

**BACHELOR OF PHYSICAL EDUCATION AND COACHING
(BPEC)**

**FIELDWORK
PLAR BOOKLET
SPSC 1100**



=



BPEC FIELDWORK PLAR BOOKLET SPSC 1100

CONTENTS

BPEC PLAR APPLICATION AND COMPLETION STEPS.....	3
ASSESSMENT SERVICE PLAR APPLICATION.....	4
SPSC 1100 OUTCOMES / PLAR EVIDENCE.....	8
EMPLOYER / SUPERVISOR REFERENCE FORM.....	9
REFLECTION WORKSHEET.....	13
ROLES WORKSHEET.....	14
EMOTIONAL INTELLIGENCE WORKSHEET.....	15

BPEC PLAR APPLICATION AND COMPLETION STEPS

NOTE: SPSC PLAR APPLICATIONS/BOOKLETS WILL NOT BE ACCEPTED UNTIL MARCH 25TH, 2008

1. Students can download the Curriculum Guidelines for the Fieldwork course(s) you wish to acquire through the BPEC PLAR process at www.douglas.bc.ca/sportscience, to ensure the course content and expected outcomes closely resemble your prior learning.
2. If you need consultation or advising before or during the PLAR process contact Alison Gill by phone 604-527-5693 or email gilla@douglas.bc.ca.
3. Pick up and complete a 'Request for Credit Form' from the SPSC Department, Office 1300G NW. Once complete, submit it back to Office 1300G NW for Faculty signature. Note: multiple credit requests are allowed on the same 'Request for Credit Form', i.e.: 4 courses on one form.
4. Pick up the signed 'Request for Credit Form' from SPSC Department, Office 1300G NW and take to the Cashiers Office (Office 2786 NW) and pay the required PLAR Assessment fees.
5. Download the BPEC FIELDWORK PLAR BOOKLET corresponding to the course you want to PLAR at www.douglas.bc.ca/sportscience (i.e.: students requesting PLAR credit for SPSC 1100 will complete PLAR FIELDWORK BOOKLET SPSC 1100). Note: Only one application form is required when applying for one or more fieldworks courses.
6. Complete the BPEC FIELDWORK PLAR BOOKLET(S). In completing the BPEC FIELDWORK PLAR BOOKLET, the student applicant creates a comprehensive portfolio of their prior learning. The 'documentation of evidence' required in the BPEC FIELDWORK PLAR BOOKLET may or may not include: supervisor/employee reference form letter, hours verification statements, reflective worksheets, submission of certifications and submission of past products of leadership and performance (i.e.: an activity plan or a progress report on a participant).
7. Have the required BPEC PLAR Reference Letter completed by a referee of your choice:
 - the person that you ask to complete this Reference Letter should be a person who observed you during your teaching/coaching duties, so they can complete the evaluation of your professional skills/abilities and verify your contact hours with participants.
 - if applicable, the same reference letter may be submitted for more than one PLAR application
 - the Reference Letter should be mailed to Douglas College Sport Science Department, at the address on the bottom of the letter, or can be dropped off to the SPSC Department Office 1300G NW, in a sealed envelope.
8. Final Submission: Submit all BPEC PLAR Application paperwork to the SPSC Department Office 1300G NW including:
 - Completed and signed 'Request for Credit Form', imprinted by the Cashiers Office, verifying payment
 - Completed BPEC FIELDWORK PLAR BOOKLET(S)
 - BPEC PLAR Reference Letter(s) mailed or submitted with application in a sealed envelope
 - Upon completion of PLAR SPSC Assessment, credits/grades will be entered on student's official transcript within 6 weeks.
9. For BPEC PLAR information contact: Alison Gill - BPEC Fieldwork Faculty Supervisor /Phone: 604-527-5693 / E-mail: gilla@douglas.bc.ca or Winnie McKitrick – BPEC Fieldwork Coordinator /Office: 1300G NW / Phone: 604-527-5817 /Email: mckitw@douglas.bc.ca

NOTE: SPSC PLAR APPLICATIONS/BOOKLETS WILL NOT BE ACCEPTED UNTIL MARCH 25TH, 2008

**BACHELOR OF PHYSICAL EDUCATION & COACHING
SPORT SCIENCE DEPARTMENT**

ASSESSMENT SERVICE PLAR APPLICATION

DATE OF APPLICATION:

SURNAME (FAMILY NAME):

GIVEN NAMES:

MAILING ADDRESS:

(POSTAL CODE)

HOME TELEPHONE:

WORK TELEPHONE:

FAX NUMBER:

E-MAIL ADDRESS:

DATE OF BIRTH:

SEX:

LANGUAGES:

DO YOU HAVE ACCESS TO A PERSONAL COMPUTER? _____

LIST YOUR WORK EXPERIENCE DURING THE PAST TEN YEARS. DETAIL THE LOCATION, DATES AND YOUR DUTIES. (YOU MAY ATTACH YOUR RESUMÉ)

ASSESSMENT SERVICE PLAR APPLICATION

LIST YOUR VOLUNTEER EXPERIENCE DURING THE PAST TEN YEARS: (PROVIDE DATES & REFERENCES)

LIST YOUR EDUCATIONAL EXPERIENCES FROM HIGH SCHOOL ON. PROVIDE DATES, NAMES OF INSTITUTIONS AND LEVELS OF COMPLETION:

ASSESSMENT SERVICE PLAR APPLICATION

MEMBERSHIPS IN PROFESSIONAL ASSOCIATIONS:

WHAT IS YOUR CAREER PLAN? TALK ABOUT YOUR SHORT TERM AND LONG TERM GOALS FOR THE FUTURE.

WHAT ARE YOUR STRENGTHS AS A PRACTITIONER IN THE FIELD?

ASSESSMENT SERVICE PLAR APPLICATION

LIST OTHER RELEVANT ACTIVITIES, SKILLS AND ATTRIBUTES (HOBBIES AND TALENTS):

MAY WE CONTACT YOUR REFERENCES? _____

SPSC 1100 OUTCOMES		PLAR EVIDENCE	
COURSE LEARNING OUTCOMES	EVIDENCE SUBMITTED BY APPLICANT	EVIDENCE SUBMITTED VIA REFEREE VIA FORM REFERENCE LETTER	
Verify completion of 15 hours of contact		✓	
Active First Aid Certification	On file with SPSC Department		
"Satisfactory" Criminal Record Search	On file with SPSC Department		
Gather info, analyze and reflect on observations of participant's behaviour and learning	Submit Reflection Worksheet		
Demonstrate punctuality in keeping appointments	Submit Reflection Worksheet	✓	
Demonstrate appropriate attire selection to match workplace needs	Submit Reflection Worksheet		
Demonstrate respectful communication practices	Submit Reflection Worksheet	✓	
Able to analyze the individual roles and responsibilities present in a learning activity	Submit Roles Worksheet	✓	
Implement directions and follow orders related to assigned tasks		✓	
Reflect on his or her ability to follow directions	Submit Reflection Worksheet		
Describe Emotional Intelligence Personal Concepts: emotional awareness and trustworthiness.	Submit EI Personal Worksheet		
Describe Emotional Intelligence Social Concepts: service orientation and collaboration	Submit EI Social Worksheet		

SPSC 1100 BPEC PLAR BOOKLET CHECKLIST:

- BPEC PLAR Application Form
- Reference Letter
- Reflection Worksheet
- Roles Worksheet
- EI Personal Worksheet
- EI Social Worksheet

BACHELOR OF PHYSICAL EDUCATION & COACHING (BPEC)
SPSC 1100 FIELDWORK PLAR

REFLECTION WORKSHEET

To demonstrate your competencies in these areas, please reflect on the following statements (no more than 150 words per statement – be concise):

1. Discuss and demonstrate, through examples, your ability as a leader's to observe participants behaviours and learning during an activity i.e.: gathering information, analyzing that information and creating teaching actions based on the information observed.
2. Discuss and demonstrate, through examples, your punctuality in keeping appointments.
3. Discuss and demonstrate, through examples, your appropriate attire selection to match workplace needs.
4. Discuss and demonstrate, through examples, your respectful communication practices with participants, parents and colleagues.
5. Discuss and demonstrate, through examples, your ability to follow directions from colleagues.

BACHELOR OF PHYSICAL EDUCATION & COACHING (BPEC)
SPSC 1100 FIELDWORK PLAR

ROLES WORKSHEET

1a. Identify some of the individual roles and/or responsibilities you as the leader asked the participants to take on during a learning activity, i.e.: to self analyze success or failure, to think of movement options etc.

1b. Please give an example to illustrate your response in 1a.

2a. To what extent were the participants you were observing actually assuming the roles and responsibilities listed above?

2b. Please give an example to illustrate your response in 2a.

3a. Are the participants, who appear to be most successful in mastering the lesson objectives, the ones most likely to demonstrate an understanding of these roles and responsibilities?

3b. Please give an example to illustrate your response in 3a.

BACHELOR OF PHYSICAL EDUCATION & COACHING (BPEC)
 SPSC 1100 FIELDWORK PLAR

EMOTIONAL INTELLIGENCE WORKSHEET

PERSONAL COMPETENCE: (1) EMOTIONAL AWARENESS

a. Definition (summarize and put into in your own words):

b. 'Real life' example of you or someone else demonstrating the EI concept:

c. Rate where you are personally (pertaining to the concept above): Rating _____

1 Unaware	2 Aware but no action	3 Minimal Action	4 Well integrated	5 Living concept & sharing with others
--------------	--------------------------	---------------------	----------------------	---

d. Summarize your personal progress pertaining the EI concept, by reflecting on your actions during your work/volunteer experience. Discuss your actions as a 'person', i.e.: FW student, and/or a daughter/son and/or classmate etc.

PERSONAL COMPETENCE: (2) TRUSTWORTHINESS

a. Definition (summarize and put into in your own words):

b. 'Real life' example of you or someone else demonstrating the EI concept:

c. Rate where you are personally pertaining concept above: Rating _____

1 Unaware	2 Aware but no action	3 Minimal Action	4 Well integrated	5 Living concept & sharing with others
--------------	--------------------------	---------------------	----------------------	---

d. Summarize your personal progress pertaining the EI concept, by reflecting on your actions during your work/volunteer experience. Discuss your actions as a 'person', i.e.: FW student, and/or a daughter/son and/or classmate etc.

BACHELOR OF PHYSICAL EDUCATION & COACHING (BPEC)
 SPSC 1100 FIELDWORK PLAR

EMOTIONAL INTELLIGENCE WORKSHEET

SOCIAL COMPETENCE: (1) SERVICE ORIENTATION

a. Definition (summarize and put into in your own words):

b. 'Real life' example of you or someone else demonstrating the EI concept:

c. Rate where you are personally pertaining concept above: Rating _____

1 Unaware	2 Aware but no action	3 Minimal Action	4 Well integrated	5 Living concept & sharing with others
--------------	--------------------------	---------------------	----------------------	---

d. Summarize your personal progress pertaining to the EI concept, by reflecting on your actions during your work/volunteer experience. Discuss your actions as a 'person', i.e.: FW student, and/or a daughter/son and/or classmate etc.

SOCIAL COMPETENCE: (2) COLLABORATION

a. Definition (summarize and put into in your own words):

b. 'Real life' example of you or someone else demonstrating the EI concept:

c. Rate where you are personally pertaining to concept above: Rating _____

1 Unaware	2 Aware but no action	3 Minimal Action	4 Well integrated	5 Living concept & sharing with others
--------------	--------------------------	---------------------	----------------------	---

d. Summarize your personal progress pertaining to the EI concept, by reflecting on your actions during your work/volunteer experience. Discuss your actions as a 'person', i.e.: FW student, and/or a daughter/son and/or classmate etc.