

CLASS SYLLABUS



COURSE TITLE: ELC 231 – Early Childhood Profession 2
CLASS SECTION: BX06
TERM: F2024
COURSE CREDITS: 3
DELIVERY METHOD(S): Synchronous

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](#).

<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: Nikki Cuddy
EMAIL: cuddyn@camosun.ca
OFFICE: CHW 312 or virtual
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

This course builds on the knowledge and skills introduced in ELC 130, with an emphasis on ethical and reflective professional practice, program evaluation and accountability. Students will focus on strategies to develop and maintain collaborative partnerships within the staff team and broader professional community. Administrative skills of recruitment, staff supervision and evaluation are explored. Diverse program models are examined and presented and lifelong professional development is emphasized to continually enhance quality of current knowledge and skills.

PREREQUISITE(S): C+ in ELC 130; C+ in ELC 214
CO-REQUISITE(S): N/A
PRE/CO-REQUISITE(S): N/A

COURSE DELIVERY

ACTIVITY	HOURS / WEEK	# OF WEEKS	ACTIVITY HOURS
Lecture	3	15	
Seminar			
Lab / Collaborative Learning			

Supervised Field Practice
 Workplace Integrated Learning
 Online

TOTAL HOURS 45

COURSE LEARNING OUTCOMES / OBJECTIVES

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

- apply knowledge of current legislation/policy related to Early Childhood Education.
- apply knowledge of ethics, standards, and professionalism to practical situations and contexts.
- engage in program assessment/evaluation.
- identify ongoing professional development needs for ECEs.
- use administrative processes that contribute to effective administration/leadership of child care services.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Textbook: Reflecting in Communities of Practice: A workbook for early childhood educators (2013) by Deb Curtis, Debbie Lebo, Wendy C.M. Cividanes and Margie Carter

Readings on D2L

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.

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Week 1 – Sept 5	What is professionalism?	
Week 2 – Sept 12	Developing Communities of Practice Skills	<i>COP assignment begins (ongoing)</i>
Week 3 – Sept 19	ECE Code of Ethics	
Week 4 – Sept 26	Government responsibilities to ECE	<i>Ethical Decision Making assignment due</i>
Week 5 – Oct 3	Professional Skills	
Week 6 – Oct 10	Policies and Legislation	
Week 7 – Oct 17	Understanding the financial aspects of an ECE program	
Week 8 – Oct 24	Leadership Responsibilities	
Week 9 – Oct 31	Administration of ECE Programs	
Week 10 – Nov 7	Responsibility to TRC and UNDRIP	

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Week 11 – Nov 14	Community Project Sharing	<i>Community project assignment due</i>
Week 12 – Nov 21	Personal Professional and Philosophical	
Week 13 – Nov 28	Community Plan for a Public System of Early Care and Learning	
Week 14 – Dec 5	Interview Project Sharing	<i>Final assignment due in class - presentation</i>

STUDENT EVALUATION

DESCRIPTION	WEIGHTING
Assignment 1: Ethical Decision Making	20%
Assignment 2: Community Project	30%
Assignment 3: Engaged Conversations in Community (Community of Practice)	30%
Assignment 4: Interview- Professionalism and Practice	20%
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.	TOTAL 100%

CLASS GUIDELINES & EXPECTATIONS

Students are expected to come to class having prepared by reading all of the required materials. Spend time with these materials, reflect on them, what do you think? It is important that you develop your own opinion, or bring questions, or perhaps an alternate viewpoint, so that we can collectively deepen our understanding of what these materials mean to our community.

For group assignments, students are to be accountable, to demonstrate professionalism, and to connect with me if I can support through interpersonal communication challenges.

All assignments are due by 11:59pm on the due date. If you want to request an extension, you need to contact me in 48 hours advance of the due date.

Due to the short and intense nature of the ELC program, classes are planned as a continuum for building the skill and knowledge required. Classroom experiences and participation are a major part of competency development; therefore, consistent attendance is expected. Students are required to contact the instructor in advance if they are unable to attend class. Students who miss class are responsible for the material and assignments covered in class. Repeated absence from class will affect a final grade. If a student misses more than three classes, your instructor will ask to meet with you, and the program lead, to assess your readiness to be in the course.

Late assignments will be deducted 5% per day.
All assignments must be submitted to pass the course.

SCHOOL OR DEPARTMENTAL INFORMATION

The Early Learning and Care Program is within the Department of Health and Human Services.

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.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

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.