



Course Syllabus

Course title: Practicum 2

Class section: CSEA - 112 - BX01

Term: 2025S

Course credits: 6

Total hours: 182

Delivery method: Blended

Territorial acknowledgment

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Ləkʷəŋən (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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Course description

Course Description:

This integrated seminar and practicum course assists students to consolidate the knowledge, skills and community living values gained through program courses. Problem solving, critical thinking, and team work skills are emphasized in this final practicum and seminar experience.

Prerequisites:

All of:

- COM in CSEA 111

Pre or Co-requisites:

All of:

- C in CSEA 115

Learning outcomes

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

- Demonstrate practices that enhance the quality of life experienced by people with disabilities.
- Use 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 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.
- Promote and support the health, well being, and safety of self and others.
- Present and conduct yourself as an Education Assistant and Community Support practitioner.

Course materials

CSEA 112 Mentor and Student Workbooks- Posted on D2L

All other materials and readings will be posted weekly on D2L

Course schedule

ACTIVITY	WEEKLY	DATES	TOTAL MINIMUM REQUIRED HOURS*
Seminar	Mon 12:30-2:20	May 5-Jun 9	12
Supervised Field Practice	Tues-Fri 24 hrs/week	May 6-Jun 13	144

*Total Hours are Minimum Required Hours to be eligible for a passing grade of "COMPLETE" (COM).

*Seminar Class Attendance and Engagement are Required Hours.

*Students are required to consistently attend field practice:

- Minimum of four days a week: Tuesday-Friday (*6 hours each day w/ 30 min break)
- Minimum of 24 Hours per week
- Minimum of 6 weeks in the 7-week semester (Scheduled field days/hrs may vary between students/centres, and is determined by each practicum site/program's planned schedule)
- All minimum hours must be met by final practicum field day: June 13, 2025.

SEMINAR SCHEDULE

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructors.

WEEK	SEMINAR TOPIC, DISCUSSION, AND TASKS
Week 1 – Monday, May 5	<p>Seminar Topic:</p> <ul style="list-style-type: none">• Welcome back!• Overview – course requirements/assignments• Sharing impressions and hopes for your practicum site <p>Discussion:</p> <ul style="list-style-type: none">• Practice Skills – what knowledge and skills are you wanting to develop given your last practicum?• Creating relationships and teamwork

	<p>TASKS:</p> <p>Journal 1 DUE: Sunday, May 11</p> <p>Signed Policies DUE: Sunday, May 11</p> <p>Review Practicum Manuals and Assignments</p>
Week 2 – Monday, May 12	<p>Seminar Topic: ORAPIE</p> <p>Discussion:</p> <ul style="list-style-type: none"> • How to apply this in practice? Using our critical thinking and problem solving skills. <p>TASKS:</p> <p>Journal 2 DUE: Sunday, May 18</p>
Week 3- Monday, May 19	NO CLASS- Journal 3 Due Sunday, May 25
Week 4 – Monday, May 26	<p>Seminar Topic:</p> <ul style="list-style-type: none"> • Review of the competencies for CSEA 112 <p>Discussion:</p> <ul style="list-style-type: none"> • How do these competencies relate to your learning plan and journal and are there areas that feel more difficult in terms of making 'concrete' in practice? • How do your examples relate to the learning outcome? <p>TASKS:</p>

	<p>Prepare for Midterm evaluation meetings</p> <p>Due: May 30-Upload midterm student booklet with reflection</p>
Week 5 – Monday, June 2	<p>Seminar Topic:</p> <ul style="list-style-type: none"> Resources Presentations – in class <p>TASKS:</p> <p>Prepare for Resource presentation</p>
Week 6 –Monday, June 9	<p>Seminar Topic:</p> <ul style="list-style-type: none"> Final presentations – In class <p>Discussion for Presentation: see assignment description</p> <p>TASKS:</p> <p>In-class presentation preparation</p> <p>DUE: Day before evaluation meeting: Upload final student booklet</p> <p>DUE: Day of final meeting: Upload mentor final evaluation booklet</p>

Assessment and evaluation

Competency based grading system

COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
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DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

Course guidelines and expectations

CSEA 112 – Practicum 2 has required attendance and participation in all Practicum Seminar Classes and Weekly Scheduled field-based practicum hours in a designated approved practicum site.

Assignments

All assignments and practice learning outcomes must demonstrate knowledge and skill at a grade level of “C” or higher to receive a grade of COM (complete) as determined by your instructor in order to successfully pass this course.

Due dates are thoughtfully planned to provide a foundation to build on. Students who fall behind on assignment deadlines may hinder a strong context for subsequent course concepts and practice skills that successfully meet learning outcomes. Failure to submit assignments on time may result in termination of practicum placement.

- Submit all assignments by due date.
- All Assignment details can be found on D2L.
- Extensions: students can request extensions and negotiate revised due dates in writing (emailing instructor) or by arranging an in-person meeting with your instructor at least 48 hours prior to the assignment due date. Extensions are granted at the discretion of the instructor.
- Students with a Letter of Accommodation from the Centre for Accessible Learning (CAL) must communicate this with the instructor at the beginning of the semester or once they have received their letter. The student is responsible for requesting any/all extensions and negotiating revised due dates in writing (emailing instructor) or by arranging an in-person meeting with your instructor prior to the assignment due date. Extensions are granted at the discretion of the instructor.

Attending Practicum

- Assignments that are more than 1 week late (without or beyond a negotiated extension) may result in the student forfeiting their right to attend practicum and completing practice hours until the assignment has been completed and submitted. At mid-way in practicum students must have successfully completed all required hours (practicum and seminar class, including missed seminar assignments) and all assignments to continue any field-based practice hours.

- Students who have missed 25% of practicum hours forfeit their right to complete all missed practicum hours by the last day of the course instruction period.
- Missing more than two seminar classes will result in not be able to continue in field-based practicum hours without an educational support plan and permission from the Program Leader.
- In these cases, students may be notified by the instructor not to return to practicum until a meeting can be arranged with the instructor and the Program Leader to create an educational support plan and determine next steps. Resuming field-based practicum hours will be at the discretion of the instructor and program leader.

Practicum Attendance Expectations

- Students are expected to co-create a weekly schedule with their mentor that aligns with the number of days and hours the practicum requires. Instructors must approve this schedule.
 - Proposed changes to student's weekly schedule should be pre-approved by their instructor.
 - Practicum sites with planned/unplanned program closures: Students are responsible for communicating any closures that are on a scheduled practicum day and work with their instructor to adjust their weekly schedule as needed to ensure they are meeting course required hours.
 - Absence: If a student is unable to attend a scheduled practicum shift due to extenuating circumstances, such as illness or emergency:
- Step 1: the student is be responsible for notifying both the practicum site and their instructor in the morning prior to their shift start time. (Instructor should be notified by email. Each practicum site may have a preference of either phoning or emailing, and students should make this plan with them, and follow accordingly)

Step 2: After notifying your instructor of your absence/missed hours, within one week, student will connect with their instructor to plan collaboratively the best way to make up a missed day/shift or any missed hours, and present to the practicum mentor for agreement.

NOTE: If students experience a high number of missed practicum hours (for any reason) and are unable to re-schedule all missed hours within the last day of the course instructional period, they will not be able to continue in practicum without an education support plan and permission from the Program Leader.

Seminar Class

Attendance, punctuality, advance preparation and participation are required at all seminar classes to successfully complete this course.

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 or at the end of the seminar class.

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-to D2L "Missed Class Assignments" Dropbox by Friday in the week of the affected seminar.

Seminar Participation Expectations

- Consistent attendance with pre-class preparation, including completing assigned readings, activities, and assignments.
- No use of cell phones or laptops unless prompted by instructor for a class activity Contributing to small and large group discussions
- Effective interpersonal communication skills including with peers, instructors and guests: active listening; culturally aware and respectful dialogue; professional and constructive comments
- Ongoing communication with the instructor, as needed.
- Attendance: If a student is unable to attend a seminar class due to extenuating circumstances, such as illness or emergency, the student is responsible for notifying their instructor by email that day and submit a Missed Seminar Assignment (Due: prior to the following seminar class. See above).
- No more than two seminar classes can be missed for students to continue in the field- based practicum.

College policies and student responsibilities

The college expects students to be responsible, respectful members of the college community. Responsible students meet expectations about attendance, assignments, deadlines, and

appointments. They become familiar with academic policies and regulations, and their rights and responsibilities.

College policies are available online at the [Policies and Directives](#) page. Academic regulations are detailed on the [Academic Policies and Procedures for Students](#) page.

Policies all students should be familiar with include the [Academic Integrity Policy](#). This policy expects students to be honest and ethical in all aspects of their studies. It defines plagiarism, cheating, and other forms of academic dishonesty. Infractions of this policy can result in loss of marks or a failing grade. To learn more about plagiarism and cheating, including the use of artificial intelligence, review the [Academic Integrity Guide](#).

The [Academic Accommodations for Students with Disabilities Policy](#) defines how Camosun provides appropriate and reasonable academic accommodations. The Centre for Accessible Learning (CAL) coordinates academic accommodations. Students requiring academic accommodations should request and arrange accommodations through CAL. Contact CAL at least one month before classes start to ensure accommodations can be put in place in time. Accommodations for quizzes, tests, and exams must follow CAL's booking procedures and deadlines. More information is available on the [CAL website](#).

Students must meet the grading and promotion standards to progress academically. More information is available in the [Grading Policy](#).

The college uses two grading systems. A course will either use the standard letter grade system (A+ to F) or a competency-based approach with grades of complete, completed with distinction or not completed. Visit the [Grades/GPA page](#) for more information.

Students must meet the college's academic progress standards to continue their studies. A student is not meeting the standards of progress when a GPA falls below 2.0. The college offers academic supports for students at risk of not progressing. The [Academic Progress Policy](#) provides more details.

If you have a concern about a grade, contact your instructor as soon as possible. The process to request a review of grades is outlined in the [Grade Review and Appeals Policy](#).

The [Course Withdrawals Policy](#) outlines the college's requirements for withdrawing from a course. Consult the [current schedule](#) of deadlines for fees, course drop dates, and tuition refunds.

If students experience a serious health or personal issue, they may be eligible for a [medical or compassionate withdrawal](#). The [Medical/Compassionate Withdrawal Request Form](#) outlines what is required.

The [Acceptable Technology Use](#) policy ensures the use of the college network and computers contribute to a safe learning environment. This policy also applies to the use of personal devices with the college network.

Students experiencing sexual violence can get support from the Office of Student Support. This Office of Student support is a safe and private place to discuss supports and options. More information is available on the [sexual violence support and education site](#). Students can email oss@camosun.ca or phone 250-370-3046 or 250-370-3841.

The [Student Misconduct Policy](#) outlines the college's expectations of conduct. Students should behave to contribute to a positive, supportive, and safe learning environment.

The [Ombudsperson](#) provides an impartial, independent service to help students understand college policies.

Services for students

Successful students seek help and access college services. These services are recommended to make the most of your time at college.

Services for Academic Success

- [Career Lab](#): Connects students with work-integrated learning experiences, including co-op placements and career fairs.
- [English, Math, and Science Help Centres](#): Get one-on-one help with homework.
- [Library](#): Get help with research, borrow materials, and access e-journals and e-books. Libraries at both campuses provide computers, individual and group study spaces.
- [Makerspace](#): A place to innovate, collaborate, and learn new skills and technology in a fun, dynamic, inclusive environment.
- [Writing Centre & Learning Skills](#): Get assistance with academic writing or meet with a learning skills specialist for help with time management, preparing for exams, and study skills.

Enrolment, Registration, and Records

- [Academic Advising](#): Talk to an academic advisor for help with program planning.
- [Financial Aid and Awards](#): Learn about student loans, bursaries, awards, and scholarships.
- [Registration](#): Get information about Camosun systems, including myCamosun, and college policies and procedures.
- [Student Records](#): Get verification of enrolment to access funding, request a transcript, or credential.

Wellness and Cultural Supports

- [Counselling](#): It's normal to feel overwhelmed or unsure of how to deal with life's challenges. The college's team of professional counsellors are available to support you to stay healthy.

Counselling is free and available on both campuses. If you need urgent support after-hours, contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

- [Centre for Indigenous Education and Community Connections](#): Provides cultural and academic supports for Indigenous students.
- [Camosun International](#): Provides cultural and academic supports for international students.
- [Fitness and Recreation](#): Free fitness centres are located at both campuses.

For a complete list of college services, see the [Student Services](#) page.

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.