



# Course Syllabus

**Course title:** Ethical/Professional Practice

**Class section:** CSEA - 175 - X01

**Term:** 2025W

**Course credits:** 3

**Total hours:** 45

**Delivery method:** In-Person

## Territorial Acknowledgement

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

## Instructor Details

**Name:** Meaghan Feduck

**Email:** FeduckM@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

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**Office:**

**Hours:**

Room # CHW 312   Hours: Wednesdays, 12:30-1:30

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## Course Description

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### Course Description:

Students will develop a framework for ethical and professional practice in the Education Assistant and Community Support Program. Students will examine professional responsibility and accountability to oneself, the individual, the organization, and the profession. Organizational structures and systems are explored, and students develop foundational team work skills needed for effective and professional practice as a community support worker and/or an educational assistant.

## Course Learning Outcomes / Objectives

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

- Demonstrate knowledge of the system and structure of local and provincial organizations and education systems for the purpose of system navigation, advocacy, and networking.
- Apply professional standards and accountabilities to practice.
- Develop and articulate a personal philosophy for practice as an Education Assistant and Community Support practitioner.
- Work effectively within and contribute to the team and the organization.
- Make responsible and ethical decisions using a social justice framework.

## Course Delivery Hours

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ACTIVITY	HOURS / WEEK	# OF WEEKS	ACTIVITY HOURS
Lecture	3	15	
		<b>TOTAL HOURS:</b>	45

**\*\* 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

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**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
Week 1	Course overview & Introduction
Week 2	Personal and Professional Development Para vs. Pro Roles and Responsibilities
Week 3	Key organizations and their structures Organizational Values and Mission
Week 4	Ethics Part 1 <ul style="list-style-type: none"> <li>• Personal versus professional ethics</li> <li>• EACS/CSEA Code of Ethics</li> </ul>
Week 5	Ethics Part 2 <ul style="list-style-type: none"> <li>• Ethical choice-making</li> <li>• Ethics in practice</li> </ul> <b>Article Analysis Due February 5th</b>
Week 6	Professional Responsibilities to Prevent Harm <ul style="list-style-type: none"> <li>• Abuse and Neglect</li> <li>• Reporting and recording</li> <li>• Legal and professional responsibilities</li> </ul> <b>Course 1/1 Check-ins</b>
Week 7	Reading Week – No Class

Week or Date Range	Activity or Topic
Week 8	Teams and Groups <ul style="list-style-type: none"> <li>• Roles people play in groups</li> <li>• Tuckman's Teamwork Development Model</li> </ul>
Week 9	Teams and Groups 2 <ul style="list-style-type: none"> <li>• Working in Teams</li> <li>• Working in an organization</li> </ul>
Week 10	<ul style="list-style-type: none"> <li>• Conflict resolution and problem-solving</li> <li>• Introduction to case studies</li> </ul>
Week 11	Case studies: in-class time for group work
Week 12	<b>Case Studies: Group Presentations #1</b>
Week 13	<b>Case studies: group presentations #2</b> <b>Group case study reflection due April 1st</b>
Week 14	<ul style="list-style-type: none"> <li>• Guest speaker from Camosun Career Services</li> <li>• <b>Personal Philosophy and Values Paper Due</b></li> </ul>

## Evaluation of Learning: Weighted

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DESCRIPTION	WEIGHTING
Article Analysis - Due February 5th	15%
In-class tasks and activities - ongoing	10%
Case Study: Group Presentation and Reflection - March 25 & April 1	25% + 10%
Personal Philosophy and Values Paper - Due April 9	20%
In-Class Attendance and Professional Behaviour	20%
<b>TOTAL:</b>	<b>100%</b>

**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**

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**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

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It is important to attend class, arrive on time and participate in the discussions and activities. Please let your instructor know via email as soon as possible to inform them of your absence. After 3 partial or full absences, your instructor may contact you to discuss your standing in the course. Your ability to thoughtfully participate in the class will be greatly facilitated by preparing appropriately for class.

All projects, papers and other learning activities are expected to be on-time. If an assignment is late, 5% per day that it is late will be deducted from your mark for that assignment. In exceptional circumstances, students can request an extension, but this must be arranged and approved by the instructor in writing (email is best) at least 48 hours before the assignment is due. Only one extension granted per student per semester.

All assignments are submitted through D2L and, unless otherwise specified, must be typed double spaced with a cover page that includes:

- Course name
- Assignment title
- Your name and date
- Spelling, grammar, APA formatting and presentation of material will be taken into consideration
- Paper to be saved as a Word or PDF File with your name and not simply the course number.

## School or Departmental Information

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**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**

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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.

## **College Policies**

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### **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](mailto: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**

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Services are free and available to all students.

<b>Academic Supports</b> <a href="#">Centre for Accessible Learning</a> <a href="#">English, Math and Science Help Centres</a> <a href="#">Library</a> <a href="#">Writing Centre &amp; Learning Skills</a>	<b>Enrollment Supports</b> <a href="#">Academic Advising</a> <a href="#">Financial Aid and Awards</a> <a href="#">Registration</a> <a href="#">Tuition and Fees</a>
<b>Health and Wellness</b> <a href="#">Counseling</a> <a href="#">Fitness and Recreation</a> <a href="#">Office of Student Support</a>	<b>Applied learning</b> <a href="#">Co-operative Education and Career Services</a> <a href="#">Makerspace</a>

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

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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.