

COURSE SYLLABUS



COURSE TITLE: CFCS 240 –Practicum 1
CLASS SECTION: X01
TERM: F2024
COURSE CREDITS: 5
DELIVERY METHOD(S): Standard, Practicum

Camosun College campuses are located on the traditional territories of the Lək'wəḡən 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

NAMES: Jenny Holder, Robin Fast and Jessica Evans

EMAILS: Jenny: HolderJ@camosun.ca

Robin: Fast@camosun.ca

Jessica: EvansJ@camosun.ca

OFFICE: CHW 312

HOURS: By appointment

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

We are 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 us. We try to respond to email correspondence within 24 hours. Please do not expect a response during weekends, evenings or holidays.

CALENDAR DESCRIPTION

Restricted to students in Community, Family and Child Studies

Students will apply the knowledge, skills, and guiding principles learned in the program to practice in a community setting. Using ongoing feedback, peer and instructor support, and onsite mentorship, students will demonstrate their ability to work respectfully, ethically, and effectively through a planned practice-placement experience.

PREREQUISITE(S): All of: C in CFCS 110; C in CFCS 114; C in CFCS 120; C in CFCS 121; C in CFCS 140; C in CFCS 141; C in CFCS 160; C in HLTH 110; C in PSYC 154
CO-REQUISITE(S): One of: C in ENGL 151; C in ENGL 161; C in ENGL 163; C in ENGL 164
EQUIVALENCIES: Click or tap here to enter text.

COURSE LEARNING OUTCOMES / OBJECTIVES

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

- a) Use principles of social justice as a foundation for practice.
- b) Demonstrate the skills to build meaningful relationships with diverse individuals, families, and communities.
- c) Collaborate with groups and organizations to support individuals, families, and communities.
- d) Apply, at a foundational level, the reciprocal influences of individual, collective, socioeconomic, cultural, environmental and historical factors on human behaviour, growth, change and well-being to practice.
- e) Use, at a foundational level, a variety of approaches and strategies that contribute to the well-being of individuals, families and communities.
- f) Demonstrate ethical, responsible, and accountable practice, and develop a plan for sustainable practice when working with individuals, families, and communities.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Each week, we will focus our seminar and discussions on current issues emerging from student practicum experiences and on the learning outcomes for the course. You will receive instructions on seminar preparation and class discussion requirements, when needed, for the following week's seminar, at the beginning of the week. Please have textbooks and notes from previous CFCS program courses available.

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

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)
Week 1 (Sept.6)	Introduction, Course Overview, Strategies for Success	
Week 2 (Sept.13)	Assignment Review	
Week 3 (Sept.20)	Assignment Review & Lenses for Practice	Assignment 1: Journal 1 Due Sept.22

WEEK (START DATE)	TOPIC	ASSIGNMENTS (Submit to Assignment folder on D2L)
Week 4 (Sept.27)	Indigenous Ways of Knowing Circle with Artemis Fire	Assignment 2: Get to Know the Agency Due Sept.29
Week 5 (Oct.4)	Strengths-Based Practice	Assignment 3: Journal 2 Due Oct.6
Week 6 (Oct.11)	Preparation for Mid-Semester Meetings	Assignment 4: Journal 3 Due Oct.13 Assignment 5: Mid-Semester Learning Outcome Examples Due 2 Days Prior to Mid-Point Meeting with Instructor and Mentor
Week 7 (Oct.18)	Ethics & Practice Issues from the Field	Assignment 6: Goal Setting Due Seven Days after the Mid-point Meeting with Instructor and Mentor Assignment 7: Journal 4 Due Oct.20
Week 8 (Oct.25)	APIE & Practice Issues from the Field	Assignment 8: APIE Due Oct.27
Week 9 (Nov.1)	Boundary Setting	Assignment 9: Journal 5 Due Nov.3
Week 10 (Nov.8)	TBD	Assignment 10: Journal 6 Due Nov.10
Week 11 (Nov.15)	Preparation for Final Meetings	Assignment 11: Journal 7 Due Nov.17
Week 12 (Nov 22)	Endings and Transitions	Assignment 12: Final Learning Outcome Examples, Reflections & Goal Setting Due Two Days Prior to Final Meeting with Instructor and Mentor
Week 13 (Nov.29)	Sharing the Learning Circle	
Week 14 (Dec.6)	Sharing the Learning Circle	

Note: 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>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Learning Journals (Assignments 1, 3, 4, 7, 9, 10, 11)	
Getting to know Your Agency (Assignment 2)	
Mid-Semester Learning Outcome Examples (Assignment 5)	
Goal Setting (Assignment 6)	
APIE (Assignment 8)	
Final Learning Outcome Examples, Reflections & Goal Setting (Assignment 12)	
Missed Class Assignment (If necessary)	
TOTAL	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](#) 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” folder in the Content tool on D2L.

All written assignments will be evaluated by the following criteria:

1. Insight: Depth of understanding and personal reflection evident
2. Writing Skill: grammar, spelling, and sentence structure and must follow APA guidelines unless indicated otherwise.
3. ***Assignments that are more than one week late may result in the student being required to discontinue working at their practicum site until the assignment has been completed and submitted.***

Instructors 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.

Course Completion:

To achieve a COMPLETE for CFCS 240, students must:

- Receive Satisfactory ratings in all practicum objectives and learning outcomes, as determined by your instructor
- Attend and participate in the mandatory weekly seminars
- Complete Learning Journals and submit weekly
- Complete **all assignments** with a “satisfactory” grade (Assignments may be sent back for revisions if they are below satisfactory.)

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.

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.

Attendance & Participation

Students are expected to arrive at class on time and be prepared to participate in discussions and activities. Practicum seminars are integral to the course, assisting in the development of the skills and knowledge required to meet the competencies for CFCS Diploma. Attendance and participation in class is required and the content is mandatory. Therefore, students are required to contact the instructor(s) in advance if they are unable to attend classes and will need to complete a mandatory Missed Class Assignment. 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 in constructive and appropriate ways.
- Effective interpersonal communication skills including active listening and respectful dialogue.

When a student is absent from class they **must complete a Missed Class Assignment** to ensure they experience the same content and outcomes as their attending peers. Missed Class Assignments must be correctly completed and submitted before the start of the following class. * Note: It is the student’s responsibility to track the dates of classes missed and follow up with classmates about the missed content in a timely manner and complete the Missed Class Assignment before the next class. Details of assignments will be provided in-class and/or posted in the “Assignment Details” folder in the Content tool on D2L.

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.

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

Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

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. To contact the Office of Student Support: 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.