

CLASS SYLLABUS



COURSE TITLE: DHYG 381 Clinical Practice 4
CLASS SECTION: X01 – Tuesdays & Thursdays 8:00-11:50am
& Fridays 1:00-4:50pm
TERM: W2022
COURSE CREDITS: 4.0
DELIVERY METHOD(S): Synchronous class to be delivered on-site whenever possible

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](#).

For COVID-19 information please visit: <https://camosun.ca/about/covid-19-updates>

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 explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME: Tika Brown
EMAIL: brownt@camosun.ca
OFFICE: DNT 003
HOURS: By appointment

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.

CALENDAR DESCRIPTION

Students will focus on the provision of dental hygiene care at an entry-to-practice level with clients in a variety of practice settings. Students will develop the ability to practice professionally and independently with individuals, families, and communities with complex needs throughout the lifespan.

PREREQUISITE(S): B- in DHYG 310, B- in DHYG 390, B- in DHYG 370, COM in DHYG 371
CO-REQUISITE(S): n/a
PRE/CO-REQUISITE(S): B- in DHYG 328, B- in DHYG 380

COURSE DELIVERY

| ACTIVITY | HOURS / WEEK | # OF WEEKS | ACTIVITY HOURS |
|----------|--------------|------------|----------------|
| Lecture | | | |

| | | | |
|-------------------------------|-------------|----|-----|
| Seminar | | | |
| Lab / Collaborative Learning | 12 | 17 | 204 |
| Supervised Field Practice | | | |
| Workplace Integrated Learning | | | |
| Online | | | |
| | TOTAL HOURS | | 204 |

COURSE LEARNING OUTCOMES

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

1. Practice professionally as a dental hygienist in a variety of dental settings.
2. Practice ethically, safely, and competently in a variety of dental settings.
3. Demonstrate critical thinking and use evidence-informed decision-making to provide comprehensive dental hygiene care to individuals, families, and communities.
4. Communicate and collaborate competently as dental hygienists with individuals, families, communities, and interdisciplinary teams.
5. Independently coordinate and contribute to the effective management of the dental practice environment to ensure quality care.
6. Educate individuals, families, and communities about oral health, including its relationship to overall health.
7. Apply the principles of health promotion and disease prevention to enhance the health of individuals, families, and communities.
8. Provide the dental hygiene process of care for individuals, families, and communities with complex oral and overall health conditions.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Dental Hygiene Clinic Manual 2021/22, Dental Programs Safety Manual 2021/22, Dental Hygiene Lab Manual 2021/22, Health History Manual 2021/22, Reception Manual 2021/22, Content on D2L for DHYG 381

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

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

ACTIVITY

The schedule for DHYG 381 will be posted on D2L.

Learning Outcomes and Performance Indicators for DHYG 381:

A. Practice Professionally as a Dental Hygienist in a variety of dental settings.

1. Consistently follow Camosun College Dental Hygiene Program's clinical policies, procedures and protocols in a variety of dental settings.
2. Consistently practice in accordance with the College of Dental Hygienist of British Columbia Practice Standards in a variety of dental settings.
3. Consistently demonstrate the attitude and behavior of a professional (respect, trust, empathy, compassion, attitude, accountability, responsibility, willingness to learning) in a variety of dental settings.
4. Effectively contribute as a team member in a variety of dental settings.
5. Consistently demonstrate governability and accountability to health and wellness individuals in a variety of dental settings.
6. Consistently maintain confidentiality, privacy and security of client information and records in a variety of dental settings.
7. Competently reflect on one's strength, challenges and opportunities for improvement through continual evaluation in a variety of dental settings.
8. Self-assess professional performance in a variety of dental settings in relation to standards of practice.

B. Practice ethically, safely and competently in a variety of dental settings.

1. Consistently demonstrate the ability to use ethical principles to guide decision making and behavior in a variety of dental settings.
2. Demonstrate ability to identify emergency situations, manage and administer emergency care and equipment in a variety of dental settings.
3. Consistently demonstrate proper body positioning and ergonomics in a variety of dental settings.
4. Consistently manage the practice environment to support client safety, comfort and well- in a variety of dental settings.

C. Demonstrate Critical thinking and use evidence-informed decision-making to provide comprehensive dental hygiene care to individuals, families and communities.

1. Demonstrate the ability to integrate theory into practice to provide comprehensive care to individuals, families and communities.
2. Consistently uses critical thinking skills and a problem-solving approach to reach conclusions/solutions in providing dental hygiene care to individuals, families and communities.
3. Consistently demonstrate sound clinical judgement in using an evidence-informed decision-making process to apply comprehensive care to individuals, families and communities.
4. Consistently follow up appropriately on treatment decisions, clinical procedures, and referrals for individuals, families and communities.

D. Communicate and collaborate competently as dental hygienists with individuals, families, communities and interdisciplinary teams.

1. Competently apply therapeutic communication techniques with individuals, families, communities and interdisciplinary teams.
2. Competently adjust communication approaches based on the needs of the individuals, families, communities and interdisciplinary teams.
3. Competently practice cultural humility when communicating and collaborating with individuals, families, communities and interdisciplinary teams.
4. Competently promote cultural safety, diversity and inclusion in communicating and collaborating with individuals, families, communities and interdisciplinary teams.
5. Competently communicate at a level of independence with individuals, families, communities and interdisciplinary teams.
6. Competently evaluate the effectiveness of communication approaches with individuals, families, communities and interdisciplinary teams.
7. Competently prepare comprehensive and accurate health records that meets professional standards for medico-legal records for individuals, families, communities and interdisciplinary teams.
8. Competently use electronic technologies appropriately and responsibly in communicating and collaborating with individuals, families, communities and interdisciplinary teams.
9. Collaborate competently with individuals, families, communities and interdisciplinary teams to provide comprehensive, holistic, client centered care for individuals, families and interdisciplinary teams.

E. Independently coordinate and contribute to the effective management of the dental practice environment to ensure quality care.

1. Independently follow Camosun College Dental Programs protocols with client assignment, scheduling and chart management.
2. Independently prepare for clinic in advance following clinic policies and protocols.
3. Demonstrate effective time management and resource management independently.
4. Liaises with Advisor/Instructor in advance when issues related to scheduled client care are anticipated.
5. Complete end of treatment correspondence, dental plan forms and discontinuation letters accurately.
6. Contribute to a healthy working environment in the clinical setting for all individuals.

F. Educate individuals, families and communities about oral health, including its relationship to overall health.

1. Consistently individualize self-care education and aids based on individual, family and community values, attitude, knowledge and social determinants of health
2. Discuss relationship between oral health and overall health with individual, family and community based on objective assessment findings.
3. Consistently attend to special needs, motivation and stage of change of individuals, families and communities and adapt plans for instruction and education accordingly.
4. Consistently integrate and prioritize education plan with overall care plan for individuals, families and communities.
5. Use sound educational theory to educate individual, family and community, including its relationship to overall health.

G. Apply the principles of health promotion and disease prevention to enhance the health of individuals, families and communities.

1. Consistently incorporate holistic health promotion strategies to enable individuals, families and communities to increase control over, and to improve their health.
2. Consistently create a supportive environment to enhance health by enabling, mediating and advocating for individuals, families and communities through collaboration with various organizations.
3. Promote harm reduction strategies that consider the individual's, family's and community's current skill, knowledge, attitudes, values and social determinants of health.
4. Utilize effective motivational interviewing techniques to influence healthy behavior changes for individuals, families and communities.
5. Consistently evaluate the outcomes of prevention and health promotion interventions for individuals, families and communities.

H. Provide the dental hygiene process of care of individuals, families and communities with complex oral and overall health conditions.

1. Perform assessments to accurately diagnose and formulate a plan appropriate for individuals, families and communities with increasingly complex oral and overall health conditions.
2. Plan appropriate care for individuals, families and communities with increasingly complex oral and overall health conditions.
3. Implement appropriate care for individuals, families and communities with increasingly complex oral and overall health conditions.
4. Evaluate care provided to individuals, families and communities with increasingly complex oral and overall health conditions.
5. Revise dental hygiene care plans in partnership with individuals, families and communities as needed.
6. Integrate theory with practice and employ evidence-informed decision making to provide quality care to individuals, families and communities with increasingly complex oral and overall health conditions.

ATTENDANCE AND CLINIC EXPECTATIONS:

Attendance is required for all scheduled clinics and rotations. Follow up may include:

- **Notification if away:** Students who are absent due to health or other emergency reasons are to notify the respective DH2 or DH3 lead clinic instructor, their Clinic Advisor and the Instructional Assistant (reception) first thing in the morning by phone or email. They must also notify the Clinic Supervisor if scheduled for a clinic support duty for the missed clinical session.
- The lead instructor may request a physician's note for any clinical absences
- Students may be assigned additional clinic duties to complete the required number of clinical hours or skills needed to meet course outcomes; however, make-up clinic time is not assured
- **Students must come prepared to all clinical sessions.** If students are demonstrating otherwise or are a risk to themselves, peers, or clients, they will be asked to leave the clinic floor. Coming prepared to clinic entails that necessary pre-reads are completed, deportment is appropriate for the clinical situation, and all clinic policies are adhered to.

Use of cellphones and other electronic devices in the clinical environment:

- Professional decorum is required on the clinic floor at all times. This includes the use of electronic devices such as cell phones and personal laptops.
- Use of cell phones is highly disruptive to instruction in the classroom, clinic and in reception. If necessary, an emergency contact can be arranged through the Instructional Assistant (reception office at 250 370 -3184). Cell phones may be used for client communication before and after clinical sessions. Cell phones must be on 'silent' and out of sight during clinical sessions unless specifically used for client care.
- Personal use of music devices or other electronics by students is not permitted on the clinic floor, dispensary or reception.

A. Minimum client requirements to meet the learning outcomes for DHYG 381:

- 2 Child care requirements (any age) (0-5 or 6-14 yrs; 4 MUST BE COMPLETED BY THE END OF 381)
- 1 Light classification clients (may be PT or PM)
- 2 Moderate classification clients (may be PT, PM or NSPT)
- 2 Difficult classification clients (NSPT)
- 2 Private Practice Clients (Low or Mod classification; must be continuing care and PM or PT) (scheduled during clinical sessions)
- 1 Consolidated Practice Client LOW OR MOD CLIENT AT AN S/I LEVEL INCLUDING CHART AUDIT
- 2 Complex Care Clients
- 1 Our Place client

OR 2L, 2M, 3 PP if no CC care or OP

B. FORMATIVE EVALUATIONS:

Students must be familiar with the criteria outlined on each skill form for which they are being evaluated. **See the corresponding Skills Forms, in Section E of the 2021-22 Clinic Manual for the complete performance indicators and criteria specific to each formative. This identifies evaluation criteria for each formative.**

1. Instrument Review (Teaching Clinic). Due: January 28, 2022

- Obtain the Instrument Review Form
- Assess instruments to determine the need for replacement.
- Review and confirm with the instructor the need for replacement; document on instrument review form
- Replace instruments so that two completed sets are ready for use by February 10, 2021.
- Instructor must sign off the Instrument Review Form to confirm that instrument sets are complete, and all instruments are in safe, working condition.

2. 10 Coached Local Anesthetic Injections on a client. Due: March 6, 2022

- Students will demonstrate correct tray set-up for provision of local anesthetic
- Students will demonstrate knowledge of correct landmarks, volumes and injections techniques for administration of local anesthetic
- Students will demonstrate and maintain safety during injections, recapping and disposal in sharps container

- d. Students will document appropriately.
- e. These are not graded and may be assisted if required.

3. Power Scaling with Piezo Units on Manikin using Standard, Perio, Perio Slim, PL1 and PL2 Tips (Teaching Clinic). Due Jan 11, 2022.

- a. Students will demonstrate the correct set-up of the Piezo units
- b. Students will demonstrate correct protocol for client comfort, safety and aerosol reduction
- c. Process evaluation on a manikin
- d. Students will select and demonstrate use of each instrument tip appropriate to the clinical situation, including power selection and water volume
- e. Students will demonstrate adequate water control using high volume evacuation
- f. Students will answer questions and problem-solve issues regarding power instrumentation demonstrating integration of theory into practice
- g. Students will demonstrate skills in a reasonable timeframe determined by the instructor in collaboration with the student.

4. Wheel Chair Transfers and Functional Fitness (Teaching Clinic) Due: February 11, 2022

- a. Students will demonstrate correct technique and safety when transferring clients from a wheel chair to dental chair.
- b. Students will demonstrate appropriate exercises (core, finger, hand) to ensure functional fitness is maintained.

5. Adjunctive Caries Screening (Canary) Teaching Clinic. Due Feb 18, 2022

- a. Students will accurately identify the need to perform an adjunctive caries detection assessment
- b. Students will correctly perform the adjunctive caries detection assessment and document findings in the treatment record
- c. Students will identify the need for referrals

6. Suture Removal, Periodontal Dressing, and Adjunctive Caries Screening (Teaching Clinic) Due: April 1, 2022

- a. Students will demonstrate correct technique and documentation of suture removal from a manikin.
- b. Students will place a periodontal dressing on a peer using correct technique and document appropriately.
- c. Students will learn how to perform resin infiltration during a mock session
- d. Students will accurately identify the need to perform an adjunctive caries detection assessment
- e. Students will correctly perform the adjunctive caries detection assessment and document findings in the treatment record
- f. Students will identify the need for referrals

7. Air Powder Polishing/Guided Biofilm Therapy (supra and sub) on a Manikin. Due April 22, 2022.

- a. Students will accurately identify the need and type of air powder polishing to perform on a and eligible client.
- b. Students will demonstrate correct assembly, disassembly and cleaning of air powder polishing units.
- c. Students will correctly perform supra or subgingival air powder polishing on an eligible client.
- d. Students will document appropriately indicating type of air powder polishing performed, product used, results and how the client tolerated the procedure.

8. Use of Diamond Files, Extended and Mini-blade instrument on a client. Due March 20, 2022.

- a. Students will correctly identify need for use of advanced instrumentation.
- b. Students will demonstrate correct technique with advanced instrumentation on a suitable client.

C. SUMMATIVE EVALUATIONS:

Students must be familiar with the criteria outlined on each skill form for which they are being evaluated. **See the corresponding Skills Forms, in Section E of the 2021-22 Clinic Manual for the complete performance indicators and criteria specific to each formative. This identifies evaluation criteria for each summative.**

1. 10 Competent Local Anesthetic Injections on a client. Due: April 22, 2022

- a. Students will demonstrate correct tray set-up for provision of local anesthetic
- b. Students will demonstrate knowledge of correct landmarks, volumes and injections techniques for administration of local anesthetic
- c. Students will demonstrate and maintain safety during injections, recapping and disposal in sharps container
- d. Students will document appropriately.
- e. These are graded and unassisted.

2. 60 Minute Blended Debride Evaluation on a Quadrant (Process and Product) with Magento: Due March 20, 2022.

- a. Students will demonstrate the correct set-up of the Cavitron Magnetostrictive units.
- b. Students will demonstrate correct protocol for client comfort, safety, and aerosol reduction.
- c. Process evaluation on a peer.
- d. Students will select and demonstrate use of each instrument tip appropriate to the clinical situation, including power selection and water volume.
- e. Students will demonstrate adequate water control using high volume evacuation.
- f. Students will answer questions and problem-solve issues regarding power instrumentation demonstrating integration of theory into practice.
- g. Students will demonstrate skills in a reasonable timeframe determined by the instructor in collaboration with the student.

3. Comprehensive ADPIE Process using Condensed Documentation on 1 client (includes chart audit). Due April 2, 2022.

- a. Student will provide complete care **independently** using abbreviated paperwork for a low or moderate adult client.
- b. Suitable clients include those who require preventive care or periodontal maintenance therapy and may either be new to the clinic or a returning client. If the client is a new client a hybrid of abbreviated and full paperwork (baseline) will be used. **The client's eligibility for this evaluation must be confirmed by an instructor, following health history check, and prior to any other care being initiated.**
- c. Instructors will check client care at **4 points**:
 - i. following Health History
 - ii. following assessments, DH diagnosis and care planning
 - iii. following completion of implementation
 - iv. following evaluation, prior to client dismissal
- d. Radiographs, as required must be taken, interpreted and results provided to the client
- e. Standard protocols apply for the completion letter and chart and quality assurance audits.
- f. This client counts toward overall client requirements for DHYG 381.

D. YEAR LONG REQUIREMENTS: Students must be familiar with the criteria outlined on each skill form for which they are being evaluated; skill forms must be available to the instructor during evaluation.

Radiographs

- a. Minimum of 45 competent radiographs of various exposure types (BW, PA, panorex).

Local Anesthetic

- b. Minimum of 20 competent injections, including PSA, IO, ASA, NP, GP, Inf. IANB or GG, LB, INC.
- c. First 10 injections will be coached.
- d. Subsequent 10 injections must be performed independently.

Re-assessment of Interventions

- a. Students will re-assess and record change(s) in client status at beginning of each appointment.
- b. Student will re-assess and record client response to interventions (education, tissue response, self-care, etc.).
- c. Student will adjust and record changes in care plan/client goals appropriately.
- d. Students will communicate changes to client's status to client and instructor.
- e. Student will engage and encourage client involvement throughout re-assessment.

Salivary Flow Test on an Eligible Client

- a. Students will select an appropriate client to perform this test.
- b. Students will obtain the sample and assesses the result.
- c. Discussion of results with client and documentation will be evaluated.
- d. See the corresponding skill form for complete performance indicators and criteria for evaluation.

Desensitization

- a. Student accurately identifies area requiring desensitization.
- b. Student selects appropriate equipment and materials for desensitization.
- c. Student satisfactorily applies agent in accordance with manufacturer's directions.
- d. Student provides appropriate post-care instructions to client.
- e. See the corresponding skill form for complete performance indicators and criteria for evaluation.

Subgingival Irrigation

- a. Student will determine areas appropriate for subgingival irrigation.
- b. Student will use appropriate armamentarium, agent, and method of delivery.
- c. Student will evaluate tissue response after delivery.
- d. See the corresponding skill form for complete performance indicators and criteria for evaluation.

Sealants

- a. Must be completed on eligible child clients up to the age of 15.
- b. An instructor must approve the tooth to be sealed in advance.
- c. Students must place the sealant independently (minimal assistance may be offered by the instructor as warranted).
- d. Acceptable sequence must be demonstrated.
- e. See the corresponding skill form for complete performance indicators and criteria for evaluation.

Whitening

- a. Student will select an appropriate client and include process in care plan.
- b. Student must take a suitable impression and fabricate a model appropriate for tray construction.
- c. Student must determine starting shade and discuss process and expectations with the client.
- d. Student must select the appropriate whitening agent and discuss its use.
- e. Student must discuss and manage sensitivity before and during the procedure.
- f. Student must evaluate and document the whitening process.
- g. Student will advise client of cost for whitening services (additional \$75.00).

Fluorescent Visualization (Velscope™)

- a. Students will identify normal versus abnormal tissue using the Velscope.
- b. Students will re-examine areas of concern using white light and use clinical judgement regarding the best course of action.
- c. Students will identify tissue needing further investigation.
- d. Students will document use and all findings of Velscope in the treatment record.

Tobacco/Smoking/Vaping Counselling

- a. Students will assess client's own perception and values regarding tobacco/product use.
- b. Students will accurately assess degree of dependency on tobacco or products based on Tobacco Use History.
- c. Students will determine stage of readiness to change.
- d. Students will follow up to stage of readiness to change (if applicable).
- e. Students will use the 5 A's approach to counselling.
- f. Students will submit the Tobacco Cessation Counselling Skill Form with the chart for evaluation and approval.

3-Day Nutritional Counselling

- a. Students will identify a client for whom a 3-day diet assessment is warranted.
- b. Student will provide appropriate nutrition counselling based on a 3-day diet assessment that addresses caries risk and systemic health, suggesting changes for health promotion in accordance with Canada's Food Guide.
- c. Students will submit the Nutritional Counselling Skill Form with the chart for evaluation and approval.
- d.

Toluidine Blue

- a. Students will identify the need for further testing with Toluidine Blue.
- b. Students will correctly perform the Toluidine Blue test.
- c. Students will document use and all findings in the treatment record.
- d. Students will identify the need for referrals.

TMJ Assessment

- a. Students will accurately identify the need to perform a TMJ assessment.
- b. Students will correctly perform the TMJ assessment and document findings using the assessment form.
- c. Students will identify the need for referrals.

E. ADDITIONAL REQUIREMENTS: Clinic support Duty. Students must be familiar with and perform duties on each corresponding Support Duty skill forms.

1. Reception, Clinical Assistant, Rad CA/Peer Assessor and Screener Duties

- a. Students will attend review sessions for reception and dispensary in preparation for rotations.
- b. Students will be evaluated during rotations in reception, screening and dispensary during both teaching and client clinics.
- c. Inconsistent or not competent ("N") marks will result in the student repeating the unsatisfactory rotation during a scheduled client clinic.
- d. See the corresponding skill form for complete performance indicators and criteria for evaluation.

2. Satisfactory Completion of the following:

- a. All chart audits by April 30, 2020.
- b. All prox cards must be returned by May 6, 2022 to Liz Morch. If not returned by this date an "I" grade for Incompletion will be awarded as a final grade for DHYG 381 which results in an inability to graduate. If a prox care is lost or not returned, a \$20.00 replacement fee will be charged to the student. Once fees are collected or the card is returned, the "I" grade will be reconciled.
- c. Lab kits must be returned by April 30, 2021 to Liz Morch. If any items have been lost or damaged, the student is responsible for replacement fees. Fees are listed on the original Lab Kit Assignment

Forms. If lab kits are not returned, an "I" grade for Incompletion will be awarded as a final grade for DHYG 381 which results in an inability to graduate.

- d. Any items in the lab and/or fridge (including impressions, impression trays, fabrication materials and items) must be properly cleaned and checked by faculty prior to receiving a grade for DHYG 381. The same applies to the Lab itself. If outstanding items remain, an "I" grade for Incompletion will be awarded as a final grade for DHYG 381 which results in an inability to graduate.
- e. All client information has been deleted off storage devices.
- f. Lockers have been cleaned and all contents have been removed

Students must satisfactorily meet all learning outcomes for this clinical course as outlined in Section A: Grading, in the 2021-22 Dental Hygiene Clinic Manual. Students must also satisfactorily complete scheduled summatives, formatives, yearlong requirements, rotations, support duties, client care requirements and additional requirements as outlined here.

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 can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

STUDENT EVALUATION

NOTE: minimum passing grade for this course is B- or 70% OR COM

Competency Based Evaluation

| | |
|-----|---|
| 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. |

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](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information. <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

Please refer to the student handbook for more information.

SCHOOL OR DEPARTMENTAL INFORMATION

See D2L for more information

Students are required to read and are accountable for following College policies and guidelines as described in the DHYG and HHS Student Handbooks.

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/>.

| Support Service | Website |
|-------------------------------------|---|
| 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.

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](#) (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.