



CAMOSUN COLLEGE COURSE SYLLABUS

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

COURSE TITLE: ICW 120
CLASS SECTION: X01
TERM: Summer 2024
COURSE CREDITS: 3
DELIVERY METHOD(S): in-class, D2L access, community partnership sites

INSTRUCTOR DETAILS

NAME: Meli Louie

EMAIL: louiem@camosun.ca

OFFICE: SAEC Camosun office, second floor

HOURS: office hours by appointment on Mondays, class hours T 9:30 AM - 12:20 PM
2024/05/06 - 2024/06/22

CALENDAR DESCRIPTION

Students will have the opportunity to critically reflect on and consolidate all aspects of their learning in a capstone project. Through developing, promoting and offering a holistic community wellness activity or workshop, students will demonstrate their knowledge of Indigenous ways of knowing and being. They will share their knowledge of group facilitation, community building and protocols, using trauma informed and healing-centered approaches. They will also build community connections using respectful, relational, effective and professional communications.

PREREQUISITE(S): All of: C in ICW 112 C in ICW 113 C in ICW 114 C in ICW 115 C in ICW 116 C in ICW 117 C in ICW 118 - Must be completed prior to taking this course.
C in ICW 119 - Must be taken either prior to or at the same time as this course.

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course, students will be able to offer community their ability to:

1. Apply relational strategies to strengthen community connections and outreach.
2. Develop, promote and offer a wellness activity or short workshop for community members.
3. Describe and demonstrate their Indigenous practice framework which will guide their professional practice.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Articles, websites and videos provided in class

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.

	Seminar Topic	
<p>Week 1 T/May 7</p>	<p><u>Tuesday:</u> Opening, Assignment Overview <u>Breakout Group Activity</u> – In breakout groups, learn about different project examples from the SINEW Program. This is for discussion purposed to come back together as a group and share highlights from different types of projects. NOTE: These projects have much longer timeframes and are only intended to stimulate ideas.</p> <p><u>Tuesday :</u> Developing Your 1) Project Charter, 2) Framework, 3) Agreement and 4) Workplan</p>	<p>Resources: Reviewing some project ideas- Serve Learn Web-site Additional resources: Examples of Service-Learning Standards and Benchmarks (Serve Learn)</p> <p>Project Planning / Developing a Workplan</p> <p>Video Resources: Project Management Basics for Beginners – 13 Simple Project Management Tips - Project Manager – YouTube</p> <p>Project Planning for Beginners</p> <p>By the end of week one, the organizational project sponsor, students and instructor sign agreement on the project work plan.</p> <p>Due: Monday May 12 / 11:59 pm</p> <ul style="list-style-type: none"> • Project Charter • Practice Framework • Workplan
<p>Week 2 M/ May 13 T/Mau 14</p>	<p><u>Monday:</u> Project Development Lab - Project Kick-off</p>	<p>Introduction to Photo Journaling / Using Photos for Storytelling</p>

	<p>Tuesday: Documenting Your Project Learning</p>	<p>Video Resources: Indigenous Research as Storytelling – Red Talks Dr. Jo-Ann Archibald on Indigenous Storywork – National Centre for Indigenous Education and Collaboration YouTube <i>(Indigenous Storywork also available at Camosun College Library)</i></p> <p style="text-align: center;">• Photo Journal - Entry 1</p>
<p>Week 3 M/May 20 T/May 21</p>	<p>Monday: Victoria Day CW X01 S2024 Tuesday: Personal Wellness and Contemplative Practices</p>	<p>Reflective Practice Personal Wellness</p> <p>Resources: Dr. Jessica Barudin (Kwakwaka’wakw)</p> <p>UBC Learning Circle: Trauma-informed, Healing-centered Community Wellness: Indigenized approaches to embodiment and contemplative practices with Dr. Jessica Barudin – Video Link (TBD)</p> <p>Additional Resources and Practices: https://www.jessicabarudin.com/about-jessica</p> <p style="text-align: center;">• Photo Journal – Entry 2</p>
<p>Week 4 M/May 27 T/May 28</p>	<p>Monday: Project Development Lab Tuesday: Time Management</p>	<p>Time Managment Across Cultures – Web resource</p> <p>4 Simple Time Blocking Tips: How To Start Time Blocking The Easy Way - Jason Whaling - You Tube</p> <p style="text-align: center;">• Photo Journal – Entry 3</p>

<p>Week 5 M/June 3 T/June 4</p>	<p><u>Monday:</u> Project Development Lab <u>Tuesday:</u> Motivation & Inspiration</p>	<p>A Poem is a Possibility: writing toward a healthy outlook With Rena Priest - UBC Learning Circle YouTube</p> <p>Everyone is a Wellness Champion: Stories from the Rez – UBC Learning Circle You Tube</p> <ul style="list-style-type: none"> • Photo Journal – Entry 4
<p>Week 6 M/June 10 T/ June 11</p>	<p><u>Monday:</u> Project Development Lab <u>Tuesday:</u> Preparing for Project Closure</p>	<p>Video Resource: Project Closure Checklist/8 Steps to Close your Project – Recipe for Success - YouTube</p> <ul style="list-style-type: none"> • Photo Journal – Entry 5
<p>Week 7 M/June 17 T/June 18 W/June 19 T/June 20</p>	<p><u>Monday:</u> Project Lab <u>Tuesday:</u> Open-House Preparations <u>Thursday (am):</u> Project Open-House <u>Thursday (pm):</u> Video Presentations – Assessment</p>	<p>Showcase</p> <p>Video Presentations</p> <ul style="list-style-type: none"> • Photo Journal – Entry 6 <p>Due: Sunday June 23 / 11:59 pm</p> <ul style="list-style-type: none"> • Photo Journal • Capstone Project Video • Capstone Project Presentation Self-Assessment • Copy of the Project Sponsor Wrap-Up letter

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>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Project Charter, Practice Framework and Work plan	20
Capstone Project	50
Photo Journal	20
Participation and Attendance	10
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	TOTAL 100%

Assignment Overviews

Project Charter, Practice Framework and Work plan - 20%

Includes 3 parts: Project Charter, Practice Framework and Project Work plan

1. **Project Charter** (5 marks) -

For the Project Charter, prepare an agreement letter that outlines the objective of your project and the commitments that you and your sponsor are making to the project. Include details such as the project title, the start date, frequency of meetings with your sponsor, where the project will take place and the expected project outcomes. Also include some information about what steps you will take if there are challenges or if the project must be amended due to unforeseen circumstances. Append your project work plan and ensure that both you and your sponsor agree in principle to the proposed work plan. You, your sponsor and your instructor will sign the Project Charter.

2. **Practice Framework** (10 marks)-

For your Practice Framework, describe some of the values and teachings that you will look to for guidance throughout the duration of the project. For example, if you are challenged during your project, describe what will help guide you to stay on track with your goals. Your Practice Framework can also include examples of activities that you will do for yourself. Your Practice Framework can be prepared and presented in a creative way (e.g. example using images) and should also include a 300–500-word description.

3. **Project Workplan** (5 marks) -

For your Project Work plan, prepare a week-by-week overview of the tasks you will seek to complete towards the completion of your project. Include between 1-3 goals each week that will help you stay on track and contribute to the overarching success of your project objective.

Capstone Project - 50%

Includes 4 parts: Open-House / Project Summary Video / Sponsor Wrap-Up Letter / Self-Assessment

1. Open-House (15 marks)

Prepare a creative visual display that describes your Capstone Project. Include details about what you accomplished during your project which will be shared at the Open-House.

2. Project Sponsor Wrap-Up Letter (5 marks)

Prepare a letter that can be either send by post, email or hand delivered to your project sponsor. The letter should include some final words about the project collaboration. It should be prepared in a professional format and include whatever details you wish to include about your experience working with them. It can be creative, and accompanied by a tobacco offering or any other cultural aspects you wish to include. Submit a copy of this letter to your instructor.

3. Capstone Project Video - (20 marks)

Create a **5–7-minute video describing your capstone project experience**. Be creative with your submission. If you include photographs or video clips, **please ensure you obtain permission** from any persons that are included, as this video will be shared with your classmates in your course closing. Include closed captioning.

- i. What is the title of your project?
- ii. What was the primary project objective?
- iii. Who was involved in the project?
- iv. Describe any differences between what your vision and the outcome.
- v. What was the biggest success in the project?
- vi. What were there some of the challenges?
- vii. How did you navigate the challenges?
- viii. Is there anything you would do differently next time?
- ix. What is one piece of advice that you would give to someone that you would be supporting on a project like yours?

4. Self-Assessment – See Capstone Project Video Assessment Template

Photo Journal – 20%

During your project, document your learning through photographs. **Do not include photos that have people in them if possible.** For each week, include 2 – 3 images that represent your learning for the week. Write a short paragraph that describes each photo.

Participation, Attendance and Collaboration (10%)

Students will be assessed on their class participation and collaborations overall for the duration of the course, including their adherence to their work plans and project charters, as well as their attendance for the in-class portions of the course.

Capstone Project Video Assessment Template

Circle if you are assessing as a: Peer, Sponsor, Instructor or Self

Presenters Name: _____

1 - Project title and objectives were clearly presented in the presentation. 1 / 2 / 3 / 4 / 5

2 – Overview of successes and challenges how the challenges were navigated were shared.

1 / 2 / 3 / 4 / 5

3 - Description of original vision vs. outcome was shared. 1 / 2 / 3 / 4 / 5

4 - Key learnings on how they do things differently next time and advice they would share was thoughtful and insightful. 1 / 2 / 3 / 4 / 5

5 - Creativity and adherent to the assignment criteria, e.g. duration. 1 / 2 / 3 / 4 / 5

COURSE GUIDELINES & EXPECTATIONS

Students will attend every class and partner-site events as agreed to in the charter. Students will engage in professional conduct in-person, by phone or email with instructor, mentor, and other students. Students will meet with community mentor weekly and communicate with course instructor weekly to provide updates. Students will complete all readings and assignments according to course schedule. Students will communicate with instructor if they need to change capstone goals. All capstone hours will be completed within course schedule.

SCHOOL OR DEPARTMENTAL INFORMATION

Eyē? Sqâ'lewen-Centre for Indigenous Education & Community Connections

The Centre for Indigenous Education & Community Connections (IECC) offers support services and Indigenous programs for Indigenous students and provides links between Camosun College, students, local Indigenous organizations and First Nations communities.

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 camosun.ca/services.

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

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 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 [Medical/Compassionate Withdrawals policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence

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 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 Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/services/sexual-violence-support-and-education.

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 <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.