Renison University College Land Acknowledgement

With gratitude, we acknowledge that Renison University College is located on the traditional territory of the Attawandaron (also known as Neutral), Anishinaabe, and Haudenosaunee peoples, which is situated on the Haldimand Tract, the land promised to the Six Nations that includes ten kilometres on each side of the Grand River.

Winter 2019

Course Code:  SDS 496R
Course Title:  Applied Apprenticeship

Class Times/Location:  Every Other Tuesday, 11:30am – 2:20pm (REN 2918)

Instructor:  Dr. Jim Perretta, Registered Clinical Psychologist
Office Hours:  Every Other Tuesday, 10:30-11:15 am (REN 1621)
Email:  jim.perretta@uwaterloo.ca

Course Description:
Students will complete an unpaid apprenticeship in an applied setting for 10-12 weeks (5-8 hours per week for a minimum of 70 hours over the term). Students will also meet for interactive seminars every other week, which will include opportunities for self-reflection and discussions of apprenticeship experiences and structured topics (e.g. ethics and communication skills). Regular attendance at the placement and seminars is a course requirement.

Course Objectives and Learning Outcomes:
1. To provide students with a meaningful placement experience where they can apply their academic knowledge and develop practical skills relating to their future career interests.
2. To promote integration of self-reflection, academic knowledge, problem solving, and practical experience in a stimulating learning environment.
3. To provide students with an opportunity to make a positive contribution to society and develop a realistic view of work environments through the apprenticeship setting.

## Course Outline

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Readings</th>
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| 1    | Jan. 8  | **Goal-Setting / Self-Reflective Practice**  
| 2    | Jan. 22 | **Code of Ethics**  
| 3    | Feb. 5  | **Communication Skills**  
* Student Presentations |
| 4    | Mar. 5  | **SWOT Analysis**  
* Student Presentations |
| 5    | Mar. 19 | **Self-Care in Helping Professions**  
University of Buffalo School of Social Work: Self-Care Assessment. Taken from: [https://socialwork.buffalo.edu/content/dam/socialwork/home/self-care-kit/self-care-assessment.pdf](https://socialwork.buffalo.edu/content/dam/socialwork/home/self-care-kit/self-care-assessment.pdf)  
University of Buffalo School of Social Work: Understanding the Sources of Burnout. Taken from: [https://socialwork.buffalo.edu/content/socialwork/home/resources/self-care-starter-kit/additional-self-care-resources/self-care-readings/_jcr_content/par/download_2/file.res/understanding-the-sources-of-burnout.pdf](https://socialwork.buffalo.edu/content/socialwork/home/resources/self-care-starter-kit/additional-self-care-resources/self-care-readings/_jcr_content/par/download_2/file.res/understanding-the-sources-of-burnout.pdf)  
* Student Presentations |
**COURSE RESOURCES**

There is no **required text** for this course. However, there are assigned readings. Students are expected to develop their own resources for their class presentation.

**GRADING POLICY**

Evaluation of the student’s performance is continued throughout the course. Students who successfully meet the requirements within each of the areas will receive a credit standing in the course. The areas include:

1. Satisfactory ongoing performance in the apprenticeship setting - midterm and final evaluation
2. Participation in seminar discussions and assignments
3. Seminar presentation on the student’s placement experience
4. Two reflective papers

**ATTENDANCE POLICY**

Attendance and participation in the bi-weekly seminars is mandatory. Students who miss a seminar must have a valid reason and must notify the instructor as soon as possible. Supporting (medical) documentation is required.

**NOTE:** STUDENTS WHO MISS MORE THAN ONE SEMINAR WILL BE REQUIRED TO WITHDRAW FROM THE COURSE.

Regular attendance at the placement is required. **NOTE:** STUDENTS WILL BE REQUIRED TO MAKE UP ALL TIME MISSED AT THE PLACEMENT.

**Accommodation for Illness or Unforeseen Circumstances:**

The instructor follows the practices of the University of Waterloo in accommodating students who have documented reasons for missing quizzes or exams. See [http://www.registrar.uwaterloo.ca/students/accom_illness.html](http://www.registrar.uwaterloo.ca/students/accom_illness.html)

**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. See the [UWaterloo Academic Integrity webpage](https://uwaterloo.ca/academic-integrity/) and the [Arts Academic Integrity webpage](https://uwaterloo.ca/arts/current-undergraduates/student-support/ethical-behaviour) for more information.

**Discipline:** Every student is expected to know what constitutes academic integrity, to avoid committing academic offences, and to take responsibility for their own 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 Academic Dean. When misconduct has been found to have occurred, disciplinary penalties are imposed under the University of Waterloo Policy 71 – Student Discipline. For information on categories of offences and types of penalties, students should refer to [Policy 71 - Student Discipline](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-71/student-discipline). For typical penalties check [Guidelines for the Assessment of Penalties](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/guidelines/assessment-penalties).

Students should also be aware that copyright laws in Canada prohibit reproducing more than 10% of any work without permission from its author, publisher, or other copyright holder. Waterloo’s policy on Fair Dealing is available here: [https://uwaterloo.ca/copyright-guidelines/fair-dealing-advisory](https://uwaterloo.ca/copyright-guidelines/fair-dealing-advisory). Violation of Canada’s Copyright Act is a punishable academic offence under Policy 71 – Student Discipline.

**Grievance:** A student who believes that a decision affecting some aspect of university life has been unfair or unreasonable may have grounds for initiating a grievance. Read [Policy 70 - Student Petitions and Grievances](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-70). When in doubt, please be certain to contact the department’s administrative assistant, who will provide further assistance.

**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 are grounds. Students who believe they have grounds for an appeal should refer to [Policy 72, Student Appeals](https://uwaterloo.ca/secretariat-general-counsel/policies-procedures-guidelines/policy-72).
Accommodation for Students with Disabilities:

**Note for Students with Disabilities:** The AccessAbility Services office, located on the first floor of the Needles Hall extension (NH 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 AAS office at the beginning of each academic term.

**Intellectual Property.** Students should be aware that this course contains the intellectual property of the instructor, which can include:

- lecture handouts and presentations (e.g., PowerPoint slides)
- lecture content, both spoken and written (and any audio or video recording thereof)
- questions from various types of assessments (e.g., assignments, quizzes, tests, final exams)
- work protected by copyright (i.e., any work authored by the instructor)

Making available the intellectual property of instructors without their express written consent (e.g., uploading lecture notes or assignments to an online repository) is considered theft of intellectual property and subject to disciplinary sanctions as described in Policy 71 – Student Discipline. Students who become aware of the availability of what may be their instructor’s intellectual property in online repositories are encouraged to alert the instructor.

**Mental Health Support**
All of us need a support system. The faculty and staff in Arts encourage students to seek out mental health supports if they are needed.

**On Campus**
- Counselling Services: counselling.services@uwaterloo.ca / 519-888-4567 xt 32655
- **MATES:** one-to-one peer support program offered by Federation of Students (FEDS) and Counselling Services
- Health Services Emergency service: located across the creek form Student Life Centre
**Off campus, 24/7**

- **Good2Talk**: Free confidential help line for post-secondary students. Phone: 1-866-925-5454
- Grand River Hospital: Emergency care for mental health crisis. Phone: 519-749-433 ext. 6880
- **Here 24/7**: Mental Health and Crisis Service Team. Phone: 1-844-437-3247
- **OK2BME**: set of support services for lesbian, gay, bisexual, transgender or questioning teens in Waterloo. Phone: 519-884-0000 extension 213

Full details can be found online at the Faculty of ARTS website

Download UWaterloo and regional mental health resources (PDF)

Download the WatSafe app to your phone to quickly access mental health support information

**A respectful living and learning environment for all**

1. It is expected that everyone living, learning or working on the premises of Renison University College will contribute to an environment of tolerance and respect by treating others with sensitivity and civility.

2. Harassment is unwanted attention in the form of jokes, insults, gestures, gossip, or other behaviours that are meant to intimidate. Some instances of harassment are against the law in addition to Renison University College policy.

3. Discrimination is treating people differently because of their race, disability, sex, sexual orientation, ancestry, colour, age, creed, marital status, or other personal characteristics. The Ontario Human Rights Code considers actions and behaviours rather than intentions.