## Course Schedule

**IMPORTANT:** ALL TIMES EASTERN - Please see the University Policies section of your Syllabus for details.

<table>
<thead>
<tr>
<th>Module</th>
<th>Textbook Readings</th>
<th>Exam Preparation Questions</th>
<th>Activities and Assignments</th>
<th>Due Date</th>
<th>Weight (%)</th>
</tr>
</thead>
</table>
| **Module 01 - Pre-Course Activity** - Week 01 | None | None | Pre-Course Activity  
- Part A: Personal Entry 1  
- Part B: Attitude Checklist  
- Part C: Child Maltreatment Pre-Course Questionnaire  
- Part D: Student Profile and Questionnaire  
- Part E: Introduce Yourself | Monday, September 17, 2018 at 11:55 PM | Ungraded |

*Note: this module’s activities must be completed to gain access to the rest of the course.*

<table>
<thead>
<tr>
<th>Module</th>
<th>Textbook Readings</th>
<th>Exam Preparation Questions</th>
<th>Activities and Assignments</th>
<th>Due Date</th>
<th>Weight (%)</th>
</tr>
</thead>
</table>
| **Module 02 - Historical Perspectives and Child Welfare History** - Week 02 | Chapters 1 and 2 | Week 02 Exam Preparation Questions | Class Discussion Activity 1  
Class Discussion Activity 2  
Groups for Case Study Discussions will be created by Technical Support | Monday, September 17, 2018 at 11:55 PM | Ungraded  
Monday, September 17, 2018 at 11:55 PM | Ungraded  
Check after Wednesday, September 19, 2018 at 4:30 PM | 6% |

<table>
<thead>
<tr>
<th>Module</th>
<th>Textbook Readings</th>
<th>Exam Preparation Questions</th>
<th>Activities and Assignments</th>
<th>Due Date</th>
<th>Weight (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Module 03 - Definition and Statistics of Child Maltreatment</strong> - Week 03</td>
<td>None</td>
<td>Week 03 Exam Preparation Questions</td>
<td>Personal Entry 2: Defining Child Maltreatment</td>
<td>Monday, September 24, 2018 at 11:55 PM</td>
<td>Ungraded</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Module</th>
<th>Textbook Readings</th>
<th>Exam Preparation Questions</th>
<th>Activities and Assignments</th>
<th>Due Date</th>
<th>Weight (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Module 04 - Early</strong></td>
<td>Chapters</td>
<td>Week 04</td>
<td>Case Study 1</td>
<td>Saturday,</td>
<td>6%</td>
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</tr>
<tr>
<td>Module 06 - The Sexual Abuse of Children - Week 06</td>
<td>Chapters 6, 7, 8 and 13</td>
<td>Week 06 Exam Preparation Questions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Module 07 - Reporting and Investigation of Child Maltreatment - Week 07</td>
<td>Chapters 10 and 11</td>
<td>Week 07 Exam Preparation Questions</td>
<td>Case Study 2 Discussion: The Role of Police and Children’s Aid Society - Start-up Post</td>
<td>Thursday, October 25, 2018 at 8:00 AM</td>
<td>Case Study 2 Discussion: The Role of Police and Children’s Aid Society - Wrap-up Post</td>
</tr>
<tr>
<td>Module 08 - The Helper and The System - Week 08</td>
<td>Chapters 10 and 16</td>
<td>Week 08 Exam Preparation Questions</td>
<td>Assignment 1 Part B: Reaction Paper</td>
<td>Monday, November 12, 2018 at 11:55 PM</td>
<td></td>
</tr>
<tr>
<td>Module 09 - Substitute Care and Other Strategies - Week 09</td>
<td>Chapter 14</td>
<td>Week 09 Exam Preparation Questions</td>
<td>Assignment 1 Part B: Reaction Paper</td>
<td>Monday, November 12, 2018 at 11:55 PM</td>
<td>Assignment 2 Part B: Integrative Essay</td>
</tr>
<tr>
<td>Module 10 - Adults Abused as Children - Week 10</td>
<td>Chapter 15</td>
<td>Week 10 Exam Preparation Questions</td>
<td>Assignment 2 Part B: Integrative Essay</td>
<td>Monday, December 3, 2018 at 24%</td>
<td>Assignment 2 Part B: Integrative Essay</td>
</tr>
<tr>
<td>Module 12 - Facing the Future, Conclusions, and</td>
<td>Chapter 16</td>
<td></td>
<td>Assignment 2 Part B: Integrative Essay</td>
<td>Monday, December 3, 2018 at 24%</td>
<td>Assignment 2 Part B: Integrative Essay</td>
</tr>
</tbody>
</table>
Final Examination Arrangements and Schedule

Please carefully review the information about final examinations for online courses, including dates, locations, how to make examination arrangements, writing with a proctor, and deadlines.

If you are taking any on-campus courses, you will automatically be scheduled to write your exam on campus. No action is required.

If you are taking only online courses, do one of the following:

- If your address in QUEST is within 100 km of an examination centre, you must choose an exam centre in Quest by Sunday, September 16, 2018. This must be done each term.
- If your address in Quest is more than 100 km from an exam centre, you must arrange for a proctor. Please review the guidelines and deadlines for writing with a proctor. This must be done each term.

Your online course exam schedule will be available in Quest approximately four weeks before your exam date(s). Instructions on how to find your schedule are posted on the Quest Help page.

University of Waterloo Senate-approved academic regulations related to assignments, tests, and final exams can be found on the Registrar's website.

Official Grades and Course Access

Official Grades and Academic Standings are available through Quest.

Your access to this course will continue for the duration of the current term. You will not have access to this course once the next term begins.
## Announcements

Your instructor uses the Announcements widget on the Course Home page during the term to communicate new or changing information regarding due dates, instructor absence, etc., as needed. You are expected to read the announcements on a regular basis.

To ensure you are viewing the complete list of announcements, you may need to click **Show All Announcements**.

## Discussions

A General Discussion topic* has also been made available to allow students to communicate with peers in the course. Your instructor may drop in at this discussion topic.

## Contact Us

<table>
<thead>
<tr>
<th>Who and Why</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instructor</strong></td>
<td><strong>Academic issues</strong> can be directed to your instructor.</td>
</tr>
<tr>
<td>- Course-related questions (e.g.,</td>
<td>Instructor: Professor Dale T. Payne</td>
</tr>
<tr>
<td>course content, deadlines,</td>
<td><em><a href="mailto:dtpayne@uwaterloo.ca">dtpayne@uwaterloo.ca</a></em></td>
</tr>
<tr>
<td>assignments, etc.)</td>
<td>+1 613 273 5645</td>
</tr>
<tr>
<td>- Questions of a personal nature</td>
<td>Office hours: 11:00 AM - 9:00 PM during the week; after 12 noon on the weekends.</td>
</tr>
<tr>
<td></td>
<td>Your instructor will try to check email daily. You should expect an answer to a question by email within 24 hours.</td>
</tr>
<tr>
<td><strong>Technical Support,</strong></td>
<td><strong><a href="mailto:learnhelp@uwaterloo.ca">learnhelp@uwaterloo.ca</a></strong></td>
</tr>
<tr>
<td>Centre for Extended Learning</td>
<td>Include your full name, WatIAM user ID, student number, and course name and number.</td>
</tr>
<tr>
<td>- Technical problems with Waterloo</td>
<td>Technical support is available during regular business hours, Monday to Friday, 8:30 AM to 4:30 PM (Eastern Time).</td>
</tr>
<tr>
<td>LEARN</td>
<td><strong>LEARN Help Student Documentation</strong></td>
</tr>
<tr>
<td><strong>Learner Support Services,</strong></td>
<td><strong>Student Resources</strong></td>
</tr>
<tr>
<td>Centre for Extended Learning</td>
<td><em><a href="mailto:extendedlearning@uwaterloo.ca">extendedlearning@uwaterloo.ca</a></em></td>
</tr>
<tr>
<td>- General inquiries</td>
<td>+1 519-888-4002</td>
</tr>
<tr>
<td>- WatCards (Student ID Cards)</td>
<td>Include your full name, WatIAM user ID, student number, and course name and number.</td>
</tr>
<tr>
<td>- Examination information</td>
<td></td>
</tr>
</tbody>
</table>

*Discussion topics can be accessed by clicking **Connect** and then **Discussions** on the course navigation.
bar above.
Course Author—Dale T. Payne, B.A., M.S.W.

Social Development Studies
Renison University College

Professor Payne received his B.A. from Sir George Williams University, Montreal, Quebec in 1965. He attended Graduate Studies at McGill University, Montreal, Quebec, and Queen's University, Kingston, Ontario. He received his M.S.W. degree from Wilfrid Laurier University, Waterloo, Ontario in 1971.

Clinical and consultation experience includes work involvement at the Frontenac County Children's Aid Society, Kingston YM/YWCA (Program Director), Kingston Psychiatric Hospital, Kingston (Men's and Women's Federal), Joyceville, and Collin's Bay Penitentiaries. He has worked as a Psychiatric Social Worker at the Community Mental Health Clinic (now Trellis), Guelph, Ontario since 1971 and he was the Director of Social Work at C.M.H.C. from 1979 to 1989. During his tenure in Guelph he served on numerous committees and boards of the community including the Children's Steering Committee, the District Health Council and the Community Advisory Committee of the Guelph and District Social Planning Council. Professor Payne is the past-chairman of the Wellington County Community Child Abuse Committee. He is also the co-founder of Stonehenge Therapeutic Communities, a treatment center for drug addiction and was instrumental in setting up travelling psychiatric clinics in Wellington County (now building centred clinics).

Professor Payne taught several courses at the Department of Family Studies, University of Guelph including Group Dynamics and Family Functioning, Family Theory and Principles of Mental Health. At Renison University College, where he is an Adjunct Assistant Professor, he has taught courses on Social Problems, Family Therapy, Group Dynamics, Introduction to Social Work, Child Abuse, Family Violence, Child Abuse Issues and Principles of Mental Health, and Advanced Integrative Seminars on Child Abuse and Family Violence. He was also a member of the Divisional Council of the Faculty of Social Work, Wilfrid Laurier University, and has been a Field Teacher for graduate students of social work from Wilfrid Laurier University for more than three decades. Professor Payne continues to be an Associate Practicum Professor at WLU Faculty of Social Work, and he runs an active Private Practice with individual and corporate clients.

Professor Payne's recent academic achievements include winning the Exceptional Contribution Award for Field Instruction in the M.S.W. Program Faculty of Social Work, Wilfrid Laurier University, June 22, 1995 and now he is the recipient of the prestigious Distinguished Teacher Award at the University of Waterloo, May 28, 1998.

Professor Payne lives in Perth Road, Ontario. He is married to Sandra Payne, a retired professional teacher of children. Daughter Krista is a Director and Senior Research Scientist, Health Care data capture with United Biosource Corporation and Medco International. She graduated from Queen's University in the Spring of 1988 and Graduate Studies at McGill University, Montreal, PQ, in the Spring of 1991. Son Dean
graduated from Honours, Communication Studies, Brock University, St. Catharines, Ontario in the Spring of 1994. Dean is a successful entrepreneur owner and CEO of BC BikeRace.com in Vancouver, B.C. Professor Payne enjoys amateur photography and he also finds time for carpentry and masonry at his home plus quality time with grandchildren Olivia and Jonathon.

Dale Payne—Our Distinguished Teacher

Renison faculty member Dale Payne is a teacher with a mission. He notes that his mission was shaped by one of his early teaching experiences. "When I was starting teaching (at Guelph, in the Family Studies Program.), I had 4th year honours students who had never said a word in class during their whole university career. And these were bright students. From that moment I knew that helping students develop verbal and written and computer skills would be a major focus in my teaching".

Recently, the University of Waterloo recognized the value of that approach by awarding Dale Payne the coveted Distinguished Teacher Award. Dale says he' still "jumping in the air" over receiving the award. He has a reason to be proud of the honour - as does Renison. A number of Renison faculty have been nominated for the award over the years, but Dale was the first to receive it.

As part-time instructor in Social Work since 1977, Dale credits Renison for adding rich variety to his teaching career. During those years, he has taught almost every social work course at the University. He has taught on campus as well as off campus in every location where Renison offered courses. He has designed and taught several of these courses though UW's Distance Education (now Centre of Extended Learning - CEL) programme. And he has taught at the University of Guelph as well as at WLU, where he continues as an external field advisor in the Faculty of Social Work.

But as Dale well knows, it is not an impressive resume that makes for an award-winning teacher. It is the quality of the interaction with students. "In my teaching I focus on the process - on establishing relationship with and among the students," he says. "That way, some of the defenses against sharing and participating can be overcome. In a comfortable atmosphere, a teacher can bring out 'the little professor' in each student, encouraging them to discuss issues and feel confident in doing so."

Dale says that active participation in his courses helps students learn social work theory. But it also nurtures verbal, written and computer skills so important to social work. "Theory and Practice go hand in hand," he notes.

Dale's career history is itself a prime example of the combination of theory and practice. In addition to teaching he has been a practising social worker since 1965. His resume includes work at the Children's Aid Society, Grand River Hospital, and Trellis (formerly the Community Mental Health Clinic in Guelph), where he was Director of Social Work from 1979 to 1989. He was counsellor with the Woolwich Interfaith Counselling Centre from 1990 for several years, and also has a private counselling/therapy practice with includes corporate clients as well as individuals and families.

Dale is specially appreciative of the opportunities that Renison has given him over the years. "I love the variety of students and the chance to teach off-campus and CEL students right in the community. Renison was ahead of its time in its efforts to bring the university to the community. And its many part-time faculty are a strength of the College, bringing the world and life onto the University campus every day."

He also sees the Renison community as one of the most significant initiatives of the Anglican Church. "On
campus, the church is involved with students in a practical way. What better way is there to be involved with young people - and to practice spirituality than to have a presence at the University? How else can the Church ensure its future?" he asks.

In between teaching and counselling, Dale and his wife Sandra, a retired teacher have made practical arrangements for their own future. They have built a stone house north of Kingston to enjoy their retirement. "It's very hands-on, a labour of love," says Dale. That seems a fitting description of Dale Payne's entire career.
Description and Objectives of Child Maltreatment: Identification and Prevention

The objectives of this course are to provide an understanding of the dimensions and causes of child maltreatment, to develop skills identifying cases of this social problem and to explore current methods of management and treatment of persons involved in child maltreatment situations.

This online course was developed by Dale Payne, with instructional design and multimedia development support provided by the Centre for Extended Learning. Further media production was provided by Instructional Technologies and Multimedia Services.
Materials and Resources

Textbook(s):

Required:


For textbook ordering information, please contact the [Waterloo Bookstore](#).

For your convenience, you can compile a list of required and optional course materials through [BookLook](#) using your Quest userID and password. If you are having difficulties ordering online and wish to call the Waterloo Bookstore, their phone number is +1 519 888 4673 or toll-free at +1 866 330 7933. Please be aware that textbook orders **CANNOT** be taken over the phone.

Course Reserves

Course Reserves can be accessed using the [Library Resources](#) widget on the [Course Home](#) page.

Resources

- [Library services for co-op students on work term and distance education students](#)
# Grade Breakdown

The following table represents the grade breakdown of this course.

<table>
<thead>
<tr>
<th>Activities and Assignments</th>
<th>Weight (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Course Activity</td>
<td>Ungraded</td>
</tr>
<tr>
<td>Class Discussion Activities</td>
<td>Ungraded</td>
</tr>
<tr>
<td>Personal Entry 2: Defining Child Maltreatment</td>
<td>Ungraded</td>
</tr>
<tr>
<td>Case Study Discussions (2 x 6%)</td>
<td>12%</td>
</tr>
<tr>
<td>Assignment 1: Reaction Paper</td>
<td>14%</td>
</tr>
<tr>
<td>Assignment 2: Integrative Essay</td>
<td>24%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>50%</td>
</tr>
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</table>
University Policies

Submission Times

Please be aware that the University of Waterloo is located in the Eastern Time Zone (GMT or UTC-5 during standard time and UTC-4 during daylight saving time) and, as such, the time that your activities and/or assignments are due is based on this zone. If you are outside the Eastern Time Zone and require assistance with converting your time, please try the Ontario, Canada Time Converter.

Accommodation Due to Illness

If your instructor has provided specific procedures for you to follow if you miss assignment due dates, term tests, or a final examination, adhere to those instructions. Otherwise:

Missed Assignments/Tests/Quizzes

Contact the instructor as soon as you realize there will be a problem, and preferably within 48 hours, but no more than 72 hours, have a medical practitioner complete a Verification of Illness Form. Email a scanned copy of the Verification of Illness Form to your instructor. In your email to the instructor, provide your name, student ID number, and exactly what course activity you missed.

Further information regarding Management of Requests for Accommodation Due to Illness can be found on the Accommodation due to illness page.

Missed Final Examinations

If this course has a final exam and if you are unable to write a final examination due to illness, seek medical treatment and have a medical practitioner complete a Verification of Illness Form. Email a scanned copy to the Centre for Extended Learning (CEL) at extendedlearning@uwaterloo.ca within 48 hours of your missed exam. Make sure you include your name, student ID number, and the exam(s) missed. You will be REQUIRED to hand in the original completed form before you write the make-up examination.

After your completed Verification of Illness Form has been received and processed, you will be emailed your alternate exam date and time. This can take up to 2 business days. If you are within 150 km of Waterloo you should be prepared to write in Waterloo on the additional CEL exam dates. If you live outside the 150 km radius, CEL will work with you to make suitable arrangements.

Further information about Examination Accommodation Due to Illness regulations is available in the Undergraduate Calendar.

Academic Integrity

In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect, and responsibility. If you have not already completed the online tutorial regarding academic integrity you should do so as soon as possible. Undergraduate students should see the Academic Integrity Tutorial and graduate students should see the Graduate Students and Academic Integrity website.
Proper citations are part of academic integrity. Citations in CEL course materials usually follow CEL style, which is based on APA style. Your course may follow a different style. If you are uncertain which style to use for an assignment, please confirm with your instructor or TA.

For further information on academic integrity, please visit the Office of Academic Integrity.

**Turnitin**

**Turnitin.com**: Text matching software (Turnitin®) may be used to screen assignments in this course. Turnitin® is used to verify that all materials and sources in assignments are documented. Students’ submissions are stored on a U.S. server, therefore students must be given an alternative (e.g., scaffolded assignment or annotated bibliography), if they are concerned about their privacy and/or security. Students will be given due notice, in the first week of the term and/or at the time assignment details are provided, about arrangements and alternatives for the use of Turnitin® in this course.

It is the responsibility of the student to notify the instructor if they, in the first week of term or at the time assignment details are provided, wish to submit the alternate assignment.

**Discipline**

A student is expected to know what constitutes academic integrity to avoid committing an academic offence, 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 instructor, academic advisor, or the undergraduate Associate Dean. For information on categories of offences and types of penalties, students should refer to Policy 71 - Student Discipline. For typical penalties, check Guidelines for the Assessment of Penalties.

**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.

**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 the department’s administrative assistant who will provide further assistance.

**Final Grades**

In accordance with Policy 46 - Information Management, Appendix A - Access to and Release of Student Information, the Centre for Extended Learning does not release final examination grades or final course grades to students. Students must go to Quest to see all final grades. Any grades posted in Waterloo LEARN are unofficial.
**AccessAbility Services**

AccessAbility Services, located in Needles Hall, 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 accommodation to lessen the impact of your disability, please register with AccessAbility Services at the beginning of each academic term and for each course.

**Accessibility Statement**

The Centre for Extended Learning strives to meet the needs of all our online learners. Our ongoing efforts to become aligned with the Accessibility for Ontarians with Disabilities Act (AODA) are guided by University of Waterloo accessibility Legislation and policy and the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) 2.0. The majority of our online courses are currently delivered via the Desire2Learn Learning Environment. Learn more about Desire2Learn’s Accessibility Standards Compliance.

**Use of Computing and Network Resources**

Please see the Guidelines on Use of Waterloo Computing and Network Resources.

**Copyright Information**

**UWaterloo’s Web Pages**

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