

# COURSE SYLLABUS



COURSE TITLE: CFCS 140- Intro Community Resources/Support  
CLASS SECTION: X01  
TERM: F2024  
COURSE CREDITS: 3

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](#).

## INSTRUCTOR DETAILS

---

NAME: Robin Fast  
EMAIL: [fast@camosun.ca](mailto:fast@camosun.ca)  
OFFICE: CHW 312  
HOURS: Mondays 1230-130, Thursdays 1130-1230, and by appointment

*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.*

## CALENDAR DESCRIPTION

---

Students will be introduced to a broad range of community resources, services and supports relevant to work in community social services. Through group work, community-based interviews and site visits, and in-class presentations, students will become familiar with a variety of community organizations and 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

## COURSE LEARNING OUTCOMES / OBJECTIVES

---

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

- A. Describe the focus and structure of a broad range of community resources and supports related to child, family and community studies.
- B. Apply beginning principles of interpersonal communications, including effective and respectful oral and written communication, with professionals and peers in individual and group contexts.
- C. Apply a respect for the spectrum of individual, family, cultural, and social diversity that exists in community and social services during interactions with classmates and community members.

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 5	Program Orientation	
2	Sept 12	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 19	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 26	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 3	Group Agency Visit (Assignment 2)	<b>No Class</b>
6	Oct 10	Organizational Structures	
7	Oct 17	Presentation Strategies Presentation Preparation	
8	Oct 24	Assignment 2 Presentations & Discussion	
9	Oct 31	Assignment 2 Presentations & Discussion	
10	Nov 7	Group Agency Visit (Assignment 3)	<b>No Class</b>
11	Nov 14	Emergent Topic Presentation Preparation	Readings: <a href="#">Victoria's Vital Signs: Greater Victoria's Annual Check-Up</a>
12	Nov 21	Assignment 3 Presentations & Discussion	

WEEK	DATE	ACTIVITY or TOPIC	OTHER NOTES
13	Nov 28	Assignment 3 Presentations & Discussion	
14	Dec 5	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

DESCRIPTION		WEIGHTING
Assignment 1: Individual Site Report		20%
Assignment 2: Team Site Visit One Presentation		20%
Assignment 3: Team Site Visit Two Presentation		20%
Assignment 4: Summary Report		20%
Assignment 5: Participation & Reflection to Midpoint		10%
Assignment 6: Participation & Reflection to Course End		10%
	<b>TOTAL</b>	100%

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

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 the instructor 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 the instructor 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

## 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.

## SUPPORTS AND SERVICES FOR STUDENTS

---

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>

---

Support Service	Website
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

---

### 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.