

# COURSE SYLLABUS



COURSE TITLE:	CFCS 140- Intro Community Resources/Support
CLASS SECTION:	X01
TERM:	F2023
COURSE CREDITS:	3
DELIVERY METHOD(S):	Synchronous
CLASSROOM:	CHW 349

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Learn more about Camosun's [Territorial Acknowledgement](#).

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## INSTRUCTOR DETAILS

NAME:	Katyanna (Katy) Booth
EMAIL:	<a href="mailto:Boothk@Camosun.ca">Boothk@Camosun.ca</a>
OFFICE:	CHW 312
HOURS:	TBD

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

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## CALENDAR DESCRIPTION

This course introduces students to a broad range of community resources, human services and supports relevant to community, family and child studies. Students will meet with people from a variety of community organizations and will begin to develop professional relationships.

**NOTE:** Only open to students in the Community, Family & Child Studies program.

PREREQUISITE(S):	N/A
CO-REQUISITE(S):	N/A
EQUIVALENCIES:	N/A

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## COURSE LEARNING OUTCOMES / OBJECTIVES

Upon the successful completion of this course students will be able to:

- demonstrate knowledge of a broad range of community resources and supports related to child, family and community studies.
- apply beginning principles of interpersonal communication with professionals, and peers in selected settings.
- demonstrate an understanding of, and respect for, the spectrum of individual, family, cultural and social diversity that exists in community and social services.

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## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

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

WEEK	DATE	ACTIVITY or TOPIC	OTHER NOTES
1	Sept 6	Program Orientation	
2	Sept 13	Introduction to CFCS 140: Course Overview & Assignments Defining Community & Community Social Services	Readings: <a href="#">Understanding How Liminal Space is Different from Other Places</a> <a href="#">What is Community Anyway?</a> <a href="#">What are Community Social Service?</a> Resources: <a href="#">Community Social Service Examples</a> <a href="#">Email Etiquette</a> <a href="#">Discussion Board Etiquette</a>
3	Sept 20	Agency Structures Researching Community Resources Considering Community Spaces	Readings: <a href="#">The Waiting Room</a> <a href="#">Is it Time to Ditch the Word “Non-profit”?</a> Resources: Community Agency Database Links on D2L, e.g. <a href="#">Volunteer Victoria Community Agency List</a>
4	Sept 27	Conversation Café Regarding Assignment 1 Interview Strategies & Tips Introduction to Group Work	Readings: <a href="#">Tips for Being a Successful Group Member</a> <a href="#">Student Learning Success Guides! Group Work</a> Resources: Community Agency Database Links on D2L
5	Oct 4	Group Agency Visit (Assignment 2)	<b>No Class</b>
6	Oct 11	Organizational Structures	
7	Oct 18	Presentation Strategies Presentation Preparation	
8	Oct 25	Assignment 2 Presentations & Discussion	
9	Nov 1	Assignment 2 Presentations & Discussion	
10	Nov 8	Group Agency Visit (Assignment 3)	<b>No Class</b>
11	Nov 15	Emergent Topic Presentation Preparation	Readings: <a href="#">Victoria’s Vital Signs: Greater Victoria’s Annual Check-Up</a>
12	Nov 22	Assignment 3 Presentations & Discussion	
13	Nov 29	Assignment 3 Presentations & Discussion	
14	Dec 6	Integration of Learning	

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

## EVALUATION OF LEARNING

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DESCRIPTION	DUE DATE	WEIGHTING
Assignment 1: Individual Site Report	September 29	20%
Assignment 2: Team Site Visit One Presentation	October 20	20%
Assignment 3: Team Site Visit Two Presentation	November 17	20%
Assignment 4: Summary Report	December 8	25%
Assignment 5: Individual Participation to Midpoint	October 27	7.5%
Assignment 6: Group Participation to Course End	December 1	7.5%
<b>TOTAL</b>		<b>100%</b>

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](https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf) policy for more information. <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

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This is an interactive course that uses a variety of teaching/learning strategies, lectures, discussion, co-operative learning, and guest speakers.

Please arrive for planned classes and meetings on time and be prepared to participate in discussions and activities. The course is planned as a continuum for building the skills and knowledge required to meet the competencies for CFCS graduates. Students are required to contact the instructor in advance if they are unable to attend planned classes.

To pass this course, students must satisfactorily complete all assignments and learning activities with a minimum grade of C for each assignment. Written assignments must be submitted via D2L. File names should include your name for easy reference.

Written assignments must be typed and double spaced and follow APA guidelines. Pay particular attention to page numbering and headers, line spacing, font and font size, the citation of source material, and cover-page format. Spelling, grammar, and presentation of the material will be taken into consideration when assignments are graded.

All assignments are to be submitted on designated due dates. In some circumstances, students may arrange with the instructor for an extension of an assignment before the due date. Marks will be deducted (5% per day) if prior arrangements have not been made with the instructor.

Evaluation of participation includes:

- Active and respectful participation
- Regular attendance
- 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

## STUDENT RESPONSIBILITY

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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.

## SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit [camosun.ca/services](https://camosun.ca/services).

Support Service	Website
Academic Advising	<a href="https://camosun.ca/services/academic-supports/academic-advising">camosun.ca/services/academic-supports/academic-advising</a>
Accessible Learning	<a href="https://camosun.ca/services/academic-supports/accessible-learning">camosun.ca/services/academic-supports/accessible-learning</a>
Counselling	<a href="https://camosun.ca/services/health-and-wellness/counselling-centre">camosun.ca/services/health-and-wellness/counselling-centre</a>
Career Services	<a href="https://camosun.ca/services/co-operative-education-and-career-services">camosun.ca/services/co-operative-education-and-career-services</a>
Financial Aid and Awards	<a href="https://camosun.ca/registration-records/financial-aid-awards">camosun.ca/registration-records/financial-aid-awards</a>
Help Centres (Math/English/Science)	<a href="https://camosun.ca/services/academic-supports/help-centres">camosun.ca/services/academic-supports/help-centres</a>
Indigenous Student Support	<a href="https://camosun.ca/programs-courses/iecc/indigenous-student-services">camosun.ca/programs-courses/iecc/indigenous-student-services</a>
International Student Support	<a href="https://camosun.ca/international">camosun.ca/international</a>
Learning Skills	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>
Library	<a href="https://camosun.ca/services/library">camosun.ca/services/library</a>
Office of Student Support	<a href="https://camosun.ca/services/office-student-support">camosun.ca/services/office-student-support</a>
Ombudsperson	<a href="https://camosun.ca/services/ombudsperson">camosun.ca/services/ombudsperson</a>
Registration	<a href="https://camosun.ca/registration-records/registration">camosun.ca/registration-records/registration</a>
Technology Support	<a href="https://camosun.ca/services/its">camosun.ca/services/its</a>
Writing Centre	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>

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

## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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### Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>  
Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc.). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started: <https://camosun.ca/services/academic-supports/accessible-learning>

### Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

### Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <https://camosun.ca/sites/default/files/2021-07/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and [camosun.ca/services/sexual-violence-support-and-education](https://camosun.ca/services/sexual-violence-support-and-education). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-370-3841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

### Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

**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 courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.