

Instructor Office Hours

Office:

Hours:

CHW 312

Hours: Thursdays 3:30-4:30, Fridays 11:30-12:30 and by appointment

Course Description

Course Description:

Students will acquire foundational skills, knowledge, attitudes and values necessary for ethical, relational practice in community, family and child services. Students will develop a beginning philosophy for practice, and will begin to examine the responsibilities and obligations of the CFCS professional.

Course Learning Outcomes / Objectives

Upon completion of the course a student will be able to:

- Describe the benefits and limitations of current professional standards and accountabilities to practice in diverse contexts.
- Describe the importance of culturally relevant and culturally safe working relationships.
- Articulate an informed philosophy for practice as a CFCS professional that considers social justice values and practices.
- Apply ethical decision-making models using critical thinking and principles of equity, self-determination, and strengths-based practice.
- Describe and define the components, roles, and responsibilities found in effective team work in community social service practice.
- Describe their own strengths, abilities and needs as related to community service practice.
- Demonstrate professional writing skills as used in community social service settings.

Course Materials - Required

Readings will be made available online via D2L or distributed in class.

Course Schedule, Topics, and Associated Preparation / Activity

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

Week	Scheduled Class	Activity or Topic	Assigned Readings
Week 1	Jan 9	Introduction CFCS 114 Key Concepts and Themes	
Week 2	Jan 16	Beliefs, Values, and Philosophy	D2L PDF: Human services: That must be so rewarding Chapter 1
Week 3	Jan 23	Human Service Work	D2L PDF: The generalist model of human services practice Chapter 1
Week 4	Jan 30	Working Relationships, Group Dynamics, and Teams	D2L Link: How to effectively serve clients through teamwork D2L Link: Using the stages of team development
Week 5	Feb 6	Conflict Resolution	D2L Link: Negotiation steps and skills D2L Link: What are the 5 styles of conflict management?
Week 6	Feb 13	Professional Communication	D2L Link: Effective communication: Improving your social skills
Week 7		Reading Week. No Class	
Week 8	Feb 27	Professional Writing	D2L Link: Tips for Writing in Social Work: Accurate and Respectful Language
Week 9	Mar 6	Resume Writing and Camosun's Career Services	Preparation TBA
Week 10	Mar 13	Freedom of Information and Protection of Privacy	D2L Link: CLBC Privacy and Freedom of Information Requests D2L Link: Organizational Privacy Policy

Week	Scheduled Class	Activity or Topic	Assigned Readings
Week 11	Mar 20	Ethics and Ethical Issues	D2L PDF: Skills for human service practice Chapter 1 & 2
Week 12	Mar 27	Ethical Dilemmas & Decision Making	
Week 13	April 3	Self in Ethical Practice	D2L Link: Setting and maintaining professional boundaries
Week 14	April 10	Integration of Learning	

Evaluation of Learning: Weighted

DESCRIPTION	WEIGHTING
Assignment 1: Philosophy and Values Paper	20%
Assignment 2: Teamwork Paper	20%
Assignment 3: Professional Writing Sample 1	10%
Assignment 4: Professional Writing Sample 2	10%
Assignment 5: Ethical Decision Making Example	20%
Assignment 6: Participation & Reflection to Midpoint	10%
Assignment 7: Participation & Reflection to Course End	10%
TOTAL:	100%

NOTE: Students must achieve at least 60% ("C") in each course in this program.

Grade Reviews and Appeals

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the **Grade Review and Appeals policy** for more information.

<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

The Centre for Accessible Learning (CAL) is part of Camosun's Student Affairs unit. CAL coordinates academic accommodations and provides related programs and services to students with documented disabilities.

Students who require academic accommodations are expected to request and arrange accommodations through CAL in a timely fashion. While we understand that not all accommodation needs are known to students at the beginning of a course, accommodations cannot be provided

unless the proper process is followed through CAL and an accommodation letter has been released to the instructor. Students are responsible for providing CAL with the proper documentation prior to the beginning of a course.

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required.

Deadlines can be reviewed on the CAL exams page

<https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>

Please consult the CAL webpage for more information:

<https://camosun.ca/services/academic-supports/accessible-learning>

Artificial Intelligence: A Guide for Students

Generative Artificial Intelligence (GenAI) is an evolving technology that brings potential benefits but also substantial risks. While GenAI tools have the ability to transform how we work and learn, it is essential for the college community to adapt to these changes in a thoughtful and secure way.

When using GenAI tools, students should ensure proper citation and attribution guidelines are followed. This includes acknowledging AI assistance in reports, presentations, or any external communications. Clear citation helps build trust, ensures ethical use, and reduces the risk of misinformation or copyright issues.

For citation support visit the college's citation style guide.

<https://camosun.libguides.com/cite>

Artificial Intelligence: A Guide for Students

Visit the following website to learn about AI use in academic settings.

<https://camosun.libguides.com/artificialintelligence/home>

Course Guidelines & Expectations

This interactive course uses a variety of teaching/learning strategies, lectures, discussion, cooperative learning, guest speakers, oral and online presentations, and role-plays.

Class attendance is required. Please arrive for planned classes and meetings on time and be prepared to participate in discussions and activities. Contact me if you are unable to attend a planned class.

Please submit assignments via D2L in PDF or Word format. OpenOffice users can “save as” Microsoft Word (i.e., .doc or .docx) before posting electronically. Written assignments should be typed, double-spaced, and follow APA guidelines unless otherwise indicated.

To pass this course, students must satisfactorily complete all assignments and learning activities.

All assignments are to be submitted on designated due dates. In most circumstances, students may arrange with me for an extension of an assignment but be sure to contact me at least two weekdays before the due date.

I will provide specific instructions for use of AI (artificial intelligence) tools for assignments. When AI use is permitted, you must indicate use of AI tools in your work. Uncited use of AI is a violation of the Camosun College’s Academic Integrity policy.

Participation considerations include:

- Regular attendance
- Active and respectful participation
- Adequate preparation for classes and course activities
- Cooperation, support, and professionalism in small group, large group, and online discussions activities
- Respectful behavior toward classmates and instructor
- Awareness of own behavior and its effect on others
- Completion of course related activities

School or Departmental Information

Students are required to read and are accountable for the College policies (outlined below) and practicum guidelines as described in the School of Health and Human Services (HHS) and program handbooks.

[CFCS Program Handbook](#)

Clinical and Practice Placements in HHS

<https://camosun.ca/programs-courses/school-health-and-human-services/hhs-programs/practicums>

School of Health and Human Services (HHS)

<https://camosun.ca/programs-courses/school-health-and-human-services/information-health-and-human-services-students-1#top>

HHS Program Handbooks

<https://camosun.ca/programs-courses/school-health-and-human-services/information-health-and-human-services-students-1#program>

Student Responsibility

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

College Policies

Academic Integrity

Students are expected to follow the college's [Academic Integrity policy](#), and be honest and ethical in all aspects of their studies. To help you understand these responsibilities review the online [Academic Integrity guide](#).

The college's [Academic Integrity policy and supporting documents](#) detail the process for addressing and resolving matters of academic misconduct.

Academic Accommodations for Students with Disabilities

If you have a documented disability and need accommodations contact the Centre for Accessible Learning (CAL). CAL will arrange the appropriate academic accommodations so you can participate in all academic activities. Visit the [CAL website](#) for more information

Academic Progress

The [Academic Progress policy](#) details how the college monitors students' academic progress and what steps are taken if a student is at risk of not meeting the college's academic progress standards.

Acceptable Technology Use

The [Acceptable Technology Use](#) policy outlines how students are expected to use college technology resources, this includes using your own devices on the college's network. The use of

the college resources in a way that violates a person's right to study in an environment free of discrimination, harassment or sexual violation is prohibited.

Course Withdrawals Policy

For details about course withdrawal see the [Course Withdrawals policy](#). Be aware of the [deadlines for fees, course drop dates, and tuition refunds](#).

Grading Policy

To learn more about grading see the [Grading Policy](#).

Grade Review and Appeals

The process to request a review of grades is outlined in the [Grade Review and Appeals policy](#).

Medical / Compassionate Withdrawals

If you have experienced a serious health or personal issue, you may be eligible for a [medical/compassionate withdrawal](#). The [Medical / Compassionate Withdrawal Request form](#) outlines what is required.

Sexual Violence

If you have experienced sexual violence on or off campus, you can get support from the Office of Student Support. The Office of Student Support is a safe and private place to talk about what supports are available and your options for next steps. Visit the [sexual violence support and education site](#) to learn more or email oss@camosun.ca or phone: 250-370-3046 or 250-370-3841.

Student Misconduct (Non-Academic)

Camosun expects students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Review the [Student Misconduct Policy](#) to understand the college's expectations of conduct.

Looking for other policies? See [Camosun College Policies and Directives](#)

Services and Supports

Services are free and available to all students.

Academic Supports	Enrollment Supports
Centre for Accessible Learning	Academic Advising
English, Math and Science Help Centres	Financial Aid and Awards
Library	Registration
Writing Centre & Learning Skills	Tuition and Fees
Health and Wellness	Applied learning
Counseling	Co-operative Education and Career Services
Fitness and Recreation	Makerspace
Office of Student Support	

The [Centre for Indigenous Education Centre and Community Connections](#) provides cultural and academic supports for Indigenous students.

[Camosun International](#) provides supports to international students.

[The Ombudsperson](#) provides an impartial, independent service to ensure students are treated fairly. The service is a safe place for students to voice and clarify concerns and complaints.

If you have a mental health concern, contact Counselling. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

Changes to this Syllabus

Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change the course content or schedule. When changes are necessary the instructor will give clear and timely notice.