# Course Syllabus

**Course title:** Interprofessional Practices
**Class section:** HLSC **-** 264 **-** BX03
**Term:** 2025W
**Course credits:** 3
**Total hours:** 45
**Delivery method:** Blended

## Territorial Acknowledgement

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

## Instructor Details

**Name:** Kendal Adam
**Email:** AdamK@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: |
|---|---|
| CHW Room #317 | Hours: By appointment |

# Course Description

**Course Description:**
In this applied learning, seminar course, students design their own learning experiences to develop interprofessional practice behaviours. Students participate in interdisciplinary learning and teaching events to foster partnerships using a collaborative and coordinated approach. Students apply their unique program perspectives to shared decision-making around stakeholder, patient, and/or client outcomes. Focus is on students creating interprofessional learning opportunities for themselves and others with instructor facilitation and guidance.

**Pre or Co-requisites:**
All of:

- C+ in MIDS 281
- C+ in MIDS 297

Or all of:

- C+ in COMP 276
- COM in ICS 199 or COMP 104

Or all of:

- C+ in MRAD 254
- COM in MRAD 260

Or all of:

- C+ in MLAB 147
- C+ in MIDS 167

# Course Learning Outcomes / Objectives

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

1. Engage in interdisciplinary learning and teaching to promote optimal stakeholder, patient, and/or client outcomes

2. Plan and develop activities that promote interprofessional collaboration behaviours through shared decision making, problem solving, and conflict resolution

3. Promote interprofessional collaboration in enhancing role clarity, respect, and communication with other disciplines

## Course Competencies

1. Discuss the roles and responsibilities of various health professionals and current and emerging issues in health care relevant to the Interdisciplinary Education Student Festival at Camosun College.

2. Discuss the skills and technical abilities of various information technology professionals and current and emerging issues relevant to Interactive Media Developers (in context to the IDE Student Festival).

3. Assess prior IDE Student Festival IMD deliverables for completion, viability and stability.

4. Explore and take advantage of learning opportunities that involve interprofessional collaboration modelling relationships that result in positive patient/client outcomes.

5. Create and/or complete, refine and enhance the Interdisciplinary Education Student Festival project(s), application(s), website(s) and collect and assess feedback on the client and user experience.

Course outcomes and objectives are designed to aid the student in achieving the following program outcome and guide project work within the course.

IMD Program Outcome:

- Work individually or as part of a team to establish effective skills enabling intercultural communication and collaboration with colleagues, team members, employers, and technical and non-technical stakeholders.

## Course Materials - Required

Detailed information regarding assignments will be available on D2L. The following resources are considered required.

- Canadian Interprofessional Health Collaborative https://www.cihc-cpis.com/

- CamSTAR https://camstar.camosun.ca/

- HLSC264 IMD Discord Server

- Opened.ca Word Press Site https://hlsc264sandbox.opened.ca/

- Gitlab https://gitlab.compsci.camosun.ca/

- Project Briefing Document

Students will benefit from having access to a personal device in the classroom, inform your instructor if you do not have a suitable one to use.

## Recommended Preparation / Information

Required materials and recommended preparation/information will be posted on D2L or the student will be required to research topics on their own via all available methods that they have access to.

## 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 |
|---|---|---|

| WEEK or DATE RANGE | ACTIVITY or TOPIC | OTHER NOTES |
|---|---|---|
| 1 | In-Person Class Activities: Introductions & Discussion<br><br>- Course Outline Review & Refine Weighting<br>- Individual CamSTAR Assignments<br>- Access Course Discord Server<br>- Group Projects<br>  1. Major Project – Whole class<br>  2. Minor Projects – Small groups<br><br>Seminar/Asynchronous Activities:<br><br>- Week 1 Module Reading & Discussion Assignment begins.<br>  1. Review Intra & Interprofessional Professional Relationships and Interactions<br>  2. Introduction to the Interprofessional Competency Framework<br>  3. Review the history of Interdisciplinary Education at Camosun<br>  4. Begin Interprofessional Discussion Post & Comments | Students are reminded that if they miss the first class, they must contact their instructor immediately. First Class Attendance Requirements.<br><br><br>ALL assignments are due Sunday Nights @ 11:59 PM unless otherwise noted. |

| WEEK or DATE RANGE | ACTIVITY or TOPIC | OTHER NOTES |
|---|---|---|
| 2 | In-Person Class Activities: Review & Critique of Past IDE Virtual Festival Websites & HHS Project Brief for this year's Festival<br><br>• Explore the HHS Student IDE Festival & Websites (with a focus on UI/UX, aesthetics, features, etc.)<br>• Review Detailed Critique & Feedback from previous year (students, site surveys & committee comments)<br>• Compare & Assess HHS Project Brief<br>• Obtain access to Site Code on Git<br><br>Seminar/Asynchronous Activities:<br><br>• CamSTAR Module & Assigned Reading<br>• Examine Site Code<br>• Perform SWOT Analysis & Comparison to current build<br>• Brainstorming Business Requirements | In this course, students and the instructor refine & design the learning experiences and success metrics together. Each week, there are 1.5 hrs of asynchronous seminar activities required for students to progress in this course (not including assignments). In some weeks, required asynchronous activities receive marks. Students should plan their study schedules accordingly.<br><br><br>Discussion #1: Inter/Intra professional Collaboration - Let's Talk<br><br>Due Sunday Night @ 11:59 PM |

| WEEK or DATE RANGE | ACTIVITY or TOPIC | OTHER NOTES |
|---|---|---|
| 3 | In-Person Class Activities: Review Parameters for Major & Minor Projects (entire class)<br><br>• Define Business Requirements, Project(s) Scope & Outcomes<br>• Create Project Teams & Begin Project Planning<br>• Assign Goals & Establish Team Needs<br>• Assess Resource Recruitments & Facilitation Requirements<br><br>Seminar/Asynchronous Activities:<br><br>• Discussion Assignment, Posts & Comments<br>• Team/Class working Group Agreement | Students and the instructor outline the project scope for the class, group, and individual assignments. From time to time, external collaborators will join class discussions. |
| 4 | In-Person Class Activities: Begin Major & Minor Project Work<br><br>• Weekly check-in & reporting<br>• Workshop, Brainstorming, Problem-solving, & follow-up<br><br>Seminar/Asynchronous Activities:<br><br>• CamSTAR Module & Assigned Reading<br>• Project work begins. | CamSTAR Assignment #1: Due Sunday Night @ 11:59 PM |

| WEEK or DATE RANGE | ACTIVITY or TOPIC | OTHER NOTES |
|---|---|---|
| 5 | In-Person Class Activities: Perform Major & Minor Project Work<br><br>• Weekly check-in & reporting<br>• Workshop, Brainstorming, Problem-solving, & follow-up<br><br>Seminar/Asynchronous Activities:<br><br>• CamSTAR Assignment & Assigned Reading<br>• Project work continues. | Discord Discussion #2: Due IN CLASS |
| 6 | In-Person Class Activities: Perform Major & Minor Project Work<br><br>• Weekly check-in & reporting<br>• Workshop, Brainstorming, Problem-solving, & follow-up<br><br>Seminar/Asynchronous Activities:<br><br>• Project work continues<br>• CamSTAR Module & Assigned Reading<br>• Discussion Post & Comments | February 12 Copy Art Presentation – "Growing Together, how the roots of our roles intertwine." (Week 6) |
| 7 | No class Feb 19 Family Day/Reading Break – During this week there will be no new assignments. Students should continue to perform Major and Minor Project Work. | February 19 Copy Art Approval – HHS Steering Committee (Week 7 – Reading Week)<br><br>CamSTAR Assignment #2: Due Sunday Night @ 11:59 PM |

| WEEK or DATE RANGE | ACTIVITY or TOPIC | OTHER NOTES |
|---|---|---|
| 8 | In-Person Class Activities:<br><br>- Weekly check-in & reporting<br>- Workshop, Brainstorming, Problem-solving, & follow-up<br>- IDE Virtual Festival content begins to be collected & uploaded as needed.<br>- IDE Website staging/updates/testing begins<br>- Continue Major & Minor Project Work<br>    1. Weekly check-in & reporting<br>    2. Brainstorming, Problem-solving, & follow-up<br><br>Seminar/Asynchronous Activities:<br><br>- Project work continues<br>- CamSTAR Module & Assigned Reading<br>- Discussion Post & Comments | February 24 Poster Template (PowerPoint) Updated (Week 8) |

| WEEK or DATE RANGE | ACTIVITY or TOPIC | OTHER NOTES |
|---|---|---|
| 9 | In-Person Class Activities:<br><br>- Weekly check-in & reporting<br>- Workshop, Brainstorming, Problem-solving, & follow-up<br>- IDE Virtual Festival content collection continues, some individual tasks nearing completion or finished.<br>- IDE Website staging/updates/testing continues<br>- Continue Major & Minor Project Work<br>    1. Weekly check-in & reporting<br>    2. Brainstorming, Problem-solving, & follow-up<br><br>Seminar/Asynchronous Activities:<br><br>- Project work continues<br>- CamSTAR Module & Assigned Reading<br>- Discussion Post & Comments | Discussion #3: Due Sunday Night @ 11:59 PM |

| WEEK or DATE RANGE | ACTIVITY or TOPIC | OTHER NOTES |
|---|---|---|
| 10 | In-Person Class Activities:<br><br>• Weekly check-in & reporting<br>• Workshop, Brainstorming, Problem-solving, & follow-up<br>• IDE Virtual Festival "Staged" for Publication, Quality Checked & Published – most individual tasks will need to be accomplished by this time.<br>• IDE Website staging/updates/testing continues<br>• Continue Major & Minor Project Work<br>    1. Weekly check-in & reporting<br>    2. Brainstorming, Problem-solving, & follow-up<br><br>Seminar/Asynchronous Activities:<br><br>• Project work continues | March 12 updated code committed for alpha/beta testing (Week 10) |
| 11 | In-Person Class Activities:<br><br>• IDE Virtual Festival Actively Promoted (In-person activities begin in week 12)<br>• Most deadlines, individual tasks completing<br>• Continue Major & Minor Project Work<br>    1. Weekly check-in & reporting<br>    2. Brainstorming, Problem-solving, & follow-up<br><br>Seminar/Asynchronous Activities may include:<br><br>• Project work continues | March 19 soft launch (send link to HHS) & testing for website updates/enhancements |

| WEEK or DATE RANGE | ACTIVITY or TOPIC | OTHER NOTES |
|---|---|---|
| 12 | In-Person Class Activities:<br><br>- IDE Virtual Festival Active Promotion Continues & support begins and may include:<br><br>    1. Daily Banner Activity/Prize Draw<br>    2. Feedback & Comments (if possible)<br>    3. Monitor, Service & Support<br>    4. Participate/Produce IDE Activities<br>    5. Collecting Feedback<br><br>Seminar/Asynchronous Activities:<br><br>- Attendance and Support of the above as needed<br><br>- CamSTAR Module & Assigned Reading | March 26 promotional (live) launch for website |
| 13 | In-Person Class Activities:<br><br>- IDE Virtual Festival Active Promotion Continues & support begins and may include:<br><br>    1. Daily Banner Activity/Prize Draw<br>    2. Feedback & Comments (if possible)<br>    3. Monitor, Service & Support<br>    4. Participate/Produce IDE Activities<br>    5. Collecting Feedback<br><br>Seminar/Asynchronous Activities:<br><br>- Attendance and Support of the above as needed | March 31 IDE Festival In-Person Activities (digital & physical attendance tracking)<br><br>CamSTAR Assignment #3 Due Sunday Night @ 11:59 PM |

| WEEK or DATE RANGE | ACTIVITY or TOPIC | OTHER NOTES |
|---|---|---|
| 14 | In-Person Class Activities:<br><br>• Analyze Collected IDE Virtual Festival Feedback (if available)<br><br>• Make recommendations for the next cohort<br><br>• Complete Peer Review & Group Assessments<br><br>• Review & discuss CamSTAR Final Assessment Instructions | April 9 any final content or updates submitted (code pushed) to website |
| 15 | Individual Final Assessments are scheduled during the final exam period. | FINAL CamSTAR Assignment Due no later than the final day of the exam period. |

## Evaluation of Learning: Weighted

| DESCRIPTION | WEIGHTING |
|---|---|
| **Professionalism & Seminar Activities Participation** | **10%** |
| **Discussions** | **10%** |
| **CamSTAR Assignments** | **20%** |
| **Major Project (class grade)** | **20%** |
| **Minor Project (group grade)** | **20%** |
| **Final Assessment (individual grade)** | **20%** |
| **TOTAL:** | **100%** |

**Camosun's Grading Systems**
**https://camosun.ca/registration-records/student-records/camosun-grading-systems**

**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 Teaching and Learning Practices for HHS Students, including written test and examination procedures including late arrivals and missed tests. Please see the Health and Human Services Student Handbook item 5.4 for Test and Examination Procedures. (https://legacy.camosun.ca/learn/school/health-human-services/student-info/index.html#teaching)

Please, inform your instructor as soon as possible if conditions have arisen to prevent you from taking your examination (or completing an assessment or activities) during the published, available times.

There are no traditional "Tests or Exams" in HLSC 264.

**WRITTEN ASSIGNMENTS**

Assignments and Discussions are due before 2400 hours (at 11:59 PM) on the assigned day unless otherwise specified. All assignments in this course are submitted digitally. Assignments about patients, residents or clients must be completed using the individual's initials or other confidentiality-protecting pseudonyms. Unless otherwise directed or when provided with templates, all assignments must be:

- titled using the name of the student and assignment or template name;
- submitted as a Microsoft Word document (.doc) OR as a PDF;
- double spaced or using the provided template;
- using a font meeting APA 7th edition guidelines; and
- include a title page and a reference list whenever appropriate.

**LATE ASSIGNMENTS & BONUS MARKS**

Students should make all efforts to negotiate an extension for the due date of an assignment ideally at least 48 hours before the due date.

- Assignments submitted late without an approved extension will result in a 20% deduction in possible marks for each day late, and will not be accepted more than two days after the assignment closing date.
- Abandoned or late assignments will NOT be accepted at the end of the semester.

When available, bonus assignment points cannot result in greater than 100% total marks in the course; students who have been identified as "at risk" for failing the course MUST complete bonus assignment(s) to be eligible for an alternate demonstration of total course mastery.

- A "supplemental examination" is one type of alternative demonstration of total course mastery and shall only be offered if the student is within 59.5% in total course marks following tabulation of all grades.

- Other "demonstrations of total course mastery" may also be offered, at the discretion of the course instructor so long as they verify that the student has achieved the required mapped competencies in the course.
- The nature of any supplemental examination or demonstration of total course mastery shall be at the sole discretion of the instructor.
- Students need to be aware of their program completion GPA & individual course requirements as well as the percentages needed in order to use this course as a prerequisite.
- Supplemental examinations and/or demonstrations of total course mastery are not individually subject to the normal application of the Grade Review and Appeals policy as these assessments exist outside of regular course content and marking. Instead, the student should appeal their final grade in the entire course.

**DISCUSSIONS**

In general, once a discussion has ended, the opportunity to earn marks for the activity has finished. While you can turn in a late assignment for partial credit, a late discussion is just a conversation with yourself after the fact and it is unfair to earn marks when you haven't participated with the whole class during the activity.

The instructor will generally mark discussions prior to class and since class time will be spent analyzing the assigned discussions it's unfair to obtain points after the fact. Even though Discussions are a minimal part of the total course weight, students should consider carefully when deciding if they will post within the time allotted to earn marks.

Exceptions to this are made only when students have communicated with the instructor in advance to obtain an extension on the activity. Since Discussions are usually assigned over several days, a good strategy is to complete your initial post earlier in the discussion period to avoid losing all the marks in case you are unable to post your peer replies.

Students achieve sufficient (65%) marks for performing the minimal assignment requirements for peer interaction during a discussion. Those who desire full marks (90% or above) would engage with the majority of their peer's posts making high quality comments and respond to the comment's that their peers post about their initial post.

**COURSE COMMUNICATIONS & BEHAVIOURAL EXPECTATIONS**

Whenever sending direct emails to your instructor ensure you include the course code in the subject of your email or the instructor cannot guarantee that your message will be read or responded to in a timely fashion.

- HLSC-264: URGENT/TOPIC/SICK DAY etc.

The instructor will typically respond to direct emails within two business days (M-F w/in 48 hours). Students should use the "Important or High" priority tag on any email reporting a missed class or potentially missed assignment or examination.

- I strive to have marking completed within two weeks following the close of the assignment window. However, I will inform you if there will be a further delay – or set specific expectations before the due date. I usually mark on Tuesdays and Thursdays.
- I will withhold releasing feedback or marks if there are any outstanding assignments (negotiated late assignments, accommodated deadlines, etc.) until all assignments have been received, at the end of the late assignment acceptance period, or once any student(s) with outstanding assignments have communicated with the me that they do not intend to complete their assignment(s).

Students should familiarize themselves with the Camosun College Student Learning Success Guides and pay close attention to the Remote & Online Learning guide in particular. This course will observe the Student Guidelines for Communicating in Online, Professional Contexts resource. Please watch the Discussion Board Tips video to help you make the most of our asynchronous discussion activities and assignments.

**ATTENDANCE**

While there is no "role call" attendance taken for this course (except for on the first day), students who do not attend in-person class time may lose participation marks for activities that occur only during class meeting times. If the instructor and students agree to an online meeting instead of a synchronous in-person class session, students will be expected to "enter class" or start and end the online portion of the synchronous session with video and audio on.

The meet-and-greet period of any synchronous online session will last about five minutes and students may elect to switch off their audio/video for the remainder of a synchronous class time unless they are presenting. Students should "mute" their audio whenever they are not actively in conversation or presenting during an online session. At the end of a synchronous online session, there will also be a five-minute checking-out period. If you are not present and visible for at least a portion of both these parts of the synchronous session, you may not receive participation marks for the synchronous session.

Participation marks are awarded for both synchronous and asynchronous course activities at the instructor's discretion. If you have technical limitations that may prevent you from participating in the way required, please let your instructor know.

- If you choose not to or cannot attend any synchronous (in person or online) session it is your responsibility to acquire all information given during a class missed, incl. notes, hand-outs, assignments, any changed assignment dates etc.

- Student attitudes and behaviours surrounding attendance contribute to the professionalism mark in the course; however, attendance itself is not recorded except to establish attendance of the first class.

- Should you miss a session for any reason, please inform your instructor as soon as possible once you are in a safe environment. Illness (of any kind) itself shall not be penalized, however, students are independently responsible for any content missed.

- Synchronized online sessions of this course shall only be recorded and posted to the D2L content with the full and enthusiastic approval of all of that day's course attendants and, only when practicable.

**SUGGESTED STUDY TIME & STUDY HABITS**

- There are 1.5 hours per week of "asynchronous course activities" and 1.5 hours per week of course content/laboratory/seminar (in-person simulation activities may or may not occur during scheduled class time, reading & assignments etc. with the agreement of all parties).

- A reasonable amount of time to dedicate to studies in this course for adequate (65%) comprehension of the course material would be the three listed course hours per week plus three additional hours of completing assignments, participating in the discussions, studying & reading.

- Students who desire "full marks" or A+ grades, probably spend at least 6 hours outside of class per week studying the content and completing assignments for this course.

- Students should carefully consider if obtaining marks above 90% is the best use of their time. At Camosun College, 90% is an A+ and no higher GPA can be shown on your transcript.

- The most successful students map out a study schedule; including regular dedicated time for reading, assignments, discussions, group work, and digesting/watching online content – and spread it out during the week to give their brains time to absorb different information.

- It can be valuable to review your notes (or review a recording) within 24 hours following each class to help you retain the information.

- Study/social groups are a highly effective way of learning for many students.

- If your cohort/class agrees to record Class sessions, you can re-watch them at 2X speed as review.

- Even students who struggle can be successful when they communicate frequently with their instructor about their challenges in a course. Students who communicate their difficulties in advance are more likely to be given assignment extensions, additional help or resources, and are often more successful as a result of communicating their difficulties.

Students enrolled in Allied Health & Technologies Programs must participate in learning activities that include intimate and direct personal contact with their classmates during supervised practice. Students are training to perform the duties of a healthcare professional. These duties usually require

constant, close physical contact with patients and clients. Students may be required to simulate and perform these activities on one another during this course. Students may also be required to use special hygiene practices and protective gear to protect themselves from the transmission of communicable diseases (like COVID-19). Risks associated with learning and performing the physical duties of a healthcare profession cannot be entirely eliminated by any amount of caution or protection. Students who refuse or are incapable of participating and performing these activities due to personal or medical limitations may only continue to participate in their course work when supported by officially registered accommodations or temporary medical advisory.

## 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**.

[CMLA Program Handbook](#)

[MRAD Program Handbook](#)

[SONO 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

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