

# COURSE SYLLABUS



**COURSE TITLE:** IST 093 - IST Circle & Elders Teaching  
**CLASS SECTION:** 1 X17  
**TERM:** Fall 2023  
**CLASS TIME AND LOCATION:** Thursday 10:00 AM -11:20 PM  
Saanich Adult Education Center  
**COURSE CREDITS:** 1.5  
**DELIVERY METHOD:** Circle Learning

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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## INSTRUCTOR DETAILS

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**NAME:** Wendy McDonald for Sandee Mitchell  
**EMAIL:** mcdonald@camosun.ca and mitchell@camosun.ca  
**CELL:** 250-882-7375  
**OFFICE:** Faculty Office next to the classroom  
**Classroom:** Saanich Adult Education Center ICP Classroom  
**OFFICE HOURS:** Thursday, 11:30 AM to 12:30 PM

*As your course instructors, 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 us.*

*Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

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## CALENDAR DESCRIPTION

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This course consists of weekly circles-based discussions and debriefing sessions for program students, faculty and staff in semester 1 of the College Prep Program. On regular occasions, Indigenous Elders and knowledge keepers will join the circle to share their wisdom and oral traditions.

## PREREQUISITE

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Restricted to students in Indigenous College Prep

## COURSE LEARNING OUTCOMES / OBJECTIVES

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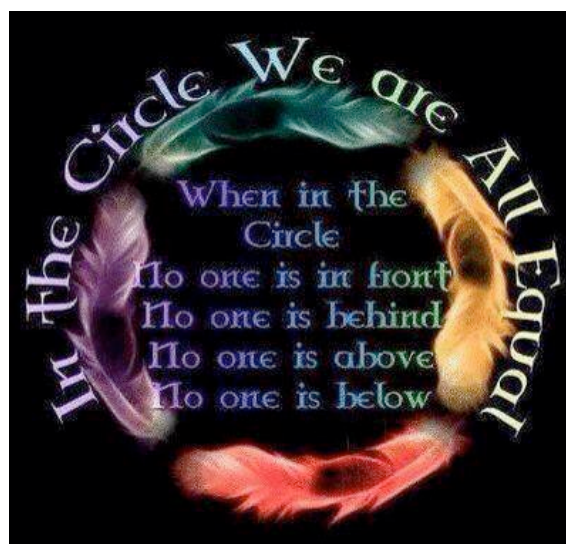
This course consists of weekly circle-based discussions and debriefing sessions for program students, staff, and faculty, in Semester 1 of the Indigenous College Prep Program. On regular occasions, Indigenous elders will join the circle to share their wisdom and oral traditions.

1. Respect Elders' teachings and the circle process as a critical part of the ICP Program.
2. Participate regularly in circle discussions and expand interpersonal skills.
3. Provide contributions to circle discussions in a manner that contributes to the learning and development of all those involved and encourage each student to take charge of their own development, to release their potential and achieve what they value in their educational journey.
4. Provide opportunities to work together for the common good of the school environment.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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No Texts Required



## 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 7        | Welcome and Introduction to ICP Circle Seminar.<br>Icebreaker: "getting to know one another".  |
| September 14       | Orange Shirt Day Discussion<br>Guest Speaker: Sandee Mitchell<br>Workshop with Nancy Potvin  |
| September 21       | Topic: Building a Circle.<br>As a group we will create rules and guidelines of how our Circles will be conducted and discuss class expectations and circle learning as an Indigenous pedagogy. How are things going now? |
| September 28       | Guest: Indigenous Advisor to chat about Student Awards and process for registering for ICP in the fall.  |
| October 5          | Guest and Check-in   |
| October 12         | Field Trip<br><br>Application for Student Awards Due   |
| October 19         | Check in   |
| October 26         | Guest: Christa Hotchkiss Student Library Supports<br>Check that Assignment one Appointments are made for everyone.   |
| November 2         | Guest: Jeanine Cooper (Master Bearer)  |
| November 9         | Guest: Faye Martin   |
| November 16        | Check-in and Lateral Kindness Workshop   |
| November 23        | Guest: Kathy and Doug LaFortune  |
| November 30        | Check in   |
| December 7         | Closing Circle Celebration and Potluck.<br>Check in. . .What are you talking away?   |

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 needed.

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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### **Attendance: <sup>[OBJ]</sup>70%**

Each of the 14 scheduled classes is worth 5% for a total of 70%.

*If you cannot make a class, please e-mail the instructor the night before class. There will be one assignment for this class, each worth 30% of your grade.*

### **Self-Care Plan Assignment One:**

**30%**

We will meet individually and discuss the following questions:

1. How are you doing with your studies in the program?
2. What areas of your studies are you proud of?
3. What are you learning about yourself and what is your self-care plan going forward?
4. Speak to potential barriers you are finding that may get in the way of you achieving your goals and where you may ask your support group for help.

This is an oral presentation, and it must be done by **November 30th**. Students are expected to make an appointment with me to complete this assignment. I will be on-site at SAEC at various times so please email me at [mcdonald@camosun.ca](mailto:mcdonald@camosun.ca) to set up the appointment by **October 26, 2023**. We will arrange a 15-20 min time to sit or walk with me to talk about these questions.

### **Bonus Marks:**

If you would like or need bonus marks, talk to the instructor about bringing in an elder that you know in your community who could share some encouraging words with the students.

### **Due Date: <sup>[OBJ]</sup> October 26th, 2022**

| DESCRIPTION  | WEIGHTING |
|--|-----------|
| Attendance   | 70%       |
| Self-Care Plan Assignment One  | 30%       |
| BONUS MARKS - Bring in your Elder to share some supporting words with the students | (20%)     |
|  | TOTAL     |
|  | 100%      |

If you have a concern about a grade you have received for an evaluation, please come and see us as soon as possible. Refer to the [Grade Review and Appeals](https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf) policy for more information.  
<https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

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**Students must attend 80% of classes to be successful, this is a mandatory course.**

**We will use the following competency-based grading system:**

- COM** The student has met the goals, criteria, or competencies established for this course.  
**DST** The student has met and exceeded, above and beyond expectations, the goals, criteria, or competencies established for this course.  
**NC** The student has not met the goals, criteria or competencies established for this course.  
**Please Note:** Your transcript will show one of these codes and not a letter grade!

## SCHOOL OR DEPARTMENTAL INFORMATION

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The Center for Indigenous Education and Community Connection, found in Ewing 272, is a valuable resource for you. If you are having difficulty with course content, registration, course selection, funding issues or anything that would get in the way of you being successful in this course, there are Indigenous advisors and support people there for you to talk with. To make an appointment, please call the secretary, Christine LaVallee at 370-3299 or contact an advisor directly.

## 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 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](http://camosun.ca/services).

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

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:

<https://camosun.ca/services/academic-supports/accessible-learning>

### 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. Please visit <https://camosun.ca/sites/default/files/2021-07/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: <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.