

BACHELOR OF PHYSICAL AND HEALTH EDUCATION

SYLLABUS: PHED 3106 – Fall/Winter 2021-22: COMMUNITY LEADERSHIP PLACEMENT (CLP) I

Faculty Instructor: Dr. Graydon Raymer, graydonr@nipissingu.ca
 Placement Officer: Jennifer Buell, jenniferb@nipissingu.ca
 Office: AC201-A, Centre for Physical and Health Education.
 Office Hours: 8:30AM to 4:30PM, Mon-Fri, Meetings available by appointment
 Phone: 705-474-3450 ext. 4896. Voicemails will be forwarded to email
 Virtual Meetings: Via Microsoft Teams or Zoom
 Website: <http://clp.nipissingu.ca>

Students are encouraged to contact the Placement Officer by email, chat in Microsoft Teams, or by phone.

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 are unable to start their 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 Officer and will take place between September 7th, 2021 and April 8th, 2022 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 Placement Officer immediately.

SCHEDULE AND FORMAT

PHED 3106 runs from **September 7th, 2021 to April 8th, 2022** 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 Placement Officer. Schedules will be determined between the student and placement host.

PLACEMENT ASSIGNMENT – IMPORTANT

Students may request to be assigned to an in-person or virtual placement.

In accordance with Nipissing University's COVID-19 Vaccination Policy, for students to be eligible to be assigned to an in-person placement, they must provide proof of COVID-19 vaccination, i.e. students must provide to the Community Placement Officer receipts demonstrating that they have received their first dose of a COVID-19 vaccine by September 7, 2021 and their second dose of a COVID-19 vaccine by October 18, 2021.

Students who do not provide proof of COVID-19 Vaccination will be eligible only to complete a virtual placement. Please note that PHED 3106 is a requirement of your degree program as outlined in the Academic Calendar. Accommodations for students can be made to make an accessible, barrier-free learning environment. However, these do not include removal of an academic requirement. In the case of your placement requirements, these have the added set of professional requirements (e.g. police checks) established by our agency partners who host the learning experience. Many have established or are establishing vaccine requirements and protocols for placements within their organizations. Their requirements and protocols must be met in order for you to fulfill your degree requirements. Therefore, if you cannot meet these requirements and protocols, you may wish to defer the completion of PHED 3106 placement for the year with the hope that this requirement is for the short term only, but there is no guarantee.

In-person placements assigned by the Community Placement Officer take place within the City of North Bay, and will be accessible by city transit (bus). The experiential learning projects that students participate in during their placement are assigned by the PHED Placement Officer and will be based on several criteria including student requests and the availability of hosts. All in-person placements will **follow recommended health and safety measures as outlined by the Ontario government in response to COVID 19.**

Alternatively, students may self-initiate a placement. A placement arranged between students and placement host does not equal an approved placement until it has been reviewed by the Placement Officer and notification has been received to move forward.

Students who chose to self-initiate a placement must ensure that the proposed placement meets the following guidelines:

- The 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 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 a placement, they must submit a CLP Request Form completed by the potential placement host. The request form is 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 Placement Officer.

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 Placement Officer, 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 Placement Officer when needed. Placement hours can take place at any time, on any date within the semester. 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 Placement Officer 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>CLEARANCE DOCUMENTS 10% for the following documents: Police Vulnerable Sector Check Workplace Health and Safety Concussion Training COVID-19 Vaccination Receipts for in-person placements</p> <p>ENTRANCE DOCUMENTS 5% for the CLP Agreement</p> <p>Total Marks – 15%</p>	<p>COMMUNITY LEADERSHIP PLACEMENT</p> <p>45% for completing 50 hours of successful work placement.</p> <p>Total Marks – 45%</p>	<p>EXIT DOCUMENTS</p> <p>Assignment Requirements</p> <p>Digital Portfolio – 20% CLP Report and Time Tracking – 10% CLP Evaluation – 10% 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 jenniferb@nipissingu.ca **before you begin your work placement**. Students will be advised by the PHED Placement Officer regarding electronic submission of clearance documents. Students are unable to contribute to their 50-hour requirement outside the placement dates of September 7th, 2021 and April 8th, 2022, and can only begin once approved; therefore, it is imperative that 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 September 24th, 2021**. No exceptions.

Students should note that select PHED Placement Partner agencies require additional, job specific training. This training is outlined by the partner agency (e.g. WHMIS, Non-Violent Intervention Training). Placements with our clinical partners, including in-person placements in healthcare and the vulnerable sector require proof of vaccines recommended by the Government of Ontario, including the Covid_19 vaccine. Any additional training, documentation or vaccine requirements required will be communicated to students.

During the first week of classes, an electronic form will be distributed to students that will permit digital upload of the following documents.

1. Police Vulnerable Sector Check (PVSC)
 - An **original**, clean PVSC completed within the last 12 months must be submitted to jenniferb@nipissingu.ca . A scan, or 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 Placement Officer 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. **Keep a copy of the certificate for your records as there will not be one stored online by the Ministry.**

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.

4. Concussion Training

- Most students will complete concussion education in previous courses, for example, in PHED 1037; however, here are some alternative 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.
- Students may also verify their concussion education status as a member of Nipissing University Varsity Athletics

5. COVID-19 Vaccination Receipts

- To be eligible for any in-person placement, students must submit electronic copies of their vaccination receipts demonstrating that they have received their first dose of a COVID-19 vaccine by September 7, 2021 and their second dose of a COVID-19 vaccine by October 18, 2021, to jenniferb@nipissingu.ca

ENTRANCE DOCUMENTS – Placement Requirements

Once Request Forms are received from the desired placement location and approved by the Placement Officer, 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, Oct 1st, 2021**.

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 Officer.
- 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 must be submitted electronically to jenniferb@nipissingu.ca **within two weeks of completing the required 50 hours, and no later than 4:00 pm on April 8th, 2022**.

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 Placement Officer. 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 jenniferb@nipissingu.ca for your Placement Officer to include in your exit documentation.

ATTENDANCE

Punctual and regular attendance during work placement is essential for successful completion of this course. This applies to in person or virtual placements. 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 or technology barriers that may restrict your participation. 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 PHED Placement Officer by email: 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 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., BuellJenniferLogBook3106.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 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 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 Jennifer Buell directly, jenniferb@nipissingu.ca

