Course Syllabus

Course title: Concepts for Practice
Class section: HCA - 110 - X25W2
Term: 2025W
Course credits: 3
Total hours: 70
Delivery method: In-Person

Territorial Acknowledgement

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

Instructor Details

Name: Bonnie Tateham
Email: TatehamB@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

Office:	Hours:
Room #317	By appointment

Course Description

Course Description:
This course provides students with the opportunity to develop a theoretical framework for practice. Students will be introduced to the philosophical values and theoretical understandings that provide a foundation for competent practice as an HCA. The course focuses on concepts of caring and person-centred care; basic human needs and human development; and family, culture, and diversity as they relate to health and healing. Students will also be introduced to a problem-solving model that will be critical to their practice.

Course Learning Outcomes / Objectives

Upon successful completion of this course, the learner will be able to

1. Describe how person-centred care recognizes and respects the uniqueness of each individual
2. Discuss basic human needs and common characteristics of human development as these concepts relate to person-centred care
3. Discuss the role of family, diversity, and life experience in aging, health, and healing
4. Use an informed problem-solving approach to provide care and service
5. Contribute to the safety and protection of self and others in a variety of work environments

Course Materials - Required

Integrating a Palliative Approach: Essentials for Personal Support Workers, Second Edition (2020) by Murray. Life & Death Matters.

Sorrentino's Canadian Textbook for the Support Worker, Fifth Edition (2022) by Sorrentino's, Remmert & Wilk. Elsevier.

Course Delivery Hours

ACTIVITY	HOURS / WEEK	# OF WEEKS	ACTIVITY HOURS
Lecture			70
		TOTAL HOURS:	70

Course Schedule, Topics, and Associated Preparation / Activity

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
Wk 1 & 2	Unit 1: Caring	
Wk 2	Unit 2: Basic Human Needs	
Wk 3	Unit 3: Human Development	
Wk 3 & 4	Unit 4: Family & Health; Healing	
Wk 5 & 6	Unit 5: Culture & Diversity	
Wk 6 & 8	Unit 6: Critical Thinking and Problem Solving	
Wk 8, 9 & 10	Unit 7: Reporting & Recording	
Wk 10, 11 & 14	Unit 8: Protection & Safety	
Wk 15	Unit 9: Occupational Health & Safety	
Wk 15 & 16	Unit 10: Incident Reporting & Debriefing	
Wk 17	Final Exam	

Evaluation of Learning: Weighted

DESCRIPTION	WEIGHTING

DESCRIPTION	WEIGHTING
Exam 1	**30%**
Exam 2	**35%**
Family Assignment	10%
Case Study / Care Planning Assignment	10%
Problem Solving Project	15%
TOTAL	**100%**

NOTE: Students much achieve a minimum of 70% ("B-") in all academic courses except in HCA 161 and HCA 162, where students must also achieve a COM in case studies to pass.

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 noticed 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

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

Test and Examination Procedures

There are policies regarding written tests and examination procedures including late arrivals and missed tests. Please see the **Health and Human Services Student Manual (Section 5.4)** for Test and Examination Procedures: https://legacy.camosun.ca/learn/school/health-human-services/student-info/index.html

Written Assignments
Students requiring an extension for the due date of an assignment must negotiate with the instructor, at least 48 hours before the due date. Assignments submitted late without an approved extension will result in a 5% deduction in mark for each day late. Assignments submitted more than 3 days late may not be accepted without prior approval by instructor.

School or Departmental Information

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.

HCA 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

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

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](#) 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

Services are free and available to all students.

Academic Supports	Enrollment Supports
[Centre for Accessible Learning](#) [English, Math and Science Help Centres](#) [Library](#) [Writing Centre & Learning Skills](#)	[Academic Advising](#) [Financial Aid and Awards](#) [Registration](#) [Tuition and Fees](#)
Health and Wellness	**Applied learning**
[Counseling](#) [Fitness and Recreation](#) [Office of Student Support](#)	[Co-operative Education and Career Services](#) [Makerspace](#)

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

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.