

COURSE OUTLINE		
<b>TERM: Spring 2022</b>	<b>COURSE NO: PSYC 430</b>	
<b>INSTRUCTOR:</b>	<b>COURSE TITLE: Service Learning Practicum</b>	
<b>OFFICE: LOCAL:</b> <b>E-MAIL: @capilanou.ca</b>	<b>SECTION NO(S):</b>	<b>CREDITS: 4</b>
<b>OFFICE HOURS:</b>		
<b>COURSE WEBSITE:</b>		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh peoples on whose unceded territories our campuses are located.

### **COURSE FORMAT**

Three hours per week of seminar class time for a 15-week semester. Students will also complete a practicum component of 3-4 hours per week over a 12-week period as part of this course.

### **COURSE PREREQUISITES**

PSYC 410

### **CALENDAR DESCRIPTION**

Students will apply their knowledge and skills of psychology gained through their program of study in work-integrated learning settings with community organizations, under co-supervision of the course instructor and the employer partner or volunteer. Students will meet regularly with their supervisors to discuss their progress and will produce reports and presentations related to their work-integrated learning practicum experience.

### **COURSE NOTE**

PSYC 430 is an approved Experiential course for Cap Core requirements.

### **REQUIRED TEXTS AND/OR RESOURCES**

Required reading resources will be determined by the instructor, based on the practicum experience.

### **COURSE STUDENT LEARNING OUTCOMES**

**On successful completion of this course, students will be able to do the following:**

- Describe applications of psychology
- Engage in innovative and integrative thinking and problem solving
- Apply ethical standards to evaluate psychological science and practice
- Build and enhance interpersonal relationships
- Adopt values that build community at local, national, and global levels
- Demonstrate effective writing for different purposes
- Exhibit effective presentation skills for different purposes
- Interact effectively

- Apply psychological content and skills to career goals
- Exhibit self-efficacy and self-regulation
- Refine project-management skills
- Enhance teamwork capacity
- Develop meaningful professional direction for life after graduation

**Students who complete this Experiential course will be able to do the following:**

- Critically reflect on their progress and development in the context of the course and assess the utility of the acquired knowledge, skills, and values in the learner’s personal, academic, or professional trajectory
- Apply the skills and knowledge of a given discipline or professional context, including working collaboratively in both leadership and team roles

**COURSE CONTENT**

Core course content will include the following:

- Identifying and selecting an appropriate practicum setting with the course instructor and a potential employer or volunteer organization
- Completing a contract signed by the student, the employer or volunteer supervisor, and faculty supervisor
- Working unpaid in the practicum for 40-50 hours
- Reviewing work experience regularly with the employer or volunteer supervisor and faculty supervisor
- Reporting verbally and in writing about the practicum experience and its relation to your area of focus or interest

Additional content will be determined at the discretion of the instructor, based upon the practicum experience.

**EVALUATION PROFILE**

Completion of practicum hours	35%
Professionalism	10%
Written Reports	25-35%*
Presentations	20-30%*
Total	100%

\*Note: No single evaluation component will be worth more than 35%.

**GRADING PROFILE**

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

**Incomplete Grades**

Grades of Incomplete “I” are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the

student, who is responsible to determine from the instructor the outstanding requirements of the course.

**Late Assignments**

Unless otherwise specified, assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

**Missed Exams/Quizzes/Labs etc.**

Make-up exams, quizzes and/or tests are given at the discretion of the instructor, in medical emergencies or severe personal crises, with prior notice, and appropriate documentation. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

**Attendance**

Students are expected to maintain regular class attendance. Students are responsible for all announcements made in class, online to students' my.capilanou.ca email account or course website, and for all material on the course syllabus. Although instructors may discuss only portions of a chapter in class, students are responsible for studying all of each chapter listed in the course syllabus. Appropriate university behaviour is expected (see the University Calendar).

**English Usage**

University level writing skills are required in all assignments. American Psychological Association (APA) writing guidelines, including the use of respectful language, must be followed. All assignments must be original and must be used for this course only. Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

**Electronic Devices**

The use of personal technology is permitted in the classroom for note-taking purposes only, and if it is not distracting to others. During an exam, all personal technology must be turned off and removed from the desk. The use of programmable calculators will not be allowed in any test which is part of the grading profile.

**On-line Communication**

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

**UNIVERSITY OPERATIONAL DETAILS****Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-life/>

**Capilano University Security: download the [CapU Mobile Safety App](#)**

**Policy Statement (S2009-06)**

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.

**Academic Integrity (S2017-05)**

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information: <https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

**Academic dishonesty** is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

**Cheating:** Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

**Fraud:** Creation or use of falsified documents.

**Misuse or misrepresentation of sources:** Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

**Plagiarism:** Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

**Self-Plagiarism:** Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

**Prohibited Conduct:** The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

### **Sexual Violence and Misconduct**

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

**Emergencies:** Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.