

COURSE SYLLABUS



COURSE TITLE: IST 204 Special Projects

CLASS SECTION: BX01

TERM: WINTER 2025

COURSE CREDITS: 3

DELIVERY METHOD(S): Lecture/Special Project

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](#).

For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>.

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: Crystal Seibold

EMAIL: cseibold@uvic.ca

CLASS: Wilna Thomas room 200

OFFICE HOURS: Friday 12:30-1:30 (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

Students will undertake assignments enabling them to develop leadership and community skills. Projects may include working with Indigenous communities and organizations, government Ministries and departments, NGOs and other agencies.

PREREQUISITE(S):

All of:

- C in [IST 116](#)
- C in [IST 117](#)
- C in [SOC 230](#) or [IST 230](#)

Or all of:

- C in IBL 105
- C in [IBL 110](#)
- C in IBL 205

CO-REQUISITE(S):

Not Applicable

EXCLUSION(S):

Not Applicable

COURSE LEARNING OUTCOMES / OBJECTIVES

Students will undertake assignments enabling them to develop leadership and community skills. Projects may include working with Indigenous communities and organizations, government ministries and departments, NGOs and other agencies.

Further outcomes:

- Identify and research community needs
- Plan and implement small community-based projects using cooperative and sustainable approaches
- Develop mutually beneficial relationship with and contribute to Indigenous community groups and organizations

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

There are no required textbooks for this course. Materials (articles) will be provided on D2L, by email, or handed out 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 and in line with COVID-19 restrictions.

Classes:

January 8 (Wednesday): 9:30 – 12:20

January 15 (Wednesday): 9:30-12:20

January 22 (Wednesday): 9:30-12:20

January 29 (Wednesday) 9:30-12:20

February 5 (Wednesday) 9:30-12:30

March 12 (Wednesday): 9:30-12:20 (Virtual)

April 9 (Wednesday): 9:30-12:20

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
January 8	<ul style="list-style-type: none"> Opening circle (check-in, “how far along are you with planning?”) Course Outline Introduce Assignment (working document), self-locating yourself in your project Break into groups (of 2), explain project in its simplest terms, introduce each other’s project 	<p>**bring to class**: Project documents</p> <p>Review: Kovach, M. (2009). Introduction. Indigenous Methodologies</p>
January 15	<ul style="list-style-type: none"> Focus on Goals, how to create a plan that is clear for your instructor, your supervisor and yourself Introduce S.M.A.R.T Goals and Indigenous methodologies Break into groups, what are your goals? SMART goals – steps to achieve goals Small groups – next steps of SMART goals Resume writing 	(Guest Speaker TBD)
January 22	<ul style="list-style-type: none"> Small groups - Check-in (Where are you in your project development?) Building your plan (develop a viable work plan with a timeframe) Indigenous Evaluation frameworks and Indigenous Research Methodologies - Indigenous ways of being and research/evaluation 	<p>Reading: Lafrance & Nichols (2010). Reframing Evaluation: Defining an Indigenous evaluation framework</p>
January 29	<ul style="list-style-type: none"> Plan for challenges Protocols Timesheet, check-in schedule for supervisor and instructor “Present” on your project plans and receive feedback from peers Check in with instructor 	
February 5	<ul style="list-style-type: none"> Check-in Competencies, next steps Deliverables (conclusion?) Small groups for discussion 	<p>Reading: Voluntary Sector Leadership Competencies (2003)</p>
March 12	Mid-point Check-in (mandatory)	Virtual check ins
April 9	Final Presentations	

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 scan be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

DESCRIPTION		WEIGHTING
1. Working Document on Leadership and Project Development (Draft)	January 29th, 2025 (11:59pm)	10 %
2. Working Document on Leadership and Project Development (Final)	February 12th, 2025 (11:59pm)	20 %
3. Resume	January 29 th , 2025 (11:59pm)	5 %
4. Final Presentation/hours (timesheet) of completed project	April 9 th , 2024 (11:59pm) (<u>uploaded to d2l</u>)	40 %
5. Attendance/Participation		10 %
6. Meetings with instructor/supervisor (X2)		15 %
	TOTAL	100%

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](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

Participation/Professionalism:

Class attendance and participation is essential to the course objectives, and largely involves discussion of the topics and assigned readings or activities. It is also an opportunity for students to ask questions and learn from each other. This is an intensive course, you must attend for success in the class.

Your participation grade is assigned based on attendance (including being on time), completing the readings, the level of your constructive engagement in the classes and your small-group discussions, handing your assignments in on time and overall professionalism in the classroom. Professionalism also includes making arrangements with the instructor for extensions on assignments; and, looking for clarification when you are not understanding something.

As a special projects class, this course is primarily self-directed. Challenges can arise and it is your responsibility to reach out for support and brainstorm solutions with both your supervisor and instructor.

Due Dates and Late Assignments

The due dates are established in accordance with the course and term duration. The purpose of the due dates is to help both you and I to get the assignments done so that they can be assessed in a timely manner. Just as you need time to complete the assignments, I need enough time to grade them. As such, it is expected that students will hand in assignments on time.

Late assignments will be penalized 5% per day and after ten days will not be accepted unless an extension is legitimately warranted and approved by the instructor in advance of the assignment due date.

Emails and communications

I am available by email for clarification and questions, but as a sessional instructor I am not on my email every day – expect up to 48 hours for a response. Please do your best to plan ahead and bring your questions to our in-person classes, so that all students can hear and benefit from the response.

For support with assignments, students must connect with the instructor no later than 48 hours (2 days) before the assignment is due.

Plagiarism, Cheating, and Academic Dishonesty

If plagiarism, cheating, or academic dishonesty can be documented, the penalty will be an automatic “zero” on the assignment in question, and can result in expulsion from the college.

SCHOOL OR DEPARTMENTAL INFORMATION

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/>.

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 250-3703841

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.