

CLASS SYLLABUS



COURSE TITLE: **CFCS 214 – Professional Practice 2**
CLASS SECTION: X01
TERM: F2023
COURSE CREDITS: 3
DELIVERY METHOD(S): Synchronous

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: Kristin Ross
EMAIL: ross@online.camosun.ca – use D2L Email tool to send “to” and “from”
OFFICE: CHW 312 – door next to north windows
HOURS: as posted and/or arranged

Instructors will endeavor to respond to correspondence within 24 hours; however, you should NOT expect a response during weekends, evenings, or holidays. Please plan accordingly when communicating with instructor.

CALENDAR DESCRIPTION

This course builds on the knowledge and skills introduced in CFCS 114 with an emphasis on professional standards, relevant legislation, and leadership models. Students will further develop skills and strategies necessary for interdisciplinary team work. Lifelong learning and its relationship to personal and professional development is explored. **PREREQUISITE(S):** All of: C in CFCS 114

COURSE DELIVERY

ACTIVITY	HOURS / WEEK	# OF WEEKS	ACTIVITY HOURS
Lecture	3	14	
Seminar			
Lab / Collaborative Learning			
Supervised Field Practice			
Workplace Integrated Learning			
Online			
		TOTAL HOURS	42

COURSE LEARNING OUTCOMES

Upon completion of the course, a student will:

1. Work effectively within, and contribute to, the interdisciplinary team.
2. Develop strategies to enhance personal and professional development.
3. Demonstrate knowledge of strategies that contribute to effective leadership in human services settings.
4. Demonstrate knowledge of relevant provincial and municipal legislation and related policies, procedures and regulations that impact practice.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Readings will be made available online via D2L or distributed in class.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY

Schedule provided by instructor (and D2L Content). Learning activities may include discussions, peer interactions, student-directed research, in-person skill development, role-play, and critical thinking. Performance indicators of outcomes include activities such as team/group collaboration, task-sharing, and individual/group presentations.

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 and other information can be viewed on the [CAL exams page](#).

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

STUDENT EVALUATION

Assignment	Weighting
Career Portfolio – includes mandatory in-class components	15%
Interprofessional Education (IPE) Event - mandatory in-class participation <ul style="list-style-type: none">- Pre & Post-Event Reflections (2), Team Case Study Assessment & Plan (8)- Reflection Paper	10% 15%
Participation & Reflection <ul style="list-style-type: none">- Start to Mid-point- Mid-Point to Course End	10% 10%
Answers on <i>BC Handbook for Action on Child Abuse and Neglect</i>	5%
Legislation - Presentation in-class and shared in Discussion forum <ul style="list-style-type: none">- Impacts Paper (informed by in-class presentations and activities)	15% 20%

If you have a concern about a grade you have received for an evaluation, please see the instructor 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>

Details of assignments provided in class and D2L. Directions include APA writing and format (e.g., headings, citations); other elements include spelling, grammar, and length. Resources for writing, formatting, and referencing posted in D2L Content and available at [Camosun Writing Centre](#) and [Library](#).

Assignments must be submitted electronically in **Word or PDF** format or hardcopy as described. Students are responsible for maintaining electronic copies of submitted work until completion of CFCS Program (work from one course may inform another). Students are encouraged to use the D2L Locker for work in-progress.

All assignments and learning activities, including for missed class content, must be submitted within 24 hours of last scheduled class and demonstrate knowledge and skill at a grade level of “C” or higher for consideration toward successful completion of the course. This includes in-class events and presentation attendance. We support students to demonstrate competencies to successfully pass a course. If original submission does not achieve a mark of 60%, assignment must be re-submitted to demonstrate “C” or higher (see Late Policy details).

COURSE GUIDELINES & EXPECTATIONS

This is an interactive course that uses a variety of teaching/learning strategies, lectures, discussion, co-operative learning, and guest speakers.

Expectations of Learners

This document facilitates professional practice, including punctuality, accountability, effectual interpersonal behaviors (e.g., listening, acknowledging others, and emotional maturity), and demonstration of knowledge, skills, congenial teamwork, and decorum.

Students are to arrive to campus classes and activities with instructors and peers, ready to contribute their knowledge and insights, having completed preparation readings and videos to create a positive and effective learning environment. Because the CFCs Program prepares graduates for professional roles in the community, students practice positive interpersonal behavior in campus and online environments with peers and faculty (e.g., informing others if arriving late). Professional behavior demonstrates readiness for practicum and graduate roles by contributing to a respectful atmosphere in all settings.

Participation

Classes are planned as a continuum for building skills and knowledge required to meet the competencies for working in community, family, and child services. Assignments, readings, discussions, and class sessions are integrated and necessary for meeting learning outcomes.

Participation in campus and online spaces includes:

- Pre-class preparation completion, including materials as indicated in course Schedule
- Arriving to classes and activities on time with regular attendance; as professional etiquette, late arrivals and absences are to be communicated to the instructor prior to class start time
- Effective interpersonal communication and engagement skills including active listening, respectful dialogue, attentiveness during presentations, and constructive and appropriate comments in class

Missed Class/Event Time

- If a student is absent from all or part of a scheduled class, they are expected to complete prescribed learning activities to demonstrate outcomes for missed content (due **before** start of next class). Activities reflect knowledge and skills aligned with the session (e.g., viewing a video, collaborative groupwork). This ensures all learners experience the same content. Instructors must be confident that skills and knowledge meet competencies and learning outcomes for the field (i.e., every class is relevant).
- All missed content activities must be submitted for a final grade to be posted on *myCamosun*; delay may negatively impact a student's ability to register in post-requisite courses (e.g., practicum).
- Repeated absence from class times will be discussed with the student. Successful course completion will be jeopardized if more than 15% of class time is missed (e.g., 6.75 hours for a 3-credit/45 hr. course).

Technology

Cellphones and other electronic devices are to be **out-of-sight** with alerts/ringers turned off while the class is in-session. The only exception is computers for purposes of note-taking with a pre-arranged Center for Accessible Learning (CAL) accommodation. An increasingly large body of research indicates that students may have difficulty disengaging and the continuous checking or distraction of the sounds and screen light deter from the classroom experience for the student and those in the vicinity. In practice, workers who use their phones for personal use are not present and engaged with their client; we discourage this and expect professional behavior of students as they prepare for moving into practicum and graduate roles. We are encouraging a respectful atmosphere of "disconnect and connect".

Due Dates – see Schedule and Assignment Details

Due dates are thoughtfully determined to maximize the application of concepts to demonstrate mastery as well as to provide a foundation to build on further course content (most courses are progressive in nature). Timing of due dates is significant: we want to avoid a student getting behind on assignments and learning activities as it may hinder a strong context for subsequent course concepts. To relate this to human services, those you are supporting may find it challenging to learn new concepts unless foundational knowledge is first attained.

Assignments are to be uploaded electronically to the designated area (e.g., Dropbox) by **10pm** on the due date, unless otherwise specified (e.g., in-class assignment activity). This ensures that work is completed as a foundation for content in the following class.

Late Procedure

We recognize that there are multiple factors that could impact a student's ability to complete assignments on time. It is assumed that students work diligently, may forego other enjoyable activities, and employ good time management skills to meet deadlines. Even with the best intentions and strategies, unexpected situations can arise. Instructors hold no judgment of students who make the decision to take a day or two more to complete an assignment. The late deduction is often well-worth gaining extra time to complete the assignment with better learning outcomes and decreased stress.

In fairness to all students, late assignments 15 minutes or more past due time are deducted 5% per 24-hour period. Students with a *Letter of Accommodation* from the Centre for Accessible Learning (CAL) must have identified arrangements negotiated with the instructor at least 48 hours before due time. Typically, an extra two calendar days will be granted.

For those without a *Letter of Accommodation*, the deduction is on the mark obtained. For example, if a student achieves 18/20 and work submitted up to 24 hours late, the deduction is .9 (18 x 5%). If two days late, the deduction is 1.8 (18 x 10%).

Late deduction marks are applied for days an assignment is initially late, as well as days after the instructor returns an assignment for re-submission (see details under Student Evaluation). Assignments over 20 days past due do not earn marks (20 days x 5% = 100% deduction) but must be completed and assessed at a 60% knowledge/skill level. The intention is that a student demonstrates passing level knowledge/skill.

Students are required to contact the instructor in advance if they will be late submitting an assignment. There is no need to explain; instructors know there are many circumstances that effect a student's ability to complete on time.

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 other APA guidelines. Pay particular attention to page numbering and headers, line spacing, font and font size, the citation of source material, and title-page format. Spelling, grammar, and presentation of the material will be taken into consideration when assignments are graded.

Evaluation of participation includes:

- Demonstrated understanding of course concepts
- Evidence of thought and effort
- Completion of the assignment requirements as outlined
- Effective communication of your thoughts and ideas
- Effective presentation style
- Opinions and arguments supported by properly cited evidence
- Appropriate use of APA referencing

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 <http://camosun.ca/students/>.

Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

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 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](http://camosun.ca/services/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: <http://camosun.ca/services/accessible-learning/>

Academic Integrity Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/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 <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

Grading Policy Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

Grade Review and Appeals Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

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 <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/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: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and camosun.ca/sexual-violence. 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 <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

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.