

**UNIVERSITY OF WATERLOO**  
**PSYCH 465 & 467 Applied Apprenticeship**  
**Winter 2015**

Lecturer: Vince Di Ruzza  
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Lecture Time/Location: 4:30 – 6:20 Tuesday(s) PAS 1229

Office Hours: By appointment

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Course Web Page: On Learn

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**OVERVIEW:**

Psych 465 (Social Service 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 Social Services 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 PREREQUISITIES:**

In order to be considered a qualified applicant for this course, students must submit the application form, and participate in an interview to review your application.

Students must also have the following prerequisites:

- Psych 465: Psych 291 and 292; Level at least 3A Psych Majors only; Psych average at least 75%.
- Psych 467: HRM 200; one of Psych 338, 339, 340; one of HRM 301, 303, 305, 307; Psychology Majors and Human Resources Management student only; HRM average at least 70%.

**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 applied 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 discussions and assignments.

### **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. Student's must have a valid reason for any absence from class and most notify me in advance. Supporting documentation will be required.

### **COURSE ASSIGNMENT/REQUIREMENTS**

You will be responsible to hand in a journal at the end of the placement. (Information on Journal will be provided at first class.)

You will prepare a 10 minute presentation on your placement and career path. Presentations will begin on Tuesday March 10 and end Tuesday March 31, 2015. You will be required to:

- Share highlights from your Journal
- Share your "biggest 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.

### **Students who are requesting accommodation for course requirements should do the following:**

- seek medical treatment as soon as possible and obtain a completed UW Verification of Illness Form: [http://www.healthservices.uwaterloo.ca/Health\\_Services/verification.html](http://www.healthservices.uwaterloo.ca/Health_Services/verification.html)
- Submit that form to the instructor within 48 hours.
- (Preferably) 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 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.

### **The Official Version of the Course Outline**

The official version of the course outline will be posted on Learn

### **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.

**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, <http://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-71>.

**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, <http://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-70>. In addition, consult <http://arts.uwaterloo.ca/student-grievances-faculty-arts-processes> for the Faculty of Arts’ grievance processes.

**Appeals:** A student may appeal the finding and/or penalty in a decision made under Policy 70 - Student Petitions and Grievances (other than regarding a petition) or Policy 71 - Student Discipline if a ground for an appeal can be established. Read Policy 72 - Student Appeals, <http://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-72>.

**Academic Integrity website (Arts):** [http://arts.uwaterloo.ca/arts/ugrad/academic\\_responsibility.html](http://arts.uwaterloo.ca/arts/ugrad/academic_responsibility.html)

**Academic Integrity Office (uWaterloo):** <http://uwaterloo.ca/academic-integrity/>

### **Accommodation for Students with Disabilities:**

**Note for students with disabilities:** The AccessAbility Services (AS) Office, located in Needles Hall, Room 1132, 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.

### Psych 465/467 Weekly Seminar Schedule

Week	Date	Topic/Activity
1	Tues Jan 6	Introductions Review of Course Syllabus Course Format, Expectations, and Responsibilities Course Journal Personality Profile: <ul style="list-style-type: none"> <li>- Go to <a href="http://www.typefocus.com">www.typefocus.com</a> password: uw74</li> <li>- Complete on line, you will get results; needs to be completed for class on Tuesday Jan 13</li> </ul>
2	Tues Jan 13	Personality Profile – Results/Discussions Guest: Jayne Hayden Career Services
3	Tues Jan 20	Career Development / Exploration Topics to include: <ul style="list-style-type: none"> <li>- What is career development</li> <li>- Taking ownership of your Career</li> <li>- Setting Goals/ Making the Plan</li> <li>- Personal Branding – Why Develop yourself</li> <li>- Career Success</li> </ul>
4	Tues Jan 27	Career Development/ Exploration
5	Tues Feb 3	Recruitment Challenges – Solutions The Interview What are organizations looking for?
6	Tues Feb 10	Recruitment <ul style="list-style-type: none"> <li>- Building your resume</li> <li>- Cover letters</li> </ul>
7	Tues Feb 17	<b>Reading Week</b> <b>No Seminar</b>
8	Tues Feb 24	The Importance of Networking
9	Tues March 3	Wellness
10	Tues March 10	<b>Placement Experience Individual Presentations</b>
11	Tues March 17	<b>Placement Experience Individual Presentations</b>
12	Tues March 24	<b>Placement Experience Individual Presentations</b>
13	Tues March 31	<b>Placement Experience Individual Presentations</b> Course Wrap Up Letter of Appreciation to sponsor Course Evaluation