



Course Syllabus

Course title: Practicum 2

Class section: CFCS - 241 - X01

Term: 2025W

Course credits: 6

Total hours: 240

Delivery method: In-Person

Territorial Acknowledgement

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

Instructor Details

Name: Robin Fast

Email: fast@camosun.ca

Name: Jenny Holder

Email: HolderJ@camosun.ca

Name: Jessica Evans

Email: EvansJ@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:
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Room #CHW 312	Hours: By Appointment
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Course Description

Course Description:

This practicum experience provides an opportunity for students to integrate and consolidate the knowledge, skills and values learned in the program.

Prerequisites:

All of:

- COM in CFCS 240

Pre or Co-requisites:

All of:

- C in CFCS 210
- C in CFCS 214
- C in CFCS 230 or CFCS 230B
- C in CFCS 250
- C in PSYC 256

Course Learning Outcomes / Objectives

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

- Use principles of social justice as a foundation for practice and to enhance the quality of life of children, youth, adults and families
- Work effectively and proactively within groups, systems and organizations to enhance the quality of services and resources for children, youth and adults
- Contribute to the development, implementation and evaluation of integrated support plans for children, youth and adults
- Demonstrate interpersonal competencies and establish and maintain positive working relationships with and between individual, families, community partners and the systems that support them
- Use knowledge of human and social development across the lifespan to effectively support children, youth, adults and families
- Collaborate with others to support children, youth and adults with diverse and changing emotional, physical and health care needs
- Practice ethically and responsibly and demonstrate a commitment to personal and professional accountability

Course Materials - Required

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 Hours

ACTIVITY	HOURS / WEEK	# OF WEEKS	ACTIVITY HOURS
Practicum	18 hours per week	12 weeks	216 hours
Seminar	2 hours per week	14 weeks	28 hours
		TOTAL HOURS:	

**** 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 Due
Week 1 Jan.10	Introduction & Course Overview	
Week 2 Jan.17	Review of Assignments and Goal Setting	Assignment 1 Learning Journal 1 Due Jan.19
Week 3 Jan.24	Self-care & Emotional Literacy	Assignment 2 Learning Journal 2 Due Jan.26
Week 4 Jan.31	Trauma-informed Practice	Assignment 3 Learning Journal 3 Due Feb.2
Week 5 Feb.7	Emerging Topic: TBD	Assignment 4 Learning Journal 4 Due Feb.9
Week 6 Feb.14	Midterm Preparation	Assignment 5 APIE Part 1 Due Feb.16
Week 7 Feb.21	Reading Week No Classes	Assignment 6 Midterm Evaluation Learning Outcome Examples Due 2 days prior to Mid-point meeting with instructor and mentor
Week 8 Feb.28	Harm Reduction	Assignment 7 Learning Journal 5 Due Mar.2
Week 9 Mar.7	Crisis Support Strategies	Assignment 8 Learning Journal 6 Due Mar.9
Week 10 Mar.14	Emerging Topic	Assignment 9 APIE Part 2 Due Mar. 16
Week 11 Mar.21	Emerging Topic	Assignment 10 Learning Journal 7 Due Mar.23
Week 12 Mar. 28	Final Evaluation Preparation	Assignment 11 Learning Journal 8 Due Mar.30

Week or Date Range	Activity or Topic	Assignments Due
Week 13 Apr.4	Learning Reflection Circle: Mandatory Class	Assignment 12 Final Evaluation Learning Outcomes Examples Due 2 days prior to final meeting with instructor and mentor
Week 14 Apr.11	Learning Reflection Circle: Mandatory Class	Assignment 13 APIE Part 3 Due Apr.6

Evaluation of Learning: Weighted

DESCRIPTION	WEIGHTING
Learning Journals (Assignments 1-4, 7,8,10&11)	COM/NC
Assessment, Planning, Implementation and Evaluation Parts 1-3 (Assignments 5,7&13)	COM/NC
Midterm Evaluation: Learning Outcome Examples (Assignment 6)	COM/NC
Final Evaluation: Learning Outcome Examples (Assignment 12)	COM/NC
Attendance and Participation	COM/NC
TOTAL:	COM/NC

COM	COMPLETE: The student has met the goals, criteria, or competencies established for this course, practicum, or field placement.
NC	NOT COMPLETE: The student has not met the goals, criteria, or competencies established for this course, practicum, or field placement

NOTE: The minimum passing grade for this course is "COM".

NOTE: CFCS Students must achieve at least 60% ("C") in each course in this program.

Camosun's Grading Systems

<https://camosun.ca/registration-records/student-records/camosun-grading-systems>

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 notice 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

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.

Course Completion

To achieve a COMPLETE for CFCS 241, 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 will be assigned by the instructor(s) and 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.

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 Centre for Accessible Learning English, Math and Science Help Centres Library Writing Centre & Learning Skills	Enrollment Supports Academic Advising Financial Aid and Awards Registration Tuition and Fees
Health and Wellness Counseling Fitness and Recreation Office of Student Support	Applied learning 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.