

# SYLLABUS

## **FNSP 400 RESEARCH PRACTICUM**

Wednesday, 1-4; Brock Annex 2363

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hrs: Tues & Thurs 2-4 & by appt.

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## **PURPOSE AND GENERAL DESIGN**

The purpose of the research practicum is to give you the opportunity to work on research projects in community settings that address community needs. Community organizations identify areas of need and you will work with an organization to develop projects that address these needs. A major aspect of the practicum is negotiating with the organizations and the program to finalize a workable design for your project. In conjunction with the work you do for your organization, you will develop a second academic research project, described below, for FNSP, and will also make a public presentation of your work on campus. Both projects will be specified in your research proposal and agreed upon by the organization and FNSP, and both are essential to your success.

The early stages of the practicum concentrate on establishing a relationship with an organization and defining a workable project. As part of this process, there are a set of preliminary assignments, described below. A major portion of your work for this course is then devoted to the project itself. There are critical timelines involved in the completion of every project, and they are especially important to any project requiring Ethics Board approval. Quick and attentive work at the beginning of the practicum is a key to success. Class attendance is essential throughout the practicum, but is particularly critical during this initial stage: be sure to be on time for all classes. You will present the results of your research in the form negotiated to the organization by the end of February and your work will be evaluated by the organization at that time: FNSP will assign a grade to this portion of your work based on the organization's assessment and our knowledge of the project.

Throughout the practicum you will also be working on the development of a second project, based on the first, but aimed at a more formal research paper to be turned in to FNSP and presented on campus. This paper may be an expanded version of material presented to the organization, but in some cases it may be substantially different. In any case, it will present an analysis and evaluation of the research done for the organization, or, where that is not practical, of an associated or relevant issue. As part of your preparation for this paper, you will turn in an annotated bibliography and more detailed proposal by 30 November. You will continue developing this paper in conjunction with your work for your organization. A draft of this paper is due by 14 March, with a final version due by 11 April. This paper and your public presentation of your work will be evaluated by FNSP staff.

Beginning with the third week of the practicum, you will maintain a weekly log of your activities. This log is described in more detail below, but is extremely important. Successful completion of the practicum is contingent on your completion of this log, and the log will count as a significant portion of your grade.

## **EVALUATION AND DETERMINATION OF FINAL GRADE**

10% of your final grade will be determined by your timely completion of the preliminary assignments for this course, including the preparation of the resume, personal assessment, and organizational profile assignments, the proposal and human subjects filings (where applicable). All of these assignments are important and time-critical. There will be substantial deductions for late work.

15% of your final grade will be determined by your weekly logs and attendance. Your weekly logs must be submitted by email to Tanya (tanya.bob@ubc.ca) by midnight each Sunday and must also be posted on the course WebCT site. A weekly report must also be forwarded to your organizational supervisor by email, cc:d to Tanya (it may be the same or a different report, depending on the circumstances). Log entries should be the equivalent of 1-2 pp. and should record your work for the week, plus your analysis of how the project is progressing. Problems or particular challenges, as well as any strategies that you are considering or have used to address them, should also be identified. Failure to submit logs on time for two weeks in a row will result in an **automatic deduction of 5% of your final grade**: if you encounter special circumstances, please consult with us immediately.

75% of your final grade will rest on your research projects and will be apportioned between the evaluation of your work for the organization, and final research paper presented to FNSP and your presentation on campus. The exact balance of the evaluation and any details of how your work will be evaluated by the organization are open to negotiation and must be specified in your project proposal (a mix of 30/30/15 is typical).

**Please read carefully:** note that ALL UBC ACADEMIC REGULATIONS APPLY to all work done in this course, whether as part of your work for an organization or presented on campus. In particular, you are under the same obligation to document your use of sources and to develop and present original work as you are in any other course. Undocumented work will not receive credit. Instances of plagiarism or any other form of academic dishonesty will result in automatic failure of this course and reporting of the incident to the Faculty for disciplinary action. Be sure to ask for assistance if you have any question regarding the use and documentation of resources or if you encounter any unusual circumstances that you think might constitute a problem. Ignorance or uncertainty will not be regarded as an excuse.

If you have any special circumstances that require special arrangement, please inform us of them as soon as possible so that accommodations can be made.

Finally, please note that, though by the end of this practicum you will have worked very hard and invested a lot in your project, your work will be assessed by the quality of what you have been able to complete, just as it would be in any other course. You will be a hero, but we will still evaluate your work on what you have developed.

## TIMELINE AND ASSIGNMENTS: TERM 1

5 Sep	Classes start. Students prepare a resume and a personal assessment to be discussed at this class.
12 Sep	The class on September 12 will be held in the Buchanan Penthouse. Students will meet with representatives of community organizations, who will present their areas of research need.
19 Sep	Your weekly logs begin this week (see below): the first must be posted by midnight Sunday, Sept 23. After the meeting with organizations, you will conduct preliminary surveys of the issues in which you have the greatest interest, and prepare short profiles of the organizations proposing work in those areas. You will also prepare application letters to each organization in which you have an interest, stating your qualifications and requesting an interview. Letters, with corrected resumes, must be in the mail (or emailed) by Sept 21.
10 Oct	In the following weeks, students will interview with organizations and finalize project proposals. Proposals require approval and signature, first from FNNSP and then from the organization. We reserve the right to withhold approval of any project we do not consider likely to succeed. Proposals must be completed and signed by Oct 12. Human subjects paperwork, if required, must be filed by Oct 24. Your work on your project begins as soon as the project proposal is finalized and approved. During the time of your work on your projects, we will continue to have class, usually with reduced hours, each Wednesday, and may schedule individual meetings. You will continue to be responsible for posting your weekly logs, with progress updates sent as well to your organizational supervisor. You should be spending 8 hrs/wk working on site during the run of your project. Project work for organizations must be completed by 29 February.
9 Nov	Beginning Nov 9, we reserve the right to withdraw you from this course if you have not completed the preliminary assignments, do not have a project proposal approved and are not making satisfactory progress towards its implementation, or if you have fallen behind in your completion of your weekly log. Under no circumstances will you be allowed to continue in the course past the Nov 23 university withdrawal deadline if your project is not well underway.
30 Nov	Annotated Bibliography and research design for your FNNSP project due. Nov 30 is the end of fall classes. The terms of your work at your organization during December and reading week in February should be specified in your project proposal: it is very important that your time commitment to your project during this period is clearly understood by everyone and that you follow through with whatever work you have committed to do during the break.

## TIMELINE AND ASSIGNMENTS: TERM 2

9 Jan	<p>Classes and Wednesday meetings resume. Class work will shift towards discussions of project completion and work on the UBC presentation.</p> <p>As you are completing your project for your organization, it is important to continue work on your project for FNSP and your campus presentation. This is a very good time to reflect on process, “personal baggage” issues, and the ethical issues that attend project completion.</p>
18 Feb	<p>Reading week begins. No class on 20 Feb, though staff will be available for personal consultations. The terms of your work during this period should be specified in your project. If your proposal includes a change in your work pattern for this period, be sure to remind people in your organization.</p>
29 Feb	<p>Deadline for completion of your work with your organization. Research must be presented to the organization in the form specified by the proposal by this date. Organizations will be asked to file evaluations (as specified in the proposal) by March 14.</p> <p>Your full attention should now shift to the preparation of your project for FNSP and your presentation on campus.</p>
14 Mar	<p>Draft of FNSP paper due. This must be a complete draft, though it is subject to revision.</p>
19 Mar	<p>Campus presentations begin and continue each Wednesday through April 9. March 19 will be a rehearsal, with the following Wednesdays reserved for final presentations.</p>
9 Apr	<p>Final class. April 11 is the final deadline for submission of all materials.</p>