

UNIVERSITY OF WATERLOO
PSYCH 465 & 467 Applied Apprenticeship
Winter 2019

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Lecture Time/Location: 2:30 – 4:20 Monday(s) AL 211

Office Hours: By appointment

Course Web Page: On Learn

OVERVIEW:

Psych 465 (Applied Apprenticeship) and Psych 467 (Human Resources Apprenticeship) are held together and are offered on a credit/no credit basis. The key distinction between them relates to the apprenticeship placement settings.

The course involves an unpaid apprenticeship in a Psychology-related or Human Resources business setting. This is combined with regular classroom seminar meetings for which **regular attendance is mandatory.**

The apprenticeship placement is for a total of 60 hours during the term typically achieved by volunteering a minimum of 6 hours per week for a total of 10 weeks. Mutually acceptable scheduling is left to be negotiated between the sponsoring organization and the student.

During the weekly seminar, information is shared about your apprenticeship experiences and career self-management topics are discussed and explored. (Refer to weekly schedule)

COURSE OBJECTIVES:

This course has a number of objectives including to provide students with:

- A meaningful work placement experience in which they can apply their academic knowledge and develop practical skills relating to their undergraduate program and chosen career direction.
- A realistic preview of the kind of work environments relating to their study areas, give them a better understanding of their own skills and interests, and expose them to positions and responsibilities they could fill within particular work organizations upon graduation.
- The opportunity to make a positive contribution to the work within their apprenticeship settings. Students are expected to be reliable, enthusiastic and willing volunteers each week in their apprenticeship placements.

- The opportunity to research, develop and manage their career options based on their evaluation of their own interests, skills and abilities. It is hoped the combination of course work, weekly seminars and apprenticeship placement will assist students to define, understand and realistically assess their own career aspirations vis-a-vis potential career opportunities in today's social and workforce environments.

GRADING POLICY:

Evaluation of the student's performance is ongoing and in three different areas. Students who successfully meet the requirements within each of the course components will receive a Credit standing in this course.

The components include:

- Attendance for all classes (Only absences supported by documentation will be accepted.)
- Satisfactory, ongoing performance in the apprenticeship setting.
- Participation in seminar, including weekly discussion, and an end-of-term presentation.

ONGOING EVALUATION OF PROGRESS OF APPRENTICESHIP:

Each sponsoring supervisor will be contacted throughout the term to obtain feedback on your progress and contribution within your placement organization. Supervisors will also be asked for feedback near the end of the placement.

ATTENDANCE POLICY:

- Attendance during the work term (10 weeks – 60 hours) is mandatory. Failure to adhere to this will result in no credit standing.
- Attendance and participation in the weekly seminars is mandatory. Students must have a valid reason for any absence from class and most notify me in advance. Supporting documentation will be required.

COURSE ASSIGNMENT/REQUIREMENTS

During the last two weeks of the term, you will be required to:

- Share highlights of your placement
- Share your most valuable learning experience
- Identify something you wish you did differently and why
- Discuss if this experience has changed your career goals

At the end of each seminar we will discuss how /what you need to prepare for the next seminar class. Coming to the seminars not prepared will result in a no-credit standing.

Academic Integrity

Academic Integrity: In order to maintain a culture of academic integrity, members of the University of Waterloo are expected to promote honesty, trust, fairness, respect and responsibility. See the [UWaterloo Academic Integrity webpage](#) and the [Arts Academic Integrity webpage](#) for more information.

Discipline: A student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for his/her actions. A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about “rules” for group work/collaboration should seek guidance from the course professor, academic advisor, or the Undergraduate Associate Dean. When misconduct has been found to have occurred, disciplinary penalties will be imposed under Policy 71 – Student Discipline. For information on categories of offenses and types of penalties, students should refer to [Policy 71 - Student Discipline](#). For typical penalties check [Guidelines for the Assessment of Penalties](#).

Concerns about a Course Policy or Decision

Informal Stage. We in the Psychology Department take great pride in the high quality of our program and our instructors. Though infrequent, we know that students occasionally find themselves in situations of conflict with their instructors over course policies or grade assessments. If such a conflict arises, the Associate Chair for Undergraduate Affairs (Richard Eibach) is available for consultation and to mediate a resolution between the student and instructor: Email: reibach@uwaterloo.ca; Ph 519-888-4567 ext. 38790

Grievance: A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read [Policy 70 - Student Petitions and Grievances](#), Section 4. When in doubt, please be certain to contact Richard Eibach, the Associate Chair for Undergraduate Affairs who will provide further assistance; reibach@uwaterloo.ca.

Appeals: A decision made or penalty imposed under Policy 70 - Student Petitions and Grievances (other than a petition) or Policy 71 - Student Discipline may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to [Policy 72 - Student Appeals](#).

Accommodation for Students with Disabilities

Note for students with disabilities: The [AccessAbility Services](#) office, located on the first floor of the Needles Hall extension (1401), collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with the AS office at the beginning of each academic term.

Accommodation for course requirements

- Students requesting accommodation for course requirements (assignments, midterm tests, final exams, etc.) due to illness should do the following:
 - Consult the University's [examination regulations](#) for information about procedures and policies for requesting accommodations
 - seek medical treatment as soon as possible
 - obtain documentation of the illness with a completed uWaterloo [Verification of Illness Form](#)
 - submit that form to the instructor within 48 hours. Students in Centre for Extended Learning (CEL) courses must submit their confirmation of the illness to CEL.
 - (If possible) inform the instructor by the due date for the course requirement that you will be unable to meet the deadline and that documentation will be forthcoming.
- In the case of a missed final exam, the instructor and student will negotiate an extension for the final exam, which will typically be written as soon as possible, but no later than the next offering of the course.
- In the case of a missed assignment deadline, midterm test, or quiz, the instructor will either:
 - waive the course component and re-weight remaining term work as he/she deems fit according to circumstances and the goals of the course, or
 - provide an extension.
- In the case of bereavement, the instructor will provide similar accommodations to those for illness. Appropriate documentation to support the request will be required.
- Students who are experiencing extenuating circumstances should also inform their academic advisors regarding their personal difficulties.
- Elective arrangements such as travel plans are not acceptable grounds for granting accommodations to course requirements per the [uWaterloo Examination Regulations and Related Matters](#).

Official version of the course outline

If there is a discrepancy between the hard copy outline (i.e., if students were provided with a hard copy at the first class) and the outline posted on LEARN, the outline on LEARN will be deemed the official version. Outlines on LEARN may change as instructors develop a course, but they become final as of the first class meeting for the term.

Cross-listed course

Please note that a cross-listed course will count in all respective averages no matter under which rubric it has been taken. For example, a PHIL/PSYCH cross-list will count in the Philosophy major average, even if the course was taken under the Psychology rubric.

Mental Health Services

Mental Health Services aim is to provide holistic programming and services to help you lead a healthy and balanced life. We strive to provide a secure, supportive environment for students of all orientations and backgrounds. Students suffering from problems with anxiety, depression, problems with sleep, attention, obsessions or compulsions, relationship difficulties, severe winter blues, etc., may make an appointment by phone or in person. Appointments are usually available within two days of initial contact with one of our medical doctors. All contacts are completely confidential.

Contact Health Services

[Health Services Building](#)

Call 519-888-4096 to schedule an appointment

Call 1-866-797-0000 for free 24/7 advice from a health professional

Contact Counselling Services

[Needles Hall Addition, NH 2401](#)

Call 519-888-4567 x 32655 to schedule an appointment

counserv@uwaterloo.ca

Territorial Acknowledgement

We acknowledge that we are living and working on the traditional territory of the Attawandaron (also known as Neutral), Anishinaabe and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, the land promised to the Six Nations that includes six miles on each side of the Grand River.

Psych 465/467 Weekly Seminar Schedule

Week	Date	Topic/Activity
1	Mon Jan 7	Introductions Review of Course Syllabus Course Format, Expectations, and Responsibilities Personality Profile introduction and direction.
2	Mon Jan 14	Personality Profile – Results/Discussions Guest: Jayne Hayden Career Services
3	Mon Jan 21	Career Development / Exploration Topics to include: <ul style="list-style-type: none"> - Defining career development - Taking ownership of your Career - Setting Goals/ Making the Plan - Personal Branding – Why Develop yourself - Career Success
4	Mon Jan 28	Meet and Review
5	Mon Feb 4	Recruitment Challenges – Solutions The Interview What are organizations looking for? Building your resume, cover letters.
6	Mon Feb 11	Continuation of Recruitment discussion if time is needed. Meet and Review
7	Mon Feb 18	Reading Week No Seminar Class
8	Mon Feb 25	The Importance of Networking
9	Mon March 4	Meet and Review
10	Mon March 11	Wellness
11	Mon March 18	Meet and Review
12	Mon March 25	Placement Experience
13	Mon April 1	Placement Experience Course Wrap Up Letter of Appreciation to sponsor Course Evaluation

