

# COURSE SYLLABUS



COURSE TITLE: CFCS 230 - Support Strategies  
CLASS SECTION: BX01  
TERM: F2024  
COURSE CREDITS: 3  
DELIVERY METHOD(S): Blended

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: Jenny Holder  
EMAIL: HolderJ@camosun.ca  
OFFICE: CHW 312  
HOURS: 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.*

*I am available for one-on-one meetings by appointment. If you would like to schedule a time to meet in-person, virtually or over the phone, please email me. I try to respond to email correspondence within 24 hours. Please do not expect a response during weekends, evenings or holidays.*

## CALENDAR DESCRIPTION

---

Students are introduced to various engagement, assessment, and support strategies. Students will explore the implications of some current theoretical approaches on practice and develop skills to work collaboratively with people across the lifespan and assist them to reach their goals.

PREREQUISITE(S): All of: C in CFCS 110 or IFS 110 C in CFCS 114 or IFS 140 C in CFCS 120  
Psyc 154 or MHA 115  
CO-REQUISITE(S): N/A  
EQUIVALENCIES: N/A

## COURSE LEARNING OUTCOMES / OBJECTIVES

---

Upon completion of the course students will be able to:

- a. use positive, strengths based teaching supports and engagement strategies to meet the personal learning needs of children and adults.
- b. use positive and respectful supports with individuals who experience difficult behaviour.
- c. apply knowledge of health maintenance and promotion to support individuals in meaningful participation in daily life activities.
- d. apply knowledge of group process to support children and adults in a variety of community settings.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

---

All of the CFCS 230 readings will be provided electronically in D2L weekly Content.

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

---

This course contains both on-campus and online components, with both aspects designed to enhance student skills and knowledge acquisition. Learning formats include peer discussions, role plays, critical thinking activities, in-person and video skill development, and written assignments centering around a different topic each week. Topics are planned as a continuum for building skills and knowledge required to meet the competencies for supporting diverse individuals and groups in a variety of settings.

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

### Tentative Course Schedule

WEEK (START DATE)	TOPIC	ASSIGNMENTS (Submit to Assignment folder on D2L)	PRE-CLASS ACTIVITIES DUE BEFORE WEEK START DATE
Week 1 (Sept. 5)	Introductions		
Week 2 (Sept. 12)	Engagement		Weeks 1 & 2 Pre-Class Activities
Week 3 (Sept. 19)	Assessment	<b>Pre-Class Assignment #1 Due Sept. 18</b>	Week 3 Pre-Class Activities
Week 4 (Sept. 26)	Family Assessment		Week 4 Pre-Class Activities
Week 5 (Oct. 3)	Assessment to Planning	<b>Pre-Class Assignment #2 Due Oct. 2</b>	Week 5 Pre-Class Activities

WEEK (START DATE)	TOPIC	ASSIGNMENTS (Submit to Assignment folder on D2L)	PRE-CLASS ACTIVITIES DUE BEFORE WEEK START DATE
Week 6 (Oct. 10)	Mandatory Assessment and Planning Lab	<b>Case Study Assignment</b> Due Oct. 9	
Week 7 (Oct. 17)	Planning to Action	<b>Pre-Class Assignment #3</b> Due Oct. 16	Week 7 Pre-Class Activities
Week 8 (Oct. 24)	Teaching & Learning	<b>Teaching &amp; Learning Assignment</b> Part 1 Due Oct. 23 <b>Pre-Class Assignment #4</b> Due Oct. 25	Week 8 Pre-Class Activities
Week 9 (Oct. 31)	Limit Setting		Week 9 Pre-Class Activities
Week 10 (Nov. 7)	Life Space Work		Week 10 Pre-Class Activities
Week 11 (Nov. 14)	Physical Supports: Mandatory Life Space Work Lab	<b>Teaching &amp; Learning Exchange Part</b> 2&3 Due Nov. 13	
Week 12 (Nov. 21)	Group Facilitation	<b>Pre-Class Assignment #5</b> Due Nov. 20	Week 12 Pre-Class Activities
Week 13 (Nov. 28)	Mandatory Group Facilitation Lab	<b>Pre-Class Assignment #6</b> Due Nov. 27	Week 13 Pre-Class Activities
Week 14 (Dec 5)	Closing	<b>Group Facilitation Paper</b> Due Dec. 4	

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

## EVALUATION OF LEARNING

---

DESCRIPTION	WEIGHTING
Pre-Class Assignments (#1 - #6)	20%
Case Study Assignment	25%
Teaching & Learning Exchange (Part 1, Part 2, & Part 3)	25%
Group Process & Facilitation Paper	15%
In-Class Activities	15%
<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](#) policy for more information.

<https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

---

### Assignments

Details of assignments will be provided in-class and/or posted in the “Assignment Details” and “Pre-Class Activities” folders in the Content tool on D2L.

All written assignments will be marked by the following criteria:

1. Thoroughness: All questions answered within the word count with appropriate referencing
2. Insight: Depth of understanding and personal reflection evident
3. Writing Skill: Proper formatting, grammar, spelling, and sentence structure.

Assignments are to be uploaded electronically to the designated “Assignments” folder on D2L by 11:59pm on the due date, unless otherwise specified (some assignments will also be submitted in hardcopy at the start of class). This ensures that work is completed as a foundation for content and that assignments can be used for in-class activities following due date. “In-Class Activity” marks and/or late deductions will apply if pre-class activities and assignments are not available for use during class.

All assignments and learning activities must be completed within 24 hours of the last day of instruction and demonstrate knowledge and skill at a grade level of “C” or higher to pass this course. This includes assignments, pre-class assignments and activities, participation in skill development/labs, and presentation attendance/responses.

Instructor 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.

### *Additional Notes for Pre-Class Assignments:*

Some of the Pre-Class Activities modules will require submission of a written assignment to a designated D2L Assignments folder. These assignments are referred to in the schedule as **Pre-Class Assignments**, as they are designed to ensure students have the foundational knowledge needed to fully participate in the following class. These assignments consist of written submissions to the D2L “Assignments” folder. Specifics for each assignment are outlined in the “Pre-Class Activities” folder in the Content section of D2L and templates are included in the “Assignments Details” folder .

### *Late Policy*

Due dates are thoughtfully planned to provide a foundation to build on further course. Students who fall behind on assignment deadlines may hinder a strong context for subsequent course concepts. Late assignments will be deducted 5% per 24-hour period.

Students may arrange with the instructor for an extension of an assignment 48 hours before the due date. Those with a *Letter of Accommodation* from the Centre for Accessible Learning (CAL) must have previously identified arrangements, as negotiated with the instructor at least 48 hours before the due date time. Extensions must be negotiated by email.

If an original submission of an assignment does not achieve a mark of 60% or more, the student must re-submit to demonstrate knowledge and/or skill at a level of “C” or higher.

### *Participation & In-Class Activities*

This course contains both on-campus (i.e., face-to-face classes) and online components. Students are expected to participate in synchronous and asynchronous learning activities each week.

Students are expected to attend all face-to-face classes. Classes are planned as a continuum for building the skill and knowledge required to meet the competencies for CFCS Graduates. Repeated absence from class will be discussed with the student and may jeopardize course completion if more than 15% of class time is missed (equals two face-to-face classes). Evaluation of class participation and in-class activities includes:

- Consistent attendance with pre-class preparation, including completing assigned readings, activities, and assignments
- Contributing to small and large group discussions
- Effective interpersonal communication skills including active listening, respectful dialogue, and appropriate and constructive comments

When a student is absent or more than 15 minutes of class time is missed, students can request a **missed class activities assignment** for In-Class Activities marks to ensure they experience the same content and outcomes as their attending peers. Missed class activities assignments can be completed at any point in the course for students’ own learning. However, they must be correctly completed and submitted before the start of the following class to count for marks.

Each week’s face-to-face class time is complimented by an asynchronous online module. Modules contain learning activities such as videos, self-reflections, peer-to-peer discussions, and written assignments.

Students are expected to work through each week's activities prior to the following face-to-face class time. Evaluation of asynchronous participation includes:

- Completion of asynchronous activities prior to the start of the following synchronous class
- Display an understanding of the topic and underlying concepts, including correct use of terminology
- Effective interpersonal communication skills including clear written communication, respectful dialogue, and appropriate and constructive comments

## SCHOOL OR DEPARTMENTAL INFORMATION

---

Policies and expectations unique to HHS (Health and Human Service) students are outlined in the following handbook: <https://legacy.camosun.ca/learn/school/health-human-services/student-info/>. In some cases they duplicate those of the college and the clinical environment and are repeated here in order to emphasize their importance.

## 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>
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 (<https://camosun.ca/sites/default/files/2021-07/e-2.8.pdf>). Please visit <https://camosun.ca/services/forms#medical> 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.