

# CLASS SYLLABUS



COURSE TITLE: ELC 241 – Infant/Toddler Practice  
CLASS SECTION: X06  
TERM: F2024  
COURSE CREDITS: 6  
DELIVERY METHOD(S): Synchronous

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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<https://camosun.ca/about/covid-19-updates>

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*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

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NAME: Tatiane Rigonati Silva | Maire Walker | Anastasia Butcher  
EMAIL: [RigonatiSilvaT@camosun.ca](mailto:RigonatiSilvaT@camosun.ca) ; [WalkerML@camosun.ca](mailto:WalkerML@camosun.ca) ; [ButcherA@camosun.ca](mailto:ButcherA@camosun.ca)  
OFFICE: CHW 312  
HOURS: By Appointment

*As your course instructor, we 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

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Students will consolidate theory and practice and demonstrate early childhood practice with children under age three and their families in this specialty practicum. Students will use critical thinking skills in the ongoing, dynamic creation of nurturing and culturally appropriate early learning and care environments. This practicum provides students with eligibility to apply for an Infant Toddler Educator (ITE) credential.

PREREQUISITE(S): All of: COM in ELC 240  
CO-REQUISITE(S): N/A  
PRE/CO-REQUISITE(S): All of: C+ in ELC 220; C+ in ELC 230; C+ in ELC 231; C+ in PSYC 256

## COURSE DELIVERY

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ACTIVITY	HOURS / WEEK	# OF WEEKS	ACTIVITY HOURS
Lecture			

Seminar	2	14	
Lab / Collaborative Learning			
Supervised Field Practice			200
Workplace Integrated Learning			
		<b>TOTAL HOURS</b>	<b>228</b>

## COURSE LEARNING OUTCOMES

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

- inform relationships and practice using a social justice perspective and concepts of democratic practice that include children's voices.
- plan and evaluate components of early learning, caring and inclusive programs that support children's well-being and holistic learning in the context of family and community.
- establish and maintain inclusive, nurturing, safe and healthy environments which exceed the requirements of current legislation, regulatory bodies and program policies.
- demonstrate culturally appropriate interpersonal communication skills including indigenous approaches, reflecting an awareness of on-going colonization and the skills of reconciliation that contribute to caring, nurturing and responsive relationships with children, families, colleagues and other professionals in the community.
- develop caring relationships with young children and families.
- demonstrate professional responsibility and accountability as an early childhood educator.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Transforming Your Outdoor Early Learning Environment  
BC Early learning Framework

Additional resources will be shared in seminars and posted 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
September 3	Getting ready to enter practicum in a good way
September 10	Being fully present, getting to know children, their gifts and strengths, ideas and interests
September 17 and 24	Focus on learning outcome: Develop caring relationships with young children and families.
October 1 and 8	Focus on learning outcome: Establish and maintain inclusive, nurturing, safe and healthy environments which exceed the requirements of current legislation, regulatory bodies and program policies.

October 15 and 22	Focus on Learning outcome: Inform relationships and practice using a social justice perspective and concepts of democratic practice that include children's voices.
October 29 and Nov 5	Focus on Learning outcome: Demonstrate professional responsibility and accountability as an early childhood educator.
November 12 and 19	Focus on Learning Outcome: Demonstrate culturally appropriate interpersonal communication skills including indigenous approaches, reflecting an awareness of on-going colonization and the skills of reconciliation that contribute to caring, nurturing and responsive relationships with children, families, colleagues and other professionals in the community.
November 26	Focus on Learning outcome: Plan and evaluate components of early learning, caring and inclusive programs that support children's well-being and holistic learning in the context of family and community
December 3	Sharing our learning this term

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
Introductory poster	COM/NC
Forms completed	COM/NC
Starting in a Good Way	COM/NC
Responsive care approach for infants and toddlers (Individual Child Notes)	COM/NC
Journal (ongoing, weekly)	COM/NC
Meetings with mentor, sharing Journal	COM/NC
Connecting with Families: due November 19	COM/NC
Missed seminar assignment: as needed	COM/NC
Demonstration of learning outcomes in practicum	COM/NC
<b>TOTAL</b>	<b>100%</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](#) policy for more information.

<https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf>

Please see <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for information on the Standard Grading System, and the Competency-Based Grading System

## COURSE GUIDELINES & EXPECTATIONS

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Practicum 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.
- 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.

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 practicum. All missed practicum hours need to be completed 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 Lead.
- 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.

Seminar Class:

- Attendance and Participation is 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 end of the seminar class.

#### Participation Expectations:

- Consistent attendance with pre-class preparation, including completing assigned readings, activities, and assignments
- 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: within four calendar days of the missed Practicum class.).

- No more than two seminar classes can be missed for students to continue in the field-based practicum

#### Required Practicum Field Hours:

- Weekly Attendance and Participation is required for all approved weekly scheduled, field-based practicum hours at your designated practicum site to successfully complete this course.

#### 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 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 to be responsible for notifying both the practicum site and their instructor in the morning before 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 it 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

The Camosun instructor makes the final decision whether a student has been successful with their practicum experience. Final grading is either a "COM" for Completed or "NC" for Not Completed.

Students are expected to notify the college instructor and mentor of any situation that is interfering with their ability to fully participate in practicum.

Students will be withdrawn from a practicum placement for behavior which endangers the health, safety or well-being of the children or educators

## SCHOOL OR DEPARTMENTAL INFORMATION

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Students are required to read and are accountable for following College policies and guidelines as described in the School of Health and Human Services and/or Program Student Handbooks.

School of Health and Human Services Handbook: <https://camosun.ca/hhs-handbook>

Program Handbook: <https://camosun.ca/elc-handbook>

## 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 several 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	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>

Support Service	Website
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</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

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly

encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible.

Please visit the CAL website for more information about the process of registering with CAL, including important deadlines: <https://camosun.ca/cal>

### 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 (see [policy](#)). Please visit <https://camosun.ca/services/forms#medical> 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.