Course Syllabus

Course title: Service Learning

Class section: CFCS **-** 141 **-** X01

Term: 2025W

Course credits: 3

Total hours: 45

Delivery method: In-Person

Territorial Acknowledgement

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Lək̓ʷəŋən (Songhees and Kosapsum) and W̱SÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

Instructor Details

Name: Miriam Curtis
Email: CurtisM@camosun.ca

Instructor Statement

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.

Instructor Office Hours

Office:	Hours:
CHW 312	Wednesdays 12:30 - 2pm and by appointment

Course Description

Course Description:
Students will collaborate with communities to identify, develop, and implement a service learning project that contributes to a sustainable, just, and healthy community. Students will develop the skills and strategies necessary for effective and respectful interpersonal communication, team work and personal leadership.

Prerequisites:
One of:

- C in CFCS 110
- C in CSEA 110

And one of:

- C in CFCS 140
- C in CSEA 111 and CSEA 160

Course Learning Outcomes / Objectives

Upon successful completion of this course, the learner will be able to

- Apply principles of collaborative planning, implementation and evaluation to a service learning project
- Demonstrate effective and respectful communication and leadership skills with team and community members
- Describe and reflect on how engagement in reciprocity and collective responsibility contributes to a more sustainable, just, and healthy community

Course Delivery Hours

ACTIVITY	ACTIVITY HOURS
Lecture/Service Learning	45
	45

** Please note that Camosun is standardized on a 15-week semester which, where applicable, includes a final evaluation week. When an evaluation week is not required this may create a discrepancies in total hours.

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 or Date Range	Activity or Topic	Assignments
Week 1 Jan 8	• Introduction to CFCS 141 • Defining and Describing Service Learning	Read Handout, Guides and Activities Package - bring questions to Week 2 class.
Week 2 Jan 15	• Setting the stage for Service Learning • Choosing a Service Learning activity	Review websites and examples as described in D2L prior to Week 3
Week 3 Jan 22	• Review Code of Conduct • Group Meetings/Proposal Development	
Week 4	• Group meetings with instructor • Proposals approved • Project start	

Week or Date Range	Activity or Topic	Assignments
Week 5	• Project work • Group meetings with instructor as required	
Week 6	• Project work • Group meetings with instructor as required	
Week 7 **READING BREAK**	Some teams may choose to work on their projects during this week	
Week 8 Feb 26	• 1.5 hour class • Project work	
Week 9	• Project work • Group meetings with instructor as required	
Week 10	• Project work • Group meetings with instructor as required	
Week 11 Mar 19	• 1.5 hour class • Project work	
Week 12	• Project work • Group meetings with instructor as required	
Week 13 Mar 31	• IDE Festival - Monday 3-6 pm • Group Project Presentations	
Week 14 Mar 9	• Integration of Learning • Celebration!	

Evaluation of Learning: Weighted

DESCRIPTION	WEIGHTING
Assignment 1: Project Proposal (Draft: Feb 9. Proposal Feb 23)	20%
Assignment 2: Team Charter (Feb 2)	5%
Assignment 3: Reflective Journals (Feb 9, 23, Mar 9, 23, Apr 6)	30%
Assignment 4: Project Report (Apr 13)	20%
Assignment 5: Participation to Midpoint (Feb 23)	12.5%
Assignment 6: Participation throughout Project (Apr 13)	12.5%
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 noticed 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 course combines in-class lecture, discussion groups, individual and group meeting times with community-based service learning activities. Students are required to complete a total of 42 hours of in-class and community-based activities.

Please arrive for planned classes and meetings early 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 activities.

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, unless otherwise indicated. 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 and interpersonal skills includes:

- Adherence to Service Learning Code of Conduct

- Completion of Self and Peer Evaluation forms

- Active and respectful participation in classes

- Regular attendance in class and team meetings and activities

- Adequate preparation for classes (completing assigned readings & assignments)

- Contributions to small group and large group discussions

- Respectful behavior toward classmates and instructor

- Awareness of own behavior and its effect on others

- Respectful interactions with team, community members

- Accountable and responsible behavior with team and community members

- Effective and professional interpersonal communication skills

- Response to feedback, willingness and effort to change behavior

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](#) [Fitness and Recreation](#) [Office of Student Support](#)	[Co-operative Education and Career Services](#) [Makerspace](#)

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.