

# COURSE SYLLABUS



COURSE TITLE: CFCS 240 –Practicum 1  
CLASS SECTION: X01  
TERM: F2023  
COURSE CREDITS: 5  
DELIVERY METHOD(S): Standard, Practicum

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

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NAMES: Jenny Holder and Jessica Evans

EMAILS: Jenny: [HolderJ@camosun.ca](mailto:HolderJ@camosun.ca)

Jessica: [EvansJ@camosun.ca](mailto: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

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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 PSY 154

PRE/CO-REQUISITE(S): One of: C in ENGL 151; C in ENGL 161; C in ENGL 163; C in ENGL 164

## COURSE LEARNING OUTCOMES / OBJECTIVES

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

- a) use principles of social justice as a foundation for practice.
- b) work effectively and proactively within groups, systems and organizations.
- c) begin to contribute to the development, implementation and evaluation of integrated support plans for children, youth and adults.
- d) demonstrate interpersonal competencies and establish and maintain positive working relationships with and between individual, families, community partners and the systems that support them.
- e) begin to use knowledge of human and social development across the lifespan to effectively support children, youth, adults and families.
- f) collaborate with others to support children, youth and adults with diverse and changing emotional, physical and health care needs.
- g) practice ethically and responsibly and demonstrate a commitment to personal and professional accountability.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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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 DELIVERY

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ACTIVITY	HOURS / WEEK	# OF WEEKS	ACTIVITY HOURS
Lecture	2	14	28
Seminar			
Lab / Collaborative Learning			
Supervised Field Practice	10	14	140
Workplace Integrated Learning			
		<b>TOTAL HOURS</b>	<b>168</b>

## 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.

**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>

### Tentative Course Schedule

WEEK (START DATE)	TOPIC	ASSIGNMENTS (Submit to Assignment folder on D2L)
Week 1 (Sept. 8)	Introduction, Course Overview, Strategies for Success	
Week 2 (Sept.15)	Assignment Review	
Week 3 (Sept. 22)	Assignment Review & Lenses for Practice	<b>Assignment 1:</b> Journal 1 Due Sept. 23
Week 4 (Sept 29)	Indigenous Ways of Knowing Circle with Artemis Fire	<b>Assignment 2:</b> Get to Know the Agency Due Oct. 1
Week 5 (Oct 6.)	Strengths-Based Practice	<b>Assignment 3:</b> Journal 2 Due Oct.7
Week 6 (Oct.13)	Preparation for Mid-Semester Meetings	<b>Assignment 4:</b> Journal 3 Due Oct.14 <b>Assignment 5:</b> Mid-Semester Learning Outcome Examples Due 2 Days Prior to Mid-Point Meeting with Instructor and Mentor
Week 7 (Oct.20)	Ethics & Practice Issues from the Field	<b>Assignment 6:</b> Goal Setting Due Seven Days after the Mid-point Meeting with Instructor and Mentor <b>Assignment 7:</b> Journal 4 Due Oct.21
Week 8 (Oct.27)	APIE & Practice Issues from the Field	<b>Assignment 8:</b> APIE Due Oct. 28

Week 9 (Nov.3)	Boundary Setting	<b>Assignment 9:</b> Journal 5 Due Nov.4
Week 10 (Nov. 10)	TBD	<b>Assignment 10:</b> Journal 6 Due Nov. 12
Week 11 (Nov. 17)	Preparation for Final Meetings	<b>Assignment 11:</b> Journal 7 Due Nov. 18
Week 12 (Nov 24)	Endings and Transitions	<b>Assignment 12:</b> Final Learning Outcome Examples, Reflections & Goal Setting Due Two Days Prior to Final Meeting with Instructor and Mentor
Week 13 (Dec.1)	Sharing the Learning Circle	
Week 14 (Dec.8)	Sharing the Learning Circle	

## 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)	
<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](#) policy for more information.

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

## COURSE GUIDELINES & EXPECTATIONS

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### 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.***

Assignments are to be uploaded electronically to the designated “Assignments” folder on D2L by 11:59pm on the due date, unless otherwise specified.

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.

### 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

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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

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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.

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## 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.