**STUDENT HOURS**

Placement hours will be coordinated between the student and placement host, with assistance from the instructor when needed. Placement hours can take place Monday through Friday, evenings and weekends included. It is important to share your academic calendar and unavoidable prior engagements with your placement host to avoid overlaps. Students are expected to be flexible and accommodating to reach the needs of the placement host whenever possible.

**EVALUATION**

Students will be assigned a "Satisfactory" or "Fail" grade in this course.

**"Satisfactory":** All requirements have been met and successfully submitted. Assignments reflect a solid understanding and development of the competencies and skills achieved in this course.

**"Fail":** Missing or incomplete information. Absent during mandatory sessions without approval. Lacking knowledge and/or understanding of the competencies and skills presented in this course.

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

**CLEARANCE DOCUMENTS**

10% for the following documents:  
Police Vulnerable Sector Check  
Work Health and Safety  
First Aid/CPR Level C  
Concussion Training

**ENTRANCE DOCUMENTS**

5% for the CLP Agreement

Total Marks – 15%

**COMMUNITY LEADERSHIP  
PLACEMENT**

45% for completing 50 hours of  
successful work placement

Total Marks – 45%

**EXIT DOCUMENTS**

Assignment Requirements

Digital Portfolio – 20%

Log Book & Timesheet – 10%

CLP Evaluation – 10%

Host Acknowledgement – 0%

Total Marks – 40%

## CLEARANCE DOCUMENTS – Health and Safety Requirements – 10%

These documents need to be completed successfully and submitted to [clp@nipissingu.ca](mailto:clp@nipissingu.ca), **before you begin your work placement**. Students are unable to contribute to their 50 hour requirement outside the placement dates of September 3, 2019 and April 3, 2020; therefore, it is imperative deadlines for submissions are met. Abiding by the Community Leadership Placement Risk Management Policy, **student placements will be cancelled and students will be asked to withdraw** from the course if the required Health & Safety Documents are not successfully complete and submitted by 4:00 pm on Friday October 18, 2019. No exceptions.

### 1. Police Vulnerable Sector Check (PVSC)

- An **original**, clean PVSC completed within the last 12 months must be submitted to AC201-A
- Failure to provide this documentation by the deadline will result in the cancellation of placement and withdraw and/or fail from the program. Exceptions will not be made.
- Students will need to obtain a signed PVSC screening request from their instructor. Some police detachments will not provide screening without proof of the request originating from the school. Any costs associated with the PVSC are absorbed by the applicant. Individual timelines for processing can vary, and in some cases it can take up to 6-8 weeks for a request to be complete. **Initiating this process should be a priority.**

### 2. Ministry of Labour Work Place Safety Module

- Ministry of Training Colleges and Universities (MTCU), provides an insurance coverage program for BPHE students at Nipissing University when completing unpaid work placement through the Workplace Safety and Insurance Board (WSIB).
- Ministry of Labour 4-step work and safety module is required by WSIB. This safety module will take approximately 45 – 60 minutes to complete, and must be done in one sitting.
- The Training module can be found [here](#) or by entering: <http://tinyurl.com/safetymodule>
- Proof of Completion certificate will be issued once the module is successfully done.
- Keep a copy of the certificate for your records as there will not be one stored online.
- Electronic copies are acceptable and need to be sent directly the CLP email.

### 3. CPR Level C & Standard First Aid

- Current CPR Level C and Standard First Aid are required for participation in PHED 3106
- Training may be completed by any nationally recognized provider such as; Red Cross, or St. John's Ambulance.
- Students are responsible for coordinating training, and must absorb all associated costs. Students can [click here](#) for more information on Red Cross, or [here](#) for St. John's Ambulance.
- Electronic copies are acceptable and need to be sent directly to the CLP email.

### 4. Concussion Training

- Proof of completed Concussion Training can be submitted directly to the CLP email.
- Most students will complete concussion training in previous courses; however, here are some alternatives ways to complete the training:
  - The Making Headway National Coaching Certification Program (NCCP) module found [here](#), will allow students to complete their training.
  - Alternatively, students can complete their training with an Athletic Therapist.
- The student is responsible to arrange approved training to complete this requirement.

## ENTRANCE DOCUMENTS – Placement Requirements

Electronic **welcome package** can be found on the CLP website: [clp.nipissingu.ca](http://clp.nipissingu.ca) and will house documents which will require immediate action. The student must organize a **hard copy placement package** to deliver to their host supervisor for completion. No workplace hours can begin until entrance documents are complete.

Entrance Documentation needs to be submitted no later than **4:00 pm Friday November 8, 2019**. No exceptions.

1. Student – Host Meeting: Arranged by the student
  - Once a student has been assigned a placement, they are required to connect with their host supervisor to arrange a meeting.
  - Be prepared that some hosts will conduct an entrance meeting similar to an interview. Students need to understand that hosts can accept or reject placement students at any time.
  - Bring the **hard copy placement package** to this meeting for review and signatures.
  - Hosts may have documents and forms required for student or instructor signatures. Bring any additional forms provided to you by the host supervisor to your instructor ASAP.
  - This meeting will not count toward your 50 hour workplace experience.
2. Welcome Package: Contents – 5%
  - CLP Agreement: formal binding agreement between the host, student and university that clearly outlines the expectations and guidelines of the Community Leadership Program. Breach of contract by any party should be communicated with your instructor immediately.
  - Insurance Release: Ontario students are eligible for Workplace Safety Insurance Board (WSIB) coverage. Students and the host supervisors must complete an insurance form in order to move forward with placements.
  - Complete hard copies can be brought to AC201-A for submission.

## EXIT DOCUMENTS – Assignment Requirements

Experiential Learning in its simplest form is described as, “learning through experience or learning by doing.

Experiential education first immerses learners in an experience and then encourages reflection about the experience to develop new skills, new attitudes, or new ways of thinking” (Lewis and Williams, 1994).

PHED 3106 students will be required to complete several Exit Documents to reflect upon their experiential learning experience. These documents need be submitted electronically to [clp@nipissingu.ca](mailto:clp@nipissingu.ca) **within two weeks of completing required hours, and no later than 4:00 pm on Friday April 3, 2020.**

1. Digital Portfolio Assignment – 20%
  - Consolidation of a student’s involvement in an experiential learning placement, class work and professional development should be highlighted clearly in a professional portfolio.
  - Students can choose to create their Digital Portfolio using a variety of methods such as, but not limited to public or personal sharing tools such as:
    - Personal Website (Weebly, Smore, Wix etc.)
    - Google Docs
    - PowerPoint/Keynote, etc.
  - Students need to be cognizant of the information they are choosing to share should they select a public facing tool (e.g., website) to share their information. Some students opt out of including personal address/phone numbers etc. Reducing private information will not hinder final grades.
  - Digital Portfolios will continue to be developed and students may choose to add their efforts into PHED 4106 and beyond.

- Things to include:
  - **Introductory Statement:** statements should contain elements of professional competencies (e.g., leadership, written/verbal communication skills, organization and critical thinking skills) and career goals. Reflection on personal and professional goals can be included to add depth to your portfolio and more information for your reader.
  - **Experiential Learning Philosophy:** Your philosophy should extend your thinking about experiential learning, its meanings, and its applicability. There are significant relationships between what is put into an experiential learning experience, and what is taken from an experiential learning experience.
    - Philosophy will range from 100 to 250 words
    - Integrate theory, research, and/or professional practice
    - Stay on topic
    - Demonstrate proper spelling, grammar and scholarly tone
  - **Current Résumé and/or CV**
    - Work experience, certifications, trainings etc. should be visible; however, it is student choice if personal information such as phone number, address etc. is made available, especially with public facing tools such as websites.
  - **Examples of Previous Work and/or Volunteer Work**
    - The reader should gain a sense of who you are when viewing a portfolio.
    - What are your goals? What specific skills do you possess? How have you been involved with your community?

## 2. Reflective Logbook and Timesheet – 10%

- Reflective journal detailing 50 + hours of completed workplace experiences including dates and times (timesheet), running total of hours, and pictures/images or diagrams that support your entries. Please note: Anyone who appears in a photograph, including yourself, must sign the Nipissing University Model Release form found on the CLP website. These can be submitted to your instructor in AC201-A.
- Log entries allow you to react, discuss, and explore your feelings, knowledge and community issues/ideas. Entries should take place at the end of every shift for accurate and immediate reflection of duties, responsibilities and experiences.
- This is not a diary and students should be writing in their logs as a professional, and should show an application of knowledge and growth based on their assigned placement.
- Things to consider:
  - What did you do? – duties, personal tasks, specific projects
  - Your reaction to what you did – positive improvements, troubles, areas of development
  - How is your placement relevant to your academic and professional goals?
  - What have you learned about community or social issues?
  - Has something inspired you to make or suggest change?
  - Did you have any assumptions or stereotypes leading to your placement?
  - What has been challenging? Easy? Unpredicted? Surprising?
  - What have you learned about yourself?
  - Any other comments you may have – be honest and write freely
- Log entries are only shared between yourself and your instructor.
- Time sheets can be found on the CLP website
- There is no minimum requirement per entry; however, the more reflection and detail you provide the easier it will be to consolidate your knowledge.
- Be creative!

3. Evaluation – 10%

- Evaluation forms can be found on the CLP website.
- Ideally, placement hosts will communicate results with students; however, they can choose to send the completed form to the student for review, review results in person with the student, or send the completed evaluation directly to the instructor. Regardless of which scenario your placement host chooses, it is your responsibility to ensure the completed evaluation is submitted on time.

4. Host Acknowledgement – no grade assigned

- A thank you letter to your placement 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.
- Things to consider:
  - Include what you have learned, and how you plan to use this knowledge in your future.
  - An email is typically the easiest method; however, a hand written thank you card is considered a professional standard.
- Include a scanned attachment, or forward a copy of the email to [clp@nipissingu.ca](mailto:clp@nipissingu.ca) for your instructor to include in your exit documentation.

#### PLACEMENT CHECKLIST/IMPORTANT DATES

Completion of all requirements is imperative to a pass/fail course. If at anytime you have questions or concerns, you must bring this to the attention of your instructor immediately. Please remember, PHED 3106 runs from September 3, 2019 to April 3, 2020. All students, regardless of what block they have registered for, must follow the dates for seminars and deadlines outlined below.

PHED 3106 REQUIREMENT	DEADLINE	✓
First Seminar: Room - H105	September 6, 2019 – 1:30 pm – 2:30 pm	
Work Placement Application	September 13, 2019	
Work Placement Assignments designated by...	September 13, 2019/October 11, 2019 *	
Clearance Documents	October 18, 2019	
Entrance Documents	November 8, 2019**	
Second Seminar: Room – H105	January 10, 2020 – 1:30 pm – 2:30 pm	
Exit Documents	April 3, 2020***	

\* Students who are proactive with clearance documents are inclined to receive placements sooner than the dates indicated. Please complete all requirements to get placement started at your absolute earliest convenience to prevent delays.

\*\* This date indicates the absolute last date of accepting entrance documents. Students are highly encouraged to submit these requirements as soon as possible in order to start their placement assignments. Many placement hosts want their students to start earlier in the term, and will not accept students if they are not available sooner.

\*\*\* Exit documents are due within two weeks of completing the required 50 hours of work placement. The date listed is the absolute last date that exit documents will be accepted.

### **ATTENDANCE**

Punctual and regular attendance during work placement is essential for successful completion of this course. Missing just one day of placement may negatively impact your evaluation. Please take responsibility of your attendance and notify your placement host in advance of any unavoidable absences. It is your responsibility to make up any lost hours if an absence interferes with the required 50 hours you must achieve to successfully complete the course. In the case of medical absences, documentation may be requested by your placement host and/or instructor.

### **PROFESSIONALISM**

The Bachelor of Physical & Health Education Program is a professional preparation program. Upon graduation you will possess 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. This includes the way you choose to represent yourselves in social media. Be cognizant of the fact that whether your proper name is used or not, people and employers may have access to seeing the way you are represented on social media that you believe to be 'private'.

Professionalism means:

- Written and verbal communications with peers, professors and staff are positive and respectful.
- Being responsible for your actions and academic work.
- Being respectful of your host placement and instructor, and avoiding the use of electronic communications/tools unrelated to your course or work place assignments.
- Respecting and being open to the views and opinions of others.
- Actively being engaged in all activities, assignments and responsibilities outlined by PHED 3106.

### **COURSE POLICIES**

1. This course outline contains all pertinent information and expectations for PHED 3106.
2. Placements are assigned and must not initiated by the student or placement host; however, both students and placement hosts are able to indicate preferences during the application process.
3. Students are expected to be punctual, prepared and actively involved in all assignments provided by the instructor and placement host.
4. Course information, including this document, are made available on the Community Leadership Placement (CLP) website. Students are responsible for reviewing information to be prepared for seminars and to complete requirements of the course.
5. Submission of documents must be sent to the CLP email address only – [clp@nipissingu.ca](mailto:clp@nipissingu.ca) and must be sent from Nipissing University accounts only. Information coming in from other email accounts may get deleted and/or sent to SPAM folders. It is not the responsibility of the instructor to search for missing documentation. It is important to save all documents as PDF, and name the files using the following format: Student Name, Assignment Name, Course code - e.g., MylaeRobsonLogBook3106.pdf
6. Students are responsible for keeping back-up copies of all documentation for this course. If original hard copies have been submitted, students should take a picture or scan of the item before submission.
7. Late submissions will not be accepted without appropriate accommodations being discussed in advance. Approval for late submissions are discussed between the student and instructor and will be determined on a case by case basis. Computer/internet/email problems will not be considered as reasonable excuses.



8. Submitted work will not be returned to the student; however, should a student choose, they can request a meeting with their instructor at any time to discuss course progress, results etc.
9. Students who feel that they have grounds for an appeal or petition (in all matters other than academic dishonesty) should immediately discuss the matter with the instructor. If the student is not satisfied with this informal session, the student must discuss the matter further with the School of Physical Health and Education Director, Dr. Graydon Raymer – [graydonr@nipissingu.ca](mailto:graydonr@nipissingu.ca) who may then escalate concerns to the Dean. Arranging a meeting with the Director must be done as soon as possible, and any information shared with the Dean, needs to be communicated no later than 30 days after official notification of the final grade. Please refer to the Grade Appeal Guidelines: [click here](#).
10. If a student requires services and/or supports provided by Accessibility Services, it is their responsibility to contact and arrange such needs. All accommodations are arranged through Accessible Learning, not by the course instructor. Please refer to the Accessible Learning site for more information: [click here](#).
11. All of the components for evaluation must be completed in order to gain 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 circumstances at the discretion of the instructor.
12. Students are expected to keep a copy of the course outline for their own records. The School of PHE is not obligated to provide a copy at a later date.
13. Should a student be offered compensation for their efforts at the host placement, this must be arranged as an employment offer between the placement host and the student directly and will void their contributions needed for the course.

#### **ACADEMIC DISHONESTY**

The University takes academic dishonesty very seriously. Such offences of academic dishonesty including, plagiarism, cheating and impersonation with have penalties that are strictly enforced. The complete policy can be located in the Course Calendar under Academic Dishonesty: [click here](#).

#### **QUESTIONS?**

Connect with Mylae Robson directly, [mylaer@nipissingu.ca](mailto:mylaer@nipissingu.ca)

#### **SUBMISSIONS**

Electronic copies submit directly to, [clp@nipissingu.ca](mailto:clp@nipissingu.ca)

Hard copies deliver to: AC201-A