



Classes will consist of lectures, discussions, small group work, and role playing. Students will be required to demonstrate practical application of the concepts covered.

## **COURSE OBJECTIVES**

Students will:

1. Define PLANNING, its purpose, components and underlining principles.
2. Identify and discuss key factors of a positive quality of life.
3. Identify, describe, discuss and apply a variety of strategies applicable to each of the following components of a value based planning process:
  - a. Assessment
  - b. Development of goals
  - c. Implementation
  - d. Evaluation

## **ASSIGNMENT AND COURSE EVALUATION**

**Planning...To Have A Life, (personal edition) 30%**  
**Due: Feb 11, Mar 10, Mar 24**

You will apply concepts covered to develop a personal plan for yourself. The plan will be written and submitted in 3 parts.

1. Personal Profile
2. Goals
3. Action Plan

Specific instructions and requirements will be handed out in class.

**Planning...To Have A Life, (case study edition) 30%**  
**Due: Mar 1, Mar 22, Mar 29**

Students will work collaboratively in group to develop a personal plan for a fictitious client. Each group member will “role play” or take the perspective of a specific member of the planning team for the duration of this course. The group will be provided with a summary of a case file. Students will add to this by “supplying” information from their area of “expertise” (as specified by the role assigned).

The instructor will assign each student to a specific group. Group members will draw names to determine their roles in that group.

The plan will be written and submitted in 3 parts:

1. Personal Profile
2. Goals
3. Action Plan

Groups will be responsible for the distribution of marks amongst their members.

Specific instructions and requirements will be handed out in class.

### **Exams**

Exam # 1	15%	February 23
Exam # 2	15%	March 31

### **Participation**

**10%**

Evaluation of participation will be based on a variety of indicators including attendance, preparation for classes, contribution to in-class group work, contribution to class discussion, etc.

## GRADING POLICIES

Final grades will be assigned using a **LETTER GRADING** system with a **FOUR-POINT SCALE** of numerical equivalents for calculating grade point averages.

Descriptor	Letter Grade	Point	Raw Score
Excellent	A+	4.0	90-100
	A	4.0	85-89
	A-	3.7	80-84
Good	B+	3.3	76-79
	B	3.0	73-75
	B-	2.7	70-72
Satisfactory	C+	2.3	67-69
	C	2.0	64-66
	C-	1.7	60-63
Poor	D+	1.3	55-59
Minimal	D	1.0	50-54
Pass			
Failure	F	0.0	0-49

## **RIGHT, RESPONSIBILITIES AND PROFESSIONALISM**

### **Student Conduct**

Students are advised to familiarize themselves with their rights and responsibilities as outlined on pages 38 to 42 of the College calendar.

### **Attendance**

Attendance for group work classes is **COMPULSORY**. 2% will be deducted from the final grade for every group work class missed (to a maximum of 8%). Students are expected to attend all classes and will be responsible for content covered, assigned readings, and for any announcements that will be made in class. If a student is unable to attend a particular class, it will be her/his responsibility to find out what was missed. For optimal learning and readiness for class participation, students should read the assigned chapters and articles before coming to class on the dates indicated on the class schedule.

### **Late Assignment Policy**

Assignments must be received by 4:00 p.m. **ON** or **BEFORE** the day which they are due. **Late** assignments will be **penalized** at the rate of **5% per day**.

**RP2315 TENTATIVE CLASS SCHEDULE**

<b>Date</b>	<b>Topic</b>	<b>Readings</b>	<b>Activity</b>
Jan 7	Introduction; review course outline; expectations		
Jan 12	No Class		
Jan 14	Team Work		
Jan 19	Planning Principles	pp. 7-11	
Jan 21	Quality of Life	pp.13-30	
Jan 26	Quality of Life		
Jan 28	MAPS		Video
Feb 2	Understanding	pp. 31-61	
Feb 4	Personal Profile – Case Study		Group work
Feb 9	No Class		<b>Personal Profile – Individual Due</b>
Feb 11	Personal Profile – Case Study		Group work
Feb 16 - Feb 20	Winter Break		
Feb 23	Exam		<b>Exam # 1</b>
Feb 25	Guest Speaker – Katherine Fleming		
Mar 1	Deciding	pp. 63-76	<b>Personal Profile – Case Study Due</b>
Mar 3	Goals and Goal Planning	pp. 76-103	
	<b>Date</b>	<b>Topic</b>	<b>Readings</b>
Mar 8	No Class		<b>Goals – Individual Due</b>
Mar 10	Goals – Case Study		Group work
Mar 15	Doing	pp. 105-144	
Mar 17	Action Plan		
Mar 22	Action Plan – Case Study		Group work <b>Goals – Case Study Due</b>
Mar 24	Reviewing	pp. 145-156	<b>Action Plan – Individual Due</b>
Mar 29	Catch-up, group work, review		<b>Action Plan – Case Study Due</b>
Mar 31	Exam		<b>Exam # 2</b>

