



Course Syllabus

Course title: Practicum 1

Class section: CSEA - 111 - X01

Term: 2025W

Course credits: 6

Total hours: 210

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

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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:
CHW Building	By Appointment

Course Description

Course Description:

This combined seminar and practicum course provides the opportunity for students to observe and apply the beginning knowledge, skills and abilities needed to support people with disabilities in a supervised practicum setting. Weekly seminars assist students to integrate classroom learning and theory with practice.

Prerequisites:

All of:

- C in CSEA 110
- C in EDUC 140
- C in EDUC 116

Pre or Co-requisites:

All of:

- C in EDUC 150
- C in CSEA 160
- C in CSEA 175

- C in PSYC 154

Course Learning Outcomes / Objectives

Upon completion of this course a student will be able to:

- Demonstrate basic practices that enhance the quality of life experienced by people with disabilities.
- Use basic critical thinking skills and the problem solving process of assessment, planning, implementation, and evaluation as a basis for education assistant and community support practice.
- Provide basic positive and valuing supports to promote participation, inclusion and satisfaction for individuals in educational, social, daily living and work activities.
- Demonstrate interpersonal competence in your work with individuals, families, team, and community members.
- Support the health, well being, and safety of self and others.
- Present and conduct yourself as a Education Assistant and Community Support practitioner.

Course Materials - Required

CSEA 111 Practicum Book (on D2L)

CSEA 111 Student Workbook (on D2L)

Recommended Preparation / Information

General Considerations

1. Please arrive at seminar on time and be prepared to participate in discussions and activities.
2. Attendance at weekly seminars is mandatory. If you miss a seminar, you must complete a missed seminar assignment; see below.
3. Journal submissions are required, and must be submitted on or before the scheduled seminar. Failure to submit journals may result in termination of practicum placement. All journals are to be submitted as a Word document through the appropriate D2L Dropbox; see below.
4. Students will be required to make up time if absences are in excess of one practicum day. Unexcused absences from seminar and practicum will affect your ability to successfully complete this course. Excused absences include medical or family emergencies, and students may be required to provide documentation.

Seminars

An important aspect of this course is the integrative seminar and the opportunity to reflect on and share learning experiences gained from the practicum placement. This is a MANDATORY class and you are expected to come to class prepared to share your reflections and experiences of your practice learning with your classmates and instructors. Missing more than two seminar classes will put you at risk of failing the course.

In the event you miss or are late or leave early for an integrative seminar, you are required to complete the following assignment:

- Have a minimum five-minute discussion (in person or on the phone) with at least two students in your class to learn their perspective of the important aspects of the session missed (both large group and small group). This will also give you the opportunity to offer supportive feedback to them as well (peer support is one intended outcome of small group seminar). Ensure you identify which students you have spoken to.
- Complete and submit a 400-500 word write-up which talks about the key elements that were missed in the class, along with your own reflections on the subject. Please submit this write-up to D2L "Missed Class Assignments" Dropbox by Friday in the week of the affected seminar.

Course Delivery Hours

ACTIVITY	HOURS / WEEK	# OF WEEKS	ACTIVITY HOURS
Seminar	2	15	30
Supervised Field Practice	12	15	180
		TOTAL HOURS:	210

**** 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
Week 1: January 6	Course introduction and overview First Day of Practicum	
Week 2: January 13	What is my Practicum? What makes a good Journal entry? Safety Protocols	
Week 3: January 20	Roles, Responsibilities, and Boundaries	Journal 1 Due
Week 4: January 27	Planning and Problem Solving: ORAPIE	Journal 2 Due
Week 5: February 3	Competencies Café	Journal 3 Due
Week 6: February 10	Giving and Receiving Feedback	Midpoint Evaluations due
Week 7: February 17	Reading Week - No Monday Seminar	
Week 8: February 24	Relationships and Boundaries	Journal 4 Due
Week 9: March 3	Ethical Issues	Journal 5 Due
Week 10: March 10	Wellness	Journal 6 Due
Week 11: March 17	Endings and Transitions	
Week 12: March 24	Toolkit Part B	Toolkit Part A Due
Week 13: March 31	Toolkit Part B	
Week 14: April 7	Final Presentations	Be the Change Due Final Evaluations and Final Paperwork Due

Evaluation of Learning: Weighted

Table caption

DESCRIPTION	WEIGHTING
Journals x6	COM
Midpoint Evaluation Write-Up	COM
Assignment 2 - Took kit A and B	COM
Assignment 3 - Be the Change	COM
Assignment 4 - Final Presentation	COM
Final Evaluation Write-Up	COM
School Practicum Spring Break Assignment	COM
Missed Seminar Assignment - As needed	COM
TOTAL:	COM

NOTE: Students must achieve a minimum of 60% ("C") in all courses within the program to graduate.

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

Seminar class attendance is a mandatory component of completing this course.

All assignments must be completed to pass this course.

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.

[EACS 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	Enrollment Supports
Centre for Accessible Learning	Academic Advising
English, Math and Science Help Centres	Financial Aid and Awards
Library	Registration
Writing Centre & Learning Skills	Tuition and Fees
Health and Wellness	Applied learning
Counseling	Co-operative Education and Career Services
Fitness and Recreation	Makerspace
Office of Student Support	

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.