

**BACHELOR OF PHYSICAL AND HEALTH EDUCATION**

**SYLLABUS: PHED 3106 – Spring/Summer 2020: COMMUNITY LEADERSHIP PLACEMENT (CLP) I**

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**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
- 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 withdrawal.

**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. Students develop strong communication skills, critical thinking skills, leadership skills, and societal connections. This course is graded as SATISFACTORY or FAIL.

**NOTE:** Placements are monitored by the Physical and Health Education Placement Coordinator and will take place between September 8, 2020 and April 13, 2021 once approved.

**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. 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 coordinator immediately.

### **CLASS SCHEDULE**

PHED 3106 runs from **Tuesday September 8, 2020 to Tuesday April 13, 2021** and students are expected to be available to complete their required 50 hours between these time frames in addition to virtual meeting requests made by the program coordinator. Schedules will be determined between the student and placement host.

### **SELF INITIATED PLACEMENT**

For the 2020-2021 academic year, all students are permitted to self-initiate their own placement in whatever city in Ontario they choose; however, a placement arranged between students and placement hosts, **does not equal** an approved placement until it has been reviewed by the coordinator and notification has been received to move forward.

The student must ensure that the proposed placement meets the following guidelines:

- The entire placement opportunity is **offered virtually** and/or **follows recommended health and safety measures** as outlined by the Ontario government in response to COVID 19;
- Placement meets academic and career goals;
- The scope of the role and associated responsibilities are appropriate for the level of study;
- Placement host contact information is available;
- Placement host is an acceptable mentor, available to guide and support student throughout the duration of the 50 hour requirement;
- Placement host is not immediately related to the student;
- Placement is an unpaid position;
- The student is not employed, or has not been employed with proposed placement location;
- The student has not completed placement at proposed location with other placement opportunities;
- Placement demonstrates a benefit not only to the student, but to the community in fulfilling a true organizational need.

When a student self-initiates their placement, they must include a CLP Request Form completed by the potential placement host. Found on the CLP website: [Click Here](#).

After placement has been approved both student and placement host will be required to sign the CLP Agreement provided by the coordinator.

For those having difficulty finding suitable placements, a list of potential locations will be made available and the Placement Coordinator will work with the student to ensure a successful placement is established.

Final date to submit a request for placement is **Friday November 20, 2020**.

### **COMMUNITY LEADERSHIP PLACEMENT – 45%**

Minimum of 50 hours of work placement with an approved placement host is mandatory for successful completion of this course. Failure to meet placement expectations and responsibilities will result in an overall grade of zero for

this section and a 'fail' for the course. All hours must be accounted for using the CLP Timesheet provided by the coordinator, and all hours will be confirmed by your placement host.

### STUDENT HOURS

Placement hours will be coordinated between the student and placement host, with assistance from the coordinator when needed. Placement hours can take place at anytime, on any day. 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 required shifts and/or face-to-face request from the coordinator 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.

<p><b>CLEARANCE DOCUMENTS</b></p> <p>10% for the following documents: Police Vulnerable Sector Check Work Health and Safety First Aid/CPR Level C Concussion Training</p> <p><b>ENTRANCE DOCUMENTS</b></p> <p>5% for the CLP Agreement</p> <p>Total Marks – 15%</p>	<p><b>COMMUNITY LEADERSHIP PLACEMENT</b></p> <p>45% for completing 50 hours of successful work placement</p> <p>Total Marks – 45%</p>	<p><b>EXIT DOCUMENTS</b></p> <p>Assignment Requirements</p> <p>Digital Portfolio – 20%</p> <p>CLP Report &amp; Time Tracking – 10%</p> <p>CLP Evaluation – 10%</p> <p>Host Acknowledgement – 0%</p> <p>Total Marks – 40%</p>
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### 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 8, 2020 to April 13, 2021, and can only begin once approved; 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 by Friday October 30, 2020**. No exceptions.

1. Police Vulnerable Sector Check (PVSC)
  - An **original**, clean PVSC completed within the last 12 months must be submitted to scanned and emailed to [clp@nipissingu.ca](mailto:clp@nipissingu.ca) . If a scanner is not available, a CLEAR photo of each page of the document will be accepted.
  - 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.
  - If students require PVSC screening request from their coordinator they must email at their earliest convenience. 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 4-6 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 and must be emailed to [clp@nipissingu.ca](mailto:clp@nipissingu.ca).
- Keep a copy of the certificate for your records as there will not be one stored online.

3. CPR Level C & Standard First Aid

- **Only required if the placement host requests this training.**
- Training may be completed by any nationally recognized provider such as; Red Cross, or St. John's Ambulance, but must be completed in a face-to-face instructional setting. Online trainings will not be accepted, unless the host approves this during the 2020-2021 academic year due to global circumstances.
- 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.
- Students who complete this training, should submit an electronic copy to [clp@nipissingu.ca](mailto:clp@nipissingu.ca).

4. Concussion Training

- Proof of completed Concussion Training can be submitted to [clp@nipissingu.ca](mailto:clp@nipissingu.ca).
- Most students will complete concussion training in previous courses, for example, in PHED 1037; 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.
- The student is responsible to arrange approved training to complete this requirement.

### **ENTRANCE DOCUMENTS – Placement Requirements**

Once Request Forms are received from the desired placement location and approved by the Placement Coordinator, both the student and host will receive the **CLP Agreement Form (5%)** which must be submitted prior to any work experience hours taking place. The final date for the CLP Agreement to be submitted is **Friday November 20, 2020**.

1. Student – Host Meeting: Arranged by the student

- Once a student has been approved for placement, they are required to connect with their host supervisor to arrange a meeting (face-to-face, phone, video chat).
- Hosts may have additional information/forms required to be complete by the student. Should any questions arise, the student may reach out to the Placement Coordinator.
- The initial meeting **does not count toward your 50 hour** workplace experience.

### **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 their required 50 hours, and no later than 4:00 pm on April 13, 2021.**

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.
  - Prezi
- 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
  - **“Proof of” Professional & Personal Achievements**
    - Work and volunteer experience, certifications, trainings, quotes from reference letters, images etc. should all be considered.
    - 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? What are your future academic/career goals?

2. CLP Report and Time Tracking Sheet – 10%

- The CLP Reflection will allow you to react, discuss, and explore your feelings, knowledge and community issues/ideas.
- This is not a diary and students 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?
  - What professional competencies did you use, develop, and/or improve on?  
(Communication skills, conflict resolution, team work, time management, prioritizing etc.)
  - Any other comments you may have – be honest and write freely
- CLP Reflections must be a minimum of 2 pages, with regular spacing and fonts no larger than 12pts.
  - It is recommended you make notes after each shift, so you do not forget any key components to your placement experience.
  - Be creative!
3. Evaluation – 10%
- Evaluation forms can be found on the CLP website and email reminders will be sent to both students and hosts.
  - 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 coordinator. Regardless of which scenario your placement host chooses, it is your responsibility to ensure the completed evaluation is submitted on time by communicating this need when your hour requirement is completed.
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 coordinator to include in your exit documentation.

#### **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 be 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 Placement Coordinator. 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 of the School of Education and Professional Studies. 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 will 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