

BACHELOR OF PHYSICAL AND HEALTH EDUCATION

COURSE OUTLINE: PHED 4106 – SS 2021: COMMUNITY LEADERSHIP PLACEMENT (CLP) II

Faculty Instructor: Dr. Graydon Raymer (graydonr@nipissingu.ca)
 Placement Officer: Jennifer Buell (jenniferb@nipissingu.ca)
 Office: AC201-A, Centre for Physical and Health Education. Currently working remotely
 Office Hours: By appointment
 Phone: 705-474-3450 ext. 4896 Voicemails will be forwarded to email
 Remote Calls: Via Microsoft Teams
 Website: <http://clp.nipissingu.ca>

Students are encouraged to contact the Placement Officer by email, or through remote call or chat in Microsoft Teams. Please note that while working remotely, all voicemails received by the Placement Office will be forwarded to email.

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 Officer and will take place between May 3rd, 2021 and July 30th, 2021 once approved.

Prerequisite: PHED 3106 and 48 credits completed
Location: Refer to WebAdvisor
Hours: Mandatory sessions plus a minimum of 50 hours work placement
Credit: 3

COMMUNITY LEADERSHIP PLACEMENT II 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 4106 is a self initiated placement program offered through the Physical and Health Education program. 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

- 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 already completed a placement with the proposed agency or group unless there is clear evidence the opportunity will be a new/different experience and will allow the student to gain additional competencies;
- 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: clp.nipissingu.ca

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

Final Date to submit a request for placement is **May 14th, 2021**.

COMMUNITY LEADERSHIP PLACEMENT – 50%

Minimum of 50 hours of virtual 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 Placement Officer, which must be confirmed by your placement host.

EXIT DOCUMENTS

The following documents must be submitted electronically to jenniferb@nipissingu.ca **within two weeks of completing required hours, and no later than 4:00 pm on July 30th, 2021.**

1. Job Application Preparation – 20%

Referring to your portfolio created in PHED 3106, update your existing accomplishments and employment package with a professional eye and thoughtful consideration on how to showcase these achievements.

Students must include the following documents:

- **Cover Letter – “The Hand Shake”:** Cover letters are the first impression you give potential employers. Your cover letter should be strong and error free. Students are encouraged to research various styles and examples of cover letters, and should personalize their letter by showcasing their experiences and professional competencies.
- **Résumé – “Showcase YOU”:** The pages you use for your résumé should be viewed as real estate. Keeping within the two-page guideline, every inch should be carefully thought out ensuring you are using the space effectively to showcase your experiences and skills. Students are encouraged to research various styles and examples and prepare a résumé they would be proud to submit. E.g., Google Images – Modern Résumé.

Things to consider:

- Include a Professional Profile
- Include Education and specialized certificates
- Include Professional and Technological Skills
- Include additional trainings, certifications etc.
- Ensure descriptions are clear and concise

- **Mock Interview Questions – “Prepare and Respond”:** Students must prepare and answer three questions a future employer might consider asking in an interview related to their academic and professional goals. This will provide opportunity for the students to demonstrate and reflect on their professional competencies they have developed during their Community Leadership Placement experiences.
2. CLP Reflection – 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 will be provided via email by the Placement Officer to students and placement 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 over video meetings with the student, or send the completed evaluation directly to the Placement Officer. Regardless of which scenario your placement host chooses, **it is the responsibility of the student** 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.

SCHEDULING

Designated times/shifts should be discussed between the student and placement host with clearly outlined due dates, expectations, and requirements. If placement is strictly virtual, students are expected to be 'online' at all expected times and complete projects and attend virtual meetings outlined for them. 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 Placement Officer. Placement hours can take place once approved by the Placement Officer. The program ends July 30th, 2021 and no hours will be accepted after this date for any reason.

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 4106.

COURSE POLICIES

1. This course outline contains all pertinent information and expectations for PHED 4106.
2. Students are expected to be punctual, prepared and actively involved in all assignments provided by the placement officer and placement host.
3. Course information, including this document, are made available on the Community Leadership Placement (CLP) website. Students are responsible for reviewing information to be prepared and complete requirements of the course.
4. **Submission of documents must be sent to the CLP email address only – jenniferb@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 Placement Officer 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., JenniferBuellCLPRefelction4106.pdf**
5. Students are responsible for keeping back-up copies of all documentation for this course.
6. Late submissions will not be accepted without appropriate accommodations being discussed in advance. Approval for late submissions are discussed between the student and Placement Officer and will be determined on a case by case basis.
7. Students can request a phone/video meeting with their Placement Officer at any time to discuss course progress, results etc.

8. 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 Officer. 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 who may then escalate concerns to the Dean of the School of Education and Professional Studies. Arranging a phone/video 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](#).
9. 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 Placement Officer. Please refer to the Accessible Learning site for more information: [click here](#).
10. 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 Placement Officer.
11. 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.

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 Jennifer Buell directly, jenniferb@nipissingu.ca