



School of Health and Exercise Sciences - Course Outline  
**HES 401 (3 Credits)**  
**Community Placement Experience**  
September – December, 2023

**Instructor:** Rebecca Frechette, (BSc., M.Kin., CSEP Clinical Exercise Physiologist)

**Office hours:**

- Wednesdays (11-12) in person in ART 333
- Thursdays (11-12) by [Zoom](#)

**Class:** Five [Zoom](#) check-ins

**Academic Calendar Entry**

HES 401 (3) Community Placement Experience

*Practical work experience in a supervised health/human kinetics related work setting with a cooperating agency, private business, or industry.*

*No more than 9 credits in total will be granted for any combination of HES 401, HES 402, HES 490. Pass/Fail.*

**Course Materials and Delivery**

- All Course material is on Canvas
- Course delivery will be synchronous via Zoom check-ins
- Practicum shift times vary by student placement (2-3 shifts/week is recommended)

**Course Objectives**

This course will:

1. Provide students an opportunity to work with and learn from professionals in a health-related setting;
2. Present students with many opportunities to develop skills and techniques that lead to best practices employed by various professionals in a health-related field;
3. Provide practical situations where students will apply their knowledge acquired from previous academic courses in a supervised setting;
4. Develop the student's professional communication skills and confidence while working with a health-related organization.

**Learning Outcomes (LO)**

After completing this course, students should be able to:

1. Apply their academic knowledge in practical situations with professional organizations;
2. Organize thoughts, compare ideas, and make decisions based on the services or types of programs offered in their practice setting (eg. program, service, treatments etc.);
3. Share their reflections on their personal and professional growth achieved from their practicum experiences;



4. Be better prepared for employment to entry-level employee positions or entrepreneurial work in a health-related field; and
5. Explain the importance of the practicum work in which they were involved, in terms of the positive impact on the health of those involved (eg. students, clients/patients, participants or general public).

### Pre-Practicum Requirements

Before the term begins, students must complete the following:

- A current Criminal Record Check clearing students to work with all populations (including children and vulnerable adults)
- UBC Student Accident Insurance
- CPR-C (current certification)

*Note: Above requirements will have an additional cost for the student beyond the course fee.*

### Evaluation Criteria and Grading

\*Each of the components below must receive a **Pass** grade in order to pass the course.

Item	Learning Outcome(s)	Deadline
Zoom Check-ins <ul style="list-style-type: none"> <li>• Week of Sept 11</li> <li>• Week of Sept 18</li> <li>• Week of Sept 25</li> <li>• Week of Oct 16</li> <li>• Week of Nov 6</li> </ul>	LO#3, LO#5	Must attend all 5 check-in sessions
Learning Task #1- Resume Builder	LO #4	Fri. Sept. 15 @ 5pm
Learning Task #2 – Personality Tests & Careers	LO #1, LO #4	Fri. Sept. 29 @ 5pm
Learning Task #3 – Emotional Intelligence	LO #1, LO #4	Fri. Oct. 13 @ 5pm
Practical Hours Complete Minimum of 40 hours verified by Practicum Supervisor on <b>Hours Record</b>	LO #1, LO #2, LO #4, LO #5	Fri. Dec. 8
Personal Reflections <b>Logbook</b>	LO #2, LO #3	Submit each Friday on Canvas. Final submission due Fri. Dec. 8



<b>Self-Evaluation</b> of Experience	LO #3	Fri. Dec. 8 @ 5pm
<b>Supervisor Evaluation</b> (Rebecca to email this to your Supervisor once 40 hours are done (or practicum is complete, which might be > 40 hours))	LO #4	Fri. Dec. 15
<b>Presentation</b> on Practicum Experience	LO #1, LO #2, LO #4, LO #5	After Practicum is completed (Nov./Dec. TBD)

## Course Policies

### Academic Integrity

The academic enterprise is founded on honesty, civility, and integrity. As members of this enterprise, all students are expected to know, understand, and follow the codes of conduct regarding academic integrity. At the most basic level, this means submitting only original work done by you and acknowledging all sources of information or ideas and attributing them to others as required. This also means you should not cheat, copy, or mislead others about what is your work. Violations of academic integrity (i.e., misconduct) lead to the breakdown of the academic enterprise, and therefore serious consequences arise and harsh sanctions are imposed. **For example, incidences of plagiarism or cheating usually result in a failing grade or mark of zero on the assignment or in the course.** Careful records are kept to monitor and prevent recidivism.

A more detailed description of academic integrity, including the University's policies and procedures, may be found in the Academic Calendar at:

<http://www.calendar.ubc.ca/okanagan/index.cfm?tree=3,54,111,0>

### Final Examinations

There is NO final exam for this course. Further information on Academic Concession can be found under Policies and Regulation in the Okanagan Academic Calendar

<http://www.calendar.ubc.ca/okanagan/index.cfm?tree=3,48,0,0>

### Grading Practices

This course is graded non-numerically (**Pass/Fail**). Grades are not official until they appear on a student's academic record.

<http://www.calendar.ubc.ca/okanagan/index.cfm?tree=3,41,90,1014>



### **General Statements**

Below is an overview of the policies we have in place for courses offered within the School of Health and Exercise Sciences. Please refer to the UBC academic calendar for full details on all of UBC's academic policies. You are responsible for being familiar with all policies as they apply to you and your situation. We also expect that as a future health professional you will uphold the highest standards of ethics and academic integrity and will not violate the UBC Academic Honesty and Standards Policy. At the same time, we want to support you as best as possible to succeed. There are many resources at UBC Okanagan so never hesitate to reach out.

### **Learning Environment Expectations**

UBC and the School of Health and Exercise Sciences is committed to equity, human rights and respect for diversity. All members of the learning environment should strive to create an atmosphere of mutual respect and inclusion where all members of our community can express themselves, engage with each other, and respect one another's differences. We do not condone discrimination or harassment against any persons or communities. If students encounter any problems, these should be discussed with your instructors and/or teaching assistants. If problems persist or your concerns involve the instructor or TA, please reach out to the Director of the School ([tanya.forneris@ubc.ca](mailto:tanya.forneris@ubc.ca)) or the campus Ombudsperson ([ombuds.office.ok@ubc.ca](mailto:ombuds.office.ok@ubc.ca)).

### **Academic Concessions**

In the School of Health and Exercise Sciences we care about your wellbeing and are committed to supporting you in reaching your academic goals. We understand that life can present unanticipated events or challenges (e.g., physical and/or mental health concerns, death of a family or close friend, sexual assault/misconduct, representing university at an event or provision of care to a family member). In such cases you may be eligible for an academic concession.

Requests for academic concession generally require documentation and you need to inform your instructor of any situation that may impact your academics as soon as they arise. However, there are a number of circumstances for which a self-declaration may be sufficient (e.g., when students experience an acute event that is expected to resolve within a week). In these cases, the School of Health and Exercise Sciences (HES) Self-Declaration Form can be completed in lieu of a medical note, certificate or official documentation for the following circumstances:

**Unforeseen Events:** An acute illness that is likely to resolve without seeing a health professional or a traumatic event experienced by the student, a family member, or a close friend (e.g., sexual assault/misconduct, serious medical emergency, death).

**Conflicting Responsibilities:** Life events that are scheduled beyond the student's control and normally arise after the student has registered in courses (e.g., representing university at an event, court appearance, military duty, provision of care to a family member).

Note: You may only submit a self-declaration request once per term and accommodations will



not be considered for job interviews, volunteer commitments, travel/vacation plans, or work schedules. Students are expected to plan their personal affairs around their academic responsibilities. In some circumstances, you may still be required to submit supporting documentation along with, or following, your self-declaration. Please see the HES Self-Declaration Form for further information and conditions on the use of the Self-Declaration.

### **Etiquette and Communication**

- Email communication should be professional and courteous with subject, your name, student number and course indicated. Doing so helps faculty members better respond to your concerns as many of our faculty teach multiple courses or hold multiple responsibilities with the school and across the campus. If this is not followed faculty members may not respond.
  - Technology (computers and phones) should ONLY be used for course purposes during class/lab time. Students misusing devices and causing to distractions will be asked to leave the room.
  - All written communication, including exams, must be legible; if not, the instructor/teaching assistant is not obligated to read/mark it.
  - If there are any concerns related to the course content or delivery, please communicate these concerns to the instructor in a professional manner. If concerns remain unresolved you can bring your concerns forward by emailing [hes.undergrad@ubc.ca](mailto:hes.undergrad@ubc.ca).
  - The course outline for any given course is NOT comprehensive. Small changes in content, dates of assessments may occur for unforeseen circumstances. In addition, instructors typically post the details regarding assignment expectations via Canvas. It is your responsibility to read all communications and documents posted via Canvas to remain aware of any changes throughout the course.
  - Instructors should support a short movement break for every 50 minutes of class time
- #### Assignments & Exams
- Assignments are due at the specified due date and time indicated on the course outline or Canvas. Individual course instructors will outline processes and penalties for late assignments within their individual courses. Please note that this may be different for each of your courses. It is expected that you will budget your time accordingly to avoid work overload and manage personal issues to meet academic performance requirements. Be aware of when your work is due, as it is common to have several exams and assignments due on the same day or within the same week.
  - Ensure your name and student number is written on all assignments and exams.
  - Writing final exams early is not permitted unless under exceptional circumstances approved by the undergraduate curriculum committee.
  - It is your responsibility to uphold the highest standards of academic integrity. Unless otherwise authorized by your instructor you are not permitted to use course notes, texts, dictionaries, electronic devices or your peers. If there is a lack of clarity in any of your courses ensure you speak with your instructor for details.
  - HES does not allow extra assignments to make up marks or increase a mark in a course



## **Student Services Resources:**

### **UBC Okanagan Disability Resource Centre**

The DRC facilitates disability-related accommodations and programming initiatives to remove barriers for students with disabilities and ongoing medical conditions. If you require academic accommodations to achieve the objectives of a course, please contact the DRC at:

**UNC 215**      250.807.8053  
email: [drc.questions@ubc.ca](mailto:drc.questions@ubc.ca)  
Web: [www.students.ok.ubc.ca/drc](http://www.students.ok.ubc.ca/drc)

### **UBC Okanagan Equity and Inclusion Office**

Through leadership, vision, and collaborative action, the Equity & Inclusion Office (EIO) develops action strategies in support of efforts to embed equity and inclusion in the daily operations across the campus. The EIO provides education and training from cultivating respectful, inclusive spaces and communities to understanding unconscious/implicit bias and its operation within in campus environments. UBC Policy 3 prohibits discrimination and harassment on the basis of BC's Human Rights Code. If you require assistance related to an issue of equity, educational programs, discrimination or harassment please contact the EIO.

**UNC 325H**      250.807.9291  
email: [equity.ubco@ubc.ca](mailto:equity.ubco@ubc.ca)  
Web: [www.equity.ok.ubc.ca](http://www.equity.ok.ubc.ca)

### **Student Wellness**

At UBC Okanagan health services to students are provided by Student Wellness. Nurses, physicians and counsellors provide health care and counselling related to physical health, emotional/mental health and sexual/reproductive health concerns. As well, health promotion, education and research activities are provided to the campus community. If you require assistance with your health, please contact Student Wellness for more information or to book an appointment.

**UNC 337**      250.807.9270  
email: [healthwellness.okanagan@ubc.ca](mailto:healthwellness.okanagan@ubc.ca)  
Web: [www.students.ok.ubc.ca/health-wellness](http://www.students.ok.ubc.ca/health-wellness)

### **Office of the Ombudperson**

The Office of the Ombudsperson for Students is an independent, confidential and impartial resource to ensure students are treated fairly. The Ombuds Office helps students navigate campus-related fairness concerns. They work with UBC community members individually and at the systemic level to ensure students are treated fairly and can learn, work and live in a fair, equitable and respectful environment.



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Ombuds helps students gain clarity on UBC policies and procedures, explore options, identify next steps, recommend resources, plan strategies and receive objective feedback to promote constructive problem solving. If you require assistance, please feel free to reach out for more information or to arrange an appointment.

**UNC 328**      250.807.9818  
email: [ombuds.office.ok@ubc.ca](mailto:ombuds.office.ok@ubc.ca)  
Web: [www.ombudsoffice.ubc.ca](http://www.ombudsoffice.ubc.ca)

### **Student Learning Hub**

The Student Learning Hub is your go-to resource for free math, science, writing, and language learning support. The Hub welcomes undergraduate students from all disciplines and year levels to access a range of supports that include **tutoring in math, sciences, languages, and writing, as well as help with study skills and learning strategies**. Students are encouraged to visit often and early to build the skills, strategies and behaviors that are essential to being a confident and independent learner. For more information, please visit the Hub's website.

**LIB 237**      250.807.8491  
email: [learning.hub@ubc.ca](mailto:learning.hub@ubc.ca)  
Web: [www.students.ok.ubc.ca/slh](http://www.students.ok.ubc.ca/slh)

### **The Global Engagement Office**

The Global Engagement Office provides advising and resources to assist International students in navigating immigration, health insurance, and settlement matters, as well as opportunities for intercultural learning, and resources for Go Global experiences available to all UBC Okanagan students, and more.

Come and see us – we are here to help! You may also contact [geo.ubco@ubc.ca](mailto:geo.ubco@ubc.ca)

### **© Copyright Statement**

All materials of this course (course handouts, lecture slides, assessments, course readings, etc.) are the intellectual property of the Course Instructor or licensed to be used in this course by the copyright owner. Redistribution of these materials by any means without permission of the copyright holder(s) constitutes a breach of copyright and may lead to academic discipline.

### **Safewalk**

*Don't want to walk alone at night? Not too sure how to get somewhere on campus? Call Safewalk at 250-807-8076. For more information, see: [www.security.ok.ubc.ca](http://www.security.ok.ubc.ca)*