

# LOYALiST COLLEGE

2024/2025

## Distance-Diploma Developmental Services Worker

PROGRAM MANUAL

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## INTRODUCTION

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Welcome to the Developmental Services Worker Distance Diploma Program (DSWD) and to Loyalist College. You have chosen a program and a college that can provide you with the skills needed for a rewarding career supporting people (children/adults) with disabilities.

As a Developmental Services Worker (DSS), you will assist people with disabilities to live as valued, contributing members of the community. By providing support and advocacy, you will work towards full inclusion for the betterment of the entire community. The program curriculum promotes individualized practices in the field.

This program manual for distance is provided to assist you with your orientation to the program. It provides you with important information about your program. **Please read your handbook carefully every semester.** If you have any questions, please do not hesitate to ask, visit [www.loyalistfocus.com](http://www.loyalistfocus.com) for additional information.

The distance education delivery model depends upon your ability to plan and manage your time efficiently. While distance education offers convenience and flexibility, you should expect to allocate at least 5-8 hours per week on each course you are registered in.

**If you are currently a Loyalist College student, please provide your student number, relevant course code and CRN (4-digit number) when emailing or calling, this will ensure prompt service.**

## CONTACT INFORMATION

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### Developmental Services Worker – Distance

#### Loyalist College

376 Wallbridge-Loyalist Road  
Box 4200  
Belleville, ON K8N 5B9

Phone: (613) 969-1913  
Toll Free: 1-866-569-2547  
Fax: (613) 962-1376

Program Development Officer: Jacquie Curran [jcurran@loyalistcollege.com](mailto:jcurran@loyalistcollege.com) 613-969-1913 ext. 2551

Placement Coordinator: Timothy (Tim) Parker [tparker@loyalistcollege.com](mailto:tparker@loyalistcollege.com) 613-969-1913 ext. 2288

General Inquiries: David Lytle [cedsw@loyalistcollege.com](mailto:cedsw@loyalistcollege.com) 613-969-1913 ext. 2892

## WHERE DO I GET HELP?

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Canvas/Banner/Email: [servicedesk@loyalistcollege.com](mailto:servicedesk@loyalistcollege.com) or 1-888-569-2547 ext. 2420  
(TOPdesk Icon on the Loyalist Portal)

Registration or Withdrawals: 1-866-344-9944 or 613-969-7900 ext. 2900

Accounting Inquiries: [accounts@loyalistcollege.com](mailto:accounts@loyalistcollege.com) or 1-888-569-2547 ext. 2301

## PROGRAM PHILOSOPHY STATEMENT

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These philosophy statements influence all aspects of the DSW program, including the key academic frameworks that are woven throughout the program curriculum.

As a program, we believe all people with disabilities:

- are of equal value to ordinary citizens and should be accorded equal treatment
- should be meaningfully involved as valued members of their community, and should be assisted to do so through the promotion of valued roles
- deserve to be safe, secure and supported in the least restrictive manner possible
- should be treated with respect and dignity
- should be helped to develop a full range of natural relationships
- are entitled to opportunities and the assistance necessary in order to exercise choice and autonomy
- should have the assistance needed to ensure that their voices are honoured in order to live the life they want
- deserve access to and the assistance needed to attain quality education and gainful employment
- need advocates in their lives who will work together with them towards the social change needed to alter our culture's current perception of disability

## CONFIDENTIALITY

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Due to the nature of this program, DSW students may be privy to confidential information about people they support and their families as well as community organizations.

The DSW program adheres to a zero-tolerance policy for breaches of confidentiality. Breaches of confidentiality will result in disciplinary measures which range from failure of an assignment, failure of a course/placement, to expulsion from the program.

The DSW faculty work as a team to support our students. While adhering to College policies on confidentiality, DSW faculty members will at times discuss information about students with other DSW faculty members, as well as Dean, Chair, and Student Success mentor as needed. This will occur within the context of student progress in the program.

## PROGRAM STANDARDS

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[Click here](#) for approved program standard for the Developmental Services Worker Ontario College Diploma Program approved by the Ministry of Colleges and Universities.

## ADMISSION REQUIREMENTS:

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- ❖ OSSD/OSSGD or equivalent with courses at the general, advanced, (C), (U), (M) or (O) level, and Grade 12 English (C) level or equivalent **OR**
- ❖ Mature applicant (19 years of age or older) with successful Accuplacer (CAAT) testing  
Contact [act@loyalistcollege.com](mailto:act@loyalistcollege.com) for information about testing.
- ❖ Mature applicant with a completed credential from an accredited university or college can submit an **official** copy of a transcript from the institution to meet admission requirements.
- ❖ Students must submit proof of the above admissions requirements **prior** to registering for their first semester. The “original” transcript can be mailed to Loyalist College (address noted on page 3 of this handbook) to the attention of DSW Distance Program. Or the high school can e-mail transcript to [cedsw@loyalistcollege.com](mailto:cedsw@loyalistcollege.com)
- ❖ **Students who do not meet entrance requirements will be withdrawn from courses at their own expense. If you have registered and not provided the required documentation, please notify [cedsw@loyalistcollege.com](mailto:cedsw@loyalistcollege.com) to discuss next steps.**

## COURSE INFORMATION

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For general information about your courses please [click here](#).

## COURSE CURRICULUM (PROGRAM OF STUDY)

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**Students are responsible for tracking and managing their prerequisite and co-requisite requirements.** It is important that students take courses in the noted order. Students who enroll in a course without meeting prerequisite / co-requisite requirements will be withdrawn from that course.

**\* Courses will not be reimbursed further to regular withdrawal guidelines**

**\*\* *All diploma requirements must be completed within 5 years* \*\***

## CURRENT PROGRAM OF STUDY

**Please note course availability and plan accordingly.**

**Courses must be taken in the following order. Approval from PDO is required for variation from timetable. Required pre-requisites and co-requisites must be completed as indicated.**

Required Courses	* Pre-Requisites / # Co-requisites
<b>BLOCK ONE</b>	
COMM1048 College Writing	
DSWP1019 Philosophy of Support	
DSWP1018 Valued Social Roles	#DSWP1014
DSWP1014 The Evolution of Developmental Services	#DSWP1018
DSWP1025 Nature of Disabilities 1	
PROF1032 Professional Practice	#DSWP1014
GNED1100 Becoming a Global Changemaker	
<b>BLOCK TWO</b>	
DSWP1021 Standards of Practice	*DSWP1014
WKPL1026 Field Placement 1	*Block 1 Courses
DSWP1022 Person Centred Planning	*DSWP1019 *DSWP1018
DSWP1020 Positive Behaviour Supports	*DSWP1019
DSWP1023 Teaching Strategies	
DSWP1026 Nature of Disabilities 2	
<b>BLOCK THREE</b>	
DSWP2016 Disability & Ethical Issues	*DSWP1021
WKPL2047 Field Placement 2	*Blocks 1 & 2
DSWP2017 Inclusive Practice	*DSWP1018
DSWP2015 Medication Administration	*DSWP1026 #DSWP2014
DSWP2014 Promoting Health & Wellbeing	#DSWP2015
Gen. Ed.	
<b>BLOCK FOUR</b>	
WKPL2018 Field Placement 3	*Blocks 1, 2 & 3
DSWP2019 Leadership & Change	*DSWP2016
DSWP2018 Supporting Families	
PROF2013 DSW Career Preparation	not required if student has completed PROF1032
Gen. Ed.	

**Please Note: \*Mandatory Gen. Ed. for students starting program in Winter 2024\***

***\*\* All diploma requirements must be completed within 5 years \****

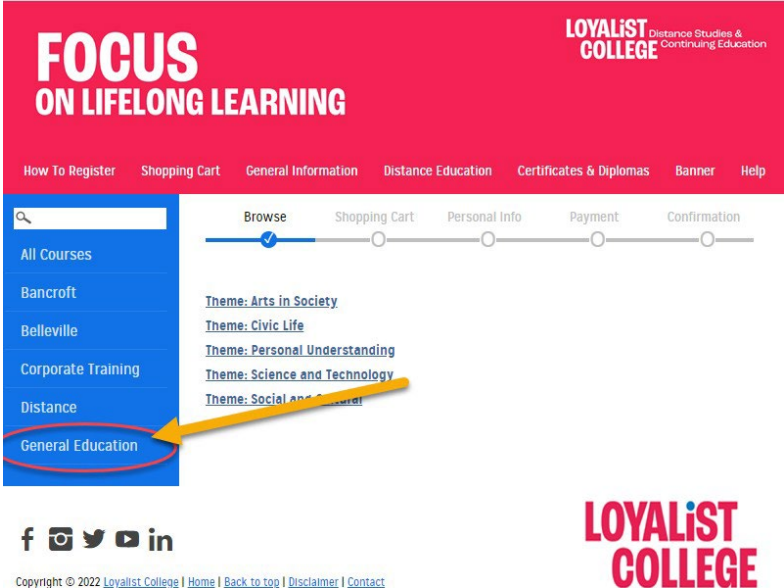
## GENERAL EDUCATION COURSES

General Education courses (GE) are to enhance a student's sense of self and broaden their knowledge base. Each student is required to complete three General Education courses to fulfill graduation requirements. These courses are offered through Loyalist College's General Education Office. Students may register at [www.loyalistfocus.com](http://www.loyalistfocus.com).

General education courses fit into one of five themes:

- Arts in Society
- Civic Life
- Social and Cultural Understanding
- Personal Understanding
- Science and Technology

All General Education courses are accessed through the OntarioLearn portal. To access your course, review the login instructions at [www.loyalistfocus.com](http://www.loyalistfocus.com). Click the link "Distance Education" at the top of the above page.



The screenshot shows the Loyalist Focus website interface. At the top, it says "FOCUS ON LIFELONG LEARNING" and "LOYALIST COLLEGE Distance Studies & Continuing Education". Below this is a navigation menu with links: "How To Register", "Shopping Cart", "General Information", "Distance Education", "Certificates & Diplomas", "Banner", and "Help". A search bar is present, and a progress indicator shows "Browse" as the current step. A sidebar menu lists various course categories, with "General Education" highlighted and circled in red. A yellow arrow points from the "General Education" link to the "Theme: Social and Cultural" link in the main content area. Other themes listed include "Arts in Society", "Civic Life", "Personal Understanding", and "Science and Technology". At the bottom, there are social media icons for Facebook, Instagram, Twitter, YouTube, and LinkedIn, along with a copyright notice for 2022.

**For any information regarding the General Education Courses listed on the Loyalist Focus website, please contact:**

Ontario Learn Technical Support – call 1-888-569-2547 ext. 2185 [distance@loyalistcollege.com](mailto:distance@loyalistcollege.com)  
To book your final GNED exams e-mail Karen McKeown, [KMckeown@loyalistcollege.com](mailto:KMckeown@loyalistcollege.com)

**\*NEW: Mandatory GNED required– GNED BECOMING A GLOBAL CHANGEMAKER - effective Winter 2024 - See Current Course Calendar Descriptions (pg.8) for further information. \***

**\*Please note all instructions/information under the "Distance Education" link is applicable to your General Education courses ONLY. All other DSW program course instruction/information can be found in this handbook and on the DSW Distance web page.\* ([DSW Distance - Link](#))**

## GRADING

**What is a passing grade in the to developmental Services Worker Program?**

The passing grade for all academic courses is 50% except for the following:

- PROF1032 Professional Practice: Pass/Fail
- DSWP2014 Promoting Health & Wellbeing: Pass/Fail
- DSWP2015 Medication Administration: Pass/Fail
- All Field Placements (WKPL1026, WKPL2047, WKPL2018): Pass/Fail

**Students must have an overall GPA of 60% to graduate. For further information please see the Evaluation of Student Performance, AOP 224.**

## CURRENT COURSE CALENDAR DESCRIPTIONS

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### **COMM1048 COLLEGE WRITING SKILLS**

This course focuses on writing and research skills required for successful completion of college-level studies. The course will promote development and improvement of research and writing skills that can be applied to students' chosen programs of study.

### **DSWP1019 PHILOSOPHY OF SUPPORT**

A deep understanding of fundamental concepts that affect and inform DSW support approaches is key to the development of any effective support relationship. Such concepts include core competencies, power dynamics, empathy, self-determination, and person centeredness.

### **PROF1032 PROFESSIONAL PRACTICE**

Students will develop oral, written, and professional skills that will prepare them for DSW field placement and future employment. Students will explore various roles available to DSWs and how to apply DSW curriculum in various settings. By the end of this course, students will have demonstrated a functional knowledge of placement expectations, evaluation, and policies/procedures.

### **DSWP1014 THE EVOLUTION OF DEVELOPMENTAL SERVICES**

This course examines the evolution of human services over the past three centuries. Students explore how perceptions of disability have changed with time and the factors that have influenced the development of formalized services for people with intellectual disabilities. An understanding of devaluation is used to interpret key historical events and to analyze the impact of past, current and emerging service models. Co-requisite: DSWP 1018

### **DSWP1025 NATURE OF DISABILITIES 1**

In relation to typical human development, this introductory course examines the causes, prevention, prevalence, and identification of intellectual, neurological and behavioural disabilities including relevant resources and supports.

### **DSWP1018 VALUED SOCIAL ROLES**

This course explores the study of devaluation on a societal and individual level. Students are introduced to the theory of Social Role Valorization as a positive conceptual base for addressing devaluation and increasing access to the good things of life for devalued people.

### **GNEB BECOMING A GLOBAL CHANGEMAKER**

This Loyalist College graduate attributes course will help shape your perspectives, broaden your understanding of important issues affecting our societies today, and equip you with invaluable knowledge and skills that will inform your ability to influence your community in a meaningful and impactful way. By exploring topics such as cultural competency, Indigenous education, entrepreneurship, sustainability, health and wellness, and ecological literacy, you'll be equipped with a powerful toolkit that extends far beyond the classroom.



### **DSWP1021 DSW STANDARDS OF PRACTICE**

Students explore and analyze legislation and support/service options relevant to people with disabilities and the developmental services sector. Knowledge of relevant legislation and regulations will be used to lessen the vulnerability to abuse, neglect and other forms of mistreatment experienced by people with an intellectual disability. The roles and responsibilities in recognizing, documenting and reporting instances of suspected or actual abuse and neglect are covered. Prerequisite: DSWP 1014

### **WKPL1026 FIELD PLACEMENT 1**

Supervised field placements provide opportunities for the integration of DSW theory and practice. While supporting people with disabilities, students develop and demonstrate skills in a variety of community settings. This placement is two days per week for 10 weeks. Prerequisite: COMM 1048, DSWP 1003, DSWP 1014, DSWP 1018, DSWP 1019, PROF 1006

### **DSWP1022 PERSON CENTRED PLANNING**

The course provides an introduction to person-centred planning concepts. Various planning processes are reviewed, with an emphasis on strategies that promote the social inclusion of people with intellectual disabilities. Prerequisite: DSWP 1019

### **DSWP1020 POSITIVE BEHAVIOUR SUPPORTS**

This course introduces the theoretical concepts and principles underlying positive behaviour supports and the role the environment plays in determining our behaviour. Moral, ethical and contemporary values in supporting people with intellectual disabilities are emphasized. Application of these principles to all aspects of daily living is discussed with a focus on the development of adaptive behaviour, skills and effective support plans that facilitate inclusion and participation in community life. Prerequisite: DSWP 1019

### **DSWP1023 TEACHING STRATEGIES**

This course explores formal and informal person-centred teaching strategies to support the learning of people with intellectual disabilities, including the use of technology and other assistive devices.

### **DSWP1026 NATURE OF DISABILITIES 2**

Building on Nature of Disabilities 1, this course examines how differences in the structure and function of the human body contribute to physical and sensory disabilities as well as various health issues. Dual diagnosis and mental health disorders are also discussed within the scope of DSW practice.

### **DSWP2016 DISABILITY & ETHICAL ISSUES**

This course explores critical thinking strategies and ethical decision-making models that aid in the analysis of issues that affect the lives of people with intellectual disabilities. Students examine how their beliefs and value systems influence their conduct and practice as a DSW. Prerequisite: DSWP 1021

### **WKPL2047 FIELD PLACEMENT 2**

Supervised field placements provide opportunities for the integration of DSW theory and practice. While supporting people with disabilities, students develop and demonstrate skills in a variety of community settings. This placement is two days per week for 12 weeks and builds on previous placement outcomes. Prerequisite: DSWP 1020, DSWP 1021, DSWP 1022, DSWP 1023, DSWP 1024

### **DSWP2017 INCLUSIVE PRACTICE**

Inclusive support strategies are examined that enable people with intellectual disabilities to be fully included in community life, with a focus on inclusive education, integrated recreation and customized employment. Prerequisite: DSWP 1018

### **DSWP2015 MEDICATION ADMINISTRATION**

Within the scope of DSW practice, this course examines pharmacology as a means of supporting health through the safe use and administration of medication. Emphasis is placed on teaching, supporting, and providing care that contributes to the drug effectiveness and health of people with intellectual disabilities. Prerequisite: DSWP 1026 Co-requisite: DSWP 2014

### **DSWP2014 PROMOTING HEALTH & WELLBEING**

Through a combination of theory and lab practice, this course teaches the promotion of health and wellbeing for people with intellectual disabilities through daily living and health care assistance, fitness, nutrition, human sexuality, and self-care practices. Co-requisite: DSWP 2015

### **PROF2013 DSW CAREER PREPARATION (not required for students who have PROF1032)**

Students develop oral, written and job readiness skills through job search plans, mock job interviews, preparation of résumés and cover letters. Students also examine a range of career opportunities and continuing education opportunities in the field of human services.

### **WKPL2018 FIELD PLACEMENT 3**

Supervised field placements provide opportunities for the integration of DSW theory and practice. While supporting people with disabilities, students develop and demonstrate skills in a variety of community settings. This placement is three days per week for 12 weeks and builds on previous placement outcomes. Prerequisite: DSWP 2014, DSWP 2015, DSWP 2016, DSWP 2017, WKPL 2047

### **DSWP2019 LEADERSHIP & CHANGE**

To promote the social inclusion of people with intellectual disabilities, DSWs require knowledge of community building and change dynamics, and the advocacy and leadership skills to bring about desired change. This course develops competencies required for leadership roles within nonprofit and other community organizations. Prerequisite: DSWP 2016

### **DSWP2018 SUPPORTING FAMILIES**

This course examines elements of providing direct support to people with intellectual disabilities within a family context. Students learn some of the typical experiences of families who have a son/daughter with a disability, the common dilemmas inherent in family support and effective support strategies.

### **GENERAL EDUCATION COURSES**

There is a total of three General Education courses required to graduate with a DSW Diploma. One is a required Gen. Ed. (noted above - Becoming a Global Changemaker). You are to choose 2 additional General Education courses throughout the program, these are available on the website at [www.loyalistfocus.com](http://www.loyalistfocus.com).

## COURSE OUTLINES

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Your course outline is a critical document that describes each course and the expected course learning outcomes. You may also require course outlines if you decide to further your education.

**Please keep a copy of your course outline for EVERY course and refer to it regularly throughout the semester as a guide to your progress.**

## TEXTBOOKS / COURSE MATERIALS

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Course materials are not included in course fees. You are responsible for arranging to have the required materials for your course. Course materials may be purchased through the Loyalist Bookstore and shipped to you. You can order textbooks online at [www.efollett.com](http://www.efollett.com), by contacting the bookstore at [bstore@loyalistcollege.com](mailto:bstore@loyalistcollege.com) or by calling the bookstore at 1-888-569-2547 ext. 2218.

It is important to purchase your course materials at the beginning of the semester to ensure a more successful start to your course. Please be advised that course materials are subject to change; therefore, please purchase the current course materials for your courses.

## TECHNOLOGY/COMPUTER SKILLS NEEDED

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### Technology:

- The use of a reliable PC or Mac laptop or desktop **with audio and video capabilities**
- A connection with a strong internet service
- Download of Chrome as your primary web browser
- Download of Lockdown Browser for tests/exams

### Computer Skills:

- Basic use and knowledge of using Word, Powerpoint, PDF, saving, creating, and uploading documents
- Sending/receiving emails (with attachments if needed)

## \*\*\* HOW TO LOG IN TO CANVAS, BANNER & EMAIL \*\*\*

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1. Go to [www.myloyalist.com](http://www.myloyalist.com)
2. Your username is your: firstnamelastname
3. Your password is your birth date (YYMMDD)
4. Click on the myapps tab in the top lefthand corner
5. Click on the appropriate icon. (CANVAS, Banner, Email)

\*\*If you have any problems logging into your Canvas course, Banner, or Loyalist email, contact the Service desk at [servicedesk@loyalistcollege.com](mailto:servicedesk@loyalistcollege.com) or call toll free at 1-888-569-2547 ext. 2420.\*\*

**CANVAS:** Courses are delivered through Canvas. **Registered students will be able to log into Canvas after the course start date. (Canvas can be accessed on the Loyalist portal by clicking on the myapps page in the top right hand corner).**

**BANNER:** Banner is the College's Student Information System that provides you with academic and financial information including final grades and accounts. Students are asked to check and ensure their contact and registration information in Banner is up-to-date.

**EMAIL:** Using your Loyalist email address is **required** when reaching out to College faculty or staff so you do not miss important information.

**When courses begin, be sure to enroll in your Distance Community Hub. You enroll once in the Distance Community Hub for the duration of your time as a student in the program**

## WITHDRAWING FROM COURSES

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**To withdraw from a course, you must call 1-866-344-9944 or 613-969-1913 ext. 2144. Administration charges will apply.**

For withdrawal dates, please see [www.loyalistfocus.com](http://www.loyalistfocus.com) for [Important Dates](#)

## TRANSFER CREDIT/EXEMPTIONS

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Students who have earned credits at an external institution that meet the same learning outcomes as DSW Program courses may be eligible to receive transfer credits. To be considered for transfer credits for courses please request a **Transfer Credit Information Package** by email at [ceDSW@loyalistcollege.com](mailto:ceDSW@loyalistcollege.com)

**Please note that all courses must be current within seven years to be considered for transfer credit.**

Transfer credits from courses in the program are not guaranteed. It can take 4-6 weeks to process transfer credits, please see timelines noted on the important dates schedule on the website. Students may not receive transfer credit for more than 75% of program requirements. Transfer credits are not calculated in the GPA but are counted toward completion of the requirements of the program that you are enrolled in.

## PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR)

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Applicants with significant work experiences or other types of non-credentialed learning may be eligible for credit consideration in the Developmental Services Worker Program. [Click here](#) for information about the PLAR process with Loyalist College.

## STUDENT RECORDS (TRANSCRIPTS, RECEIPTS, T2202A)

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It is your responsibility to:

- verify your transcripts and request updates if any grades or course information is incorrect
- monitor your progress
- ensure that you are meeting program requirements
- notify Registrar's Office of changes in name, mailing address, telephone number, e-mail address

**To view your receipt, grade, or print an unofficial transcript please go to:**

1. Go to [www.myloyalist.com](http://www.myloyalist.com)
  2. Your username is your: firstnamelastname
  3. Your original password is your birth date (YYMMDD)
  4. Click on the **myapps** tab in the top lefthand corner
  5. Click on the Banner icon
- Please Note: The first time logging in you will need to enter your userID (student number) and Pin (birth date YYMMDD)

**Student assignments remain within Canvas courses for the semester. Once the semester is completed students will have access to the course for six weeks. After that time, the courses are no longer available and access to all course material is removed. It is the student's responsibility to keep copies of all work submitted for future reference.**

## STUDENT SUPPORTS

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Student Supports is available to all distance students and can be accessed on the DSW Distance Hub. Student Supports offers the following services: ***Canvas Help, Loyalist Service Desk, Library Services, Accessibility Services, Academic Centre for Testing, Counselling Services, Student Success Mentors, Tutoring Services, Indigenous Resource Centre, Paying for College, and Career Services.*** Students with documented learning disabilities who require accommodations must register with the AccessAbility Centre.

***\*Please ensure you have joined the DSW Distance Community Hub in CANVAS\****

## LOYALIST COLLEGE LIBRARY

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As a distance student at Loyalist College you have full access to our Library. Click on the following link to access all available resources - [Loyalist College Library](#) . Click on the **MyAccount** tab in the top right-hand corner of the home page and sign in with your **myloyalist** log in information.

## LOYALIST COLLEGE STUDENT GUIDE

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All Loyalist students must comply with the [Student Guide](#) regarding student rights and responsibilities. All Loyalist students must comply with all policies and be aware of all time sensitive processes.

### [Academic Integrity \(AOP216\)](#)

- **Plagiarism**
- **Conflict of interest**
- **Cheating**
- **Falsification**
- **Misrepresentation and fraudulent behavior**
- **Copyright**

### [Evaluation of Student Performance \(AOP224\) \(Appeal Process\)](#)

## LOYALIST'S VIOLENCE PREVENTION POLICY

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- All College members have a responsibility to foster a climate of respect & safety, free from violent behaviour & harassment
- Violence (physical violence, threatening actions or harassment) is not, in any way, acceptable behaviour
- Weapons or replicas of weapons are not permitted on Loyalist College property
- Unacceptable behaviour will result in disciplinary action or appropriate sanctions
- More information can be found [here](#) on the Loyalist College website

## GRADUATION

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***It is the responsibility of the student to track their progress in the program.***

Please contact [cedsw@loyalistcollege.com](mailto:cedsw@loyalistcollege.com). When you have received the grades for your final course. Please ensure you have filled out the online Diploma Request Form accessible on the program information page of the DSW Distance Community Hub. [DSW Diploma Request Form](#). You are also required to verify that all of your personal information, including address is correct in Banner. Diplomas are issued throughout the year upon completion. Loyalist College graduation is held in June. Your name will be printed in the graduation booklet and you will be invited to attend the ceremony.

## LOYALIST UNIVERSITY TRANSFER AGREEMENTS

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You may be able to turn your diploma into a degree. Loyalist has more than 70 transfer agreements with post-secondary institutions across Canada and abroad. [Click here](#) for more information.

Please keep your Loyalist College DSW course outlines as you will be required to produce these when seeking University transfer credit.

## PLACEMENT INFORMATION

There are THREE placements in the DSW program. DSW students are prepared for field placement during the course PROF1006, Introduction to Field Placement. Students are permitted to complete only one placement in a given semester.

All applicants must be aware of the basic health requirements for employment for field placement. Prospective students with special needs or limitations that may affect their field placement or potential employment opportunities are encouraged to discuss their program and career goals with the Program Coordinator prior to admission.

Students must plan for their placements and submit required documentation in the semester prior to completing placement.

Students must provide proof of the following **before** the deadline provided by the Placement Coordinator.

- Copy of immunization approved by the Loyalist College Health Centre
- Receipt of Criminal Record Check and Vulnerable Sector Screening (current within 6 months)
- Standard First Aid / CPR Level "C"

**Placement agencies have the right to deny placement to a student with a criminal record. You are strongly encouraged to discuss any issues or concerns regarding a criminal record with the Placement Coordinator or Program Coordinator before entering the program.**

Please refer to **Placement Policies** and **Placement Checklist** in the Distance Community Hub for more information on placement and the Loyalist Student Guide for details regarding all placement requirements.

### **Placement Options & Times**

DSW students will:

- Work with adults and children

And will work in:

1. Educational
2. Residential
3. Community or vocational setting

**WKPL1026/WKPL1001** (10 weeks) – 20 days/early evenings in total (6-8 hours each) **WKPL2047/WKPL2017** (12 weeks) – 24 days/early evenings in total (6-8 hours each) **WKPL2018** (12 weeks) – 36 days/early evenings in total (6-8 hours each)

All courses in the semester previous to placement must be successfully completed before placement may occur.

Please contact the Placement Coordinator (see page 3 for Contact Information) if you have any questions about placement requirements in the DSW Program. **(Please note you will prepare for placement in the course Professional Practice.)**