

Appendix A: CYC Practicum Responsibility Contract

Practicum Responsibility Contract

Child and Youth Care (CYC) 310

Practicum is an opportunity for students to apply their knowledge and practice their skills while reflecting on their function in the lives of children, youth, and families. Recognizing that these children, youth, and families are often vulnerable, there are responsibilities and expectations in this course that are different from any other in the CYC Degree Program.

As a part of CYC 310, I will:

- Acknowledge that if I have been charged or convicted of a relevant or specified offence subsequent to the Criminal Record Review Act, I am to notify UFV CYFS Practicum Coordinator, stop attending practicum and **obligated** to undergo a further Criminal Record Check;
- Familiarize myself with the contents of the Supervised Practicum Manual
- Read *Practicum Day One: questions to ask on your first day of practicum* and provide copies for the field supervisor;
- Provide a current resume to my Field Supervisor;
- Attend seminar sessions as scheduled by the Course Instructor;
NOTE: the 24 hours seminar sessions are part of your total hours for practicum:
CYC 310 / 326 hours on site + 24 hours seminar sessions = 350 hours practicum
CYC 410 / 401 hours on site +24 hours seminar sessions = 425 hours
- Prepare for and participate in evaluation meetings with the Field Supervisor and Course Instructor;
- Ensure that all contact information for Field Supervisor, student, and Course Instructor is completed and copies are given to them, with a copy for myself;
- Adhere to UFV Student Conduct policy (Policy 310.12) and will bring forward to my instructor and in a timely manner, any changes that could alter policies and procedures from the Affiliation Agreement to my practicum instructor.
- Provide direct client service at hours negotiated with Field Supervisor;
- Participate in all orientation activities arranged by Field Supervisor;
- Initiate meetings with the Field Supervisor on a weekly basis to ask questions, receive feedback and supervision, and plan activities;
- Be proactive in taking responsibility for my learning;
- Ensure that I challenge myself to try new experiences, meet the required learning goals/competencies and assess my progress;
- Recognize and adhere to the parameters of confidentiality at it pertains to the practicum site, site personnel, clients, and practicum seminar peers;

- Find out and comply with site dress code;
- Adhere to the CYC Code of Ethics;
- Exercise “immediacy” in communicating any issues with supervisor and course instructor, and a “solution focus” to resolving any problems;
- Adhere to agree upon timelines for tasks to accomplish in practicum;
- Familiarize myself and comply with the policies of the practicum agency;
- Familiarize myself with the practicum agency website;
- Know I am personally accountable for my actions
- At all times – classroom, seminar, practicum site--demonstrate good professional judgment*

*Good professional judgment, includes but is not limited to:

- Regarding the welfare of the child, youth, family, and/or community as the primary obligation
- Respecting confidentiality and exceptions
- Understanding roles and responsibilities of self and others
- Developing effective working relationships
- Being mindful of actions, and their impact on others
- Maintaining appropriate self-care and self-regulation
- Respond thoughtfully, rather than reacting to situations
- Knowing when personal biases or circumstances are impacting practice, and taking actions to minimize their impact
- Seeking supervision and consultation when necessary
- Being trauma informed, including recognizing of the impact of vicarious trauma and taking steps to manage it
- Maintaining a focus on strengths and needs, rather than behavior
- Observing/asking questions to learn from others, before acting independently
- Taking steps to improve effectiveness
- Producing clear and logically organized written work
- Using discretion in use of all electronic communication, both professional (e.g. email) and personal (public social networking)

Additional Requirements may be specified by the host practicum agency below:

*Failure to comply with the CYC Practicum Responsibility Contract will result in a meeting with department personnel to determine suitability to proceed. Department personnel reserve the right to remove the student from the practicum site, remove the student from the practicum course, place the student on academic probation in the CYFS department, and/or possibly terminate the student from the CYC program.

By signing below, I agree to adhere to the CYC Practicum Responsibility Contract:

Student's name, printed

Student ID Number

Student's signature

Date

Supervisor's signature

Date