

# COURSE SYLLABUS



COURSE TITLE: ELC 160 – Community Observations  
CLASS SECTION: X01  
TERM: F2023  
COURSE CREDITS: 3  
DELIVERY METHOD(S):

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.  
Learn more about Camosun's [Territorial Acknowledgement](#).

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## INSTRUCTOR DETAILS

NAME: Mary Burgaretta & Erin Van Stone  
EMAIL: [BurgarettaM@camosun.ca](mailto:BurgarettaM@camosun.ca) | [VanStoneV@camosun.ca](mailto:VanStoneV@camosun.ca)  
OFFICE: CHW 312-53  
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.*

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## CALENDAR DESCRIPTION

### Restricted to students in Early Learning and Care

Students will become familiar with and reflect upon the expectations, roles and responsibilities of the Early Learning and Care professional. Students will visit early learning and care sites and engage in a process of focused observation using a variety of narration and documentation techniques. Students become familiar with and model the expectations, roles and responsibilities of the Early Learning and Care professional.

PREREQUISITE(S): All of: C+ in ELC 110  
CO-REQUISITE(S): All of: C+ in ELC 110  
EQUIVALENCIES: N/A

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## COURSE LEARNING OUTCOMES / OBJECTIVES

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

- a) demonstrate the process of observation at a beginning level.
- b) describe and reflect upon the influence of personal experiences and perspectives on observations.
- c) describe and reflect upon responsive and respectful practices in early learning and care settings.
- d) demonstrate professional behavior including respectful communication with children, families, program staff, peers and instructors.
- e) observe respectfully and maintain confidentiality of information.

**REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION**

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Early Learning Framework; ECEBC Code of Ethics (posted on D2L and available at the bookstore)

Other readings and resources will be posted on D2L.

ACTIVITY	HOURS / WEEK	# OF WEEKS	ACTIVITY HOURS
Lecture			
Seminar	1.5*	14	
Lab / Collaborative Learning			
Supervised Field Practice			40.5
Workplace Integrated Learning			
Online			
<b>TOTAL HOURS</b>			<b>63</b>

Supervised field practice will be made up of 3 field trips into the community and observation visits to childcare centers. All hours must be completed to complete the course.

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

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

Date	Readings, Tasks and Assignment Due Dates (to be completed before coming to class).
September 4 <b>Labour Day</b> <b>College closed no seminar</b>	
September 11 Seminar 2:30-3:50	Module 2 Welcome and introduction to the course
September 18 Seminar 2:30-3:50	Module 3: Professionalism in the program and working with community.
September 22 <sup>nd</sup> Out in Community	<u><b>Visit to CCRR</b></u>
September 25 Seminar 2:30-3:50	Module 4: ECE’s in a learning in Community: responsive, respectful care and communication.

October 2 <b>College closed no seminar</b>	Module 5: Diverse perspectives and reconciliation
October 9 <b>College closed no seminar</b>	Module 6: ECEBC Code of Ethics, Child Honouring, Rights of the child.
October 13 <sup>th</sup> Out in Community	PKOLS- Connection to land and place.
October 16 Seminar 2:30-3:50	Module 7: Pedagogy in the Early Years: Introduction to Pedagogy of Listening
October 23 Seminar 2:30-3:50	Module 8: Pedagogy in the Early Years. Responsive and Respectful practices.
October 27 <sup>th</sup> Out in Community	Location TBD
October 30 Seminar 2:30-3:50	Module 9: Engaging in Complexity in the Early Years field
November 6 <sup>th</sup> Seminar 2:30-3:40	Module 10: Professional behaviours and communication
13 College closed no seminar	Module 11: Professionalism and preparing for observation visits
November 15 <sup>th</sup> Center visit	Observation Visit
November 17 <sup>th</sup> Center visit	Observation Visit
November 20 Seminar 2:30-3:50	Module 12: Noticing
November 22 <sup>nd</sup> Center visit	Observation visit
November 24 <sup>th</sup> Center visit	Observation Visit
November 27 Seminar 2:30-3:50	Module 13: Observations and storytelling
November 29 <sup>th</sup> Center visit	Observation visit
December 1 <sup>st</sup> Center visit	Observation visit

December 4 Seminar 2:30- 3:50	Module 14: Sharing Observations and Preparing for ELC 143
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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. https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams)

## EVALUATION OF LEARNING

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DESCRIPTION	WEIGHTING
Professional Learning Portfolio due October 30 <sup>th</sup> Professionalism Statement due October 23 <sup>rd</sup>	20%/COM
Discussion posts (Due October 2 <sup>nd</sup> , October 9 <sup>th</sup> and November 13 <sup>th</sup> ).	30%/COM
“Attending to” Observations (3) due November 20 <sup>th</sup> , November 27 <sup>th</sup>	30%/COM
Participation (seminar/observation hours attendance and engagement)- Ongoing	20%/COM
Demonstration of learning outcomes in practice at center visits, field trips and in seminar	COM
Missed Seminar Assignment	COM
This course is graded as either complete or incomplete	COM/NC
<b>TOTAL</b>	<b>100% (COM)</b>

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](https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf) policy for more information.  
<https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

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**Assignments:** All assignments and practice learning outcomes must be completed and demonstrate knowledge and skill at a grade level of “C+” or higher to receive a grade of COM (complete) as determined by your instructor 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. 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 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.

Seminar Class and Observations: Attendance and Participation is required for all seminar classes and planned observations to successfully complete this course.

Each week, we will focus seminar and discussions on current issues emerging from the learning outcomes for the course and experiences in the observations. 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.

You will be in the community for observations. You will need to be prepared to be outdoors in all weather (have layers, waterproof and warm gear—whatever is required to keep you comfortable). Let your instructor know if you have any allergies or considerations for your community placement.

Participation expectations:

- Consistent attendance with pre-class preparation, including completing assigned readings, activities, and assignments by due dates.
- 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.
- Observation sites with planned/unplanned program closures: Students are responsible for communicating any closures that are on a scheduled observation day and work with their instructor to adjust their schedule as needed to ensure they are meeting course required hours.

*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 within one week of the missed seminar class).*

Absence: If a student is unable to attend a scheduled observation due to extenuating circumstances, such as illness or emergency:

**Step 1:** The student is responsible for notifying both the observation site and their instructor in the morning prior to their visit. (Instructor should be notified by email. Each observation 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 visit or missed hours.

## SCHOOL OR DEPARTMENTAL INFORMATION

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ELC Program Lead: Mary Burgaretta [burgarettam@camosun.ca](mailto:burgarettam@camosun.ca)

ELC Program Chair: Jeanne Puritch [puritchj@camosun.ca](mailto:puritchj@camosun.ca)

## 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.

## SUPPORTS AND SERVICES FOR STUDENTS

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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 [camosun.ca/services](https://camosun.ca/services).

Support Service	Website
Academic Advising	<a href="https://camosun.ca/services/academic-supports/academic-advising">camosun.ca/services/academic-supports/academic-advising</a>
Accessible Learning	<a href="https://camosun.ca/services/academic-supports/accessible-learning">camosun.ca/services/academic-supports/accessible-learning</a>
Counselling	<a href="https://camosun.ca/services/health-and-wellness/counselling-centre">camosun.ca/services/health-and-wellness/counselling-centre</a>
Career Services	<a href="https://camosun.ca/services/co-operative-education-and-career-services">camosun.ca/services/co-operative-education-and-career-services</a>
Financial Aid and Awards	<a href="https://camosun.ca/registration-records/financial-aid-awards">camosun.ca/registration-records/financial-aid-awards</a>
Help Centres (Math/English/Science)	<a href="https://camosun.ca/services/academic-supports/help-centres">camosun.ca/services/academic-supports/help-centres</a>
Indigenous Student Support	<a href="https://camosun.ca/programs-courses/iecc/indigenous-student-services">camosun.ca/programs-courses/iecc/indigenous-student-services</a>
International Student Support	<a href="https://camosun.ca/international">camosun.ca/international</a>
Learning Skills	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>
Library	<a href="https://camosun.ca/services/library">camosun.ca/services/library</a>
Office of Student Support	<a href="https://camosun.ca/services/office-student-support">camosun.ca/services/office-student-support</a>
Ombudsperson	<a href="https://camosun.ca/services/ombudsperson">camosun.ca/services/ombudsperson</a>
Registration	<a href="https://camosun.ca/registration-records/registration">camosun.ca/registration-records/registration</a>
Technology Support	<a href="https://camosun.ca/services/its">camosun.ca/services/its</a>
Writing Centre	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>

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

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### Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>  
Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

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

### Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/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 <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

### Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### 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 <https://camosun.ca/sites/default/files/2021-07/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: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and [camosun.ca/services/sexual-violence-support-and-education](https://camosun.ca/services/sexual-violence-support-and-education). To contact the Office of Student Support: [oss@camosun.ca](mailto: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 <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

### Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

**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.