



CAMOSUN COLLEGE

School of Health and Human Services (HHS)
Department: Community, Family & Child Studies



[Camosun.ca/hhs-handbook](http://camosun.ca/hhs-handbook)

CFCS 114 Professional Practice 1 Winter 2019

COURSE OUTLINE

The course description is available on the web:
<http://camosun.ca/learn/calendar/current/web/cfcs.html#cfcs114>

Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

1. Instructor Information

- (a) **Instructor** Robin Fast
- (b) **Office hours** Monday and Friday 1030-1200
- (c) **Location** WT 111B
- (d) **Phone** 250 370 3208
- (e) **E-mail** fast@camosun.bc.ca

2. Course Description & Intended Learning Outcomes

This course introduces students to the basic skills, knowledge, attitudes and values necessary for professional practice in community, family and child services. Students will develop a personal philosophy for practice, and will begin to examine the responsibilities and obligations of the CFCS professional.

Upon completion of the course students will be able to:

- a) apply professional standards and accountabilities to practice.
- b) articulate a personal philosophy for practice as a CFCS professional.
- c) make responsible and ethical decisions using critical thinking and effective problem solving skills.
- d) describe and define the components, roles and responsibilities found in effective team work.

3. Required Materials

Valentino, L. (2013). *Handle with care: Communicating in the human services field in Canada* (5th ed.). Toronto, ON: Nelson Education.

O'Hara, A., Weber, Z., Levine, K. (2016). *Skills for human service practice: Working with individuals, groups, and communities* (2nd ed.). Don Mills, ON. Oxford University Press.

Additional readings as assigned.

4. Course Content and Schedule

This is an interactive course that uses a variety of teaching/learning strategies, lectures, discussion, co-operative learning, and guest speakers.

Please arrive at class on time and be prepared to participate in discussions and activities. Classes are planned as a continuum for building the skills and knowledge required to meet the competencies for CFCS graduates. Students are required to contact the instructor in advance if they are unable to attend class.

Course Schedule:

This schedule is subject to change depending upon availability of resources and class needs.

Date	Topic	Preparation
Week 1 Jan 10	Introduction CFCS 114 Key Concepts and Themes	
Week 2 Jan 17	Beliefs, Values, and Philosophy	D2L: Human services: That must be so rewarding Chapter 1
Week 3 Jan 24	Human Service Work	D2L: The generalist model of human services practice Chapter 1
Week 4 Jan 31	Working Relationships, Group Dynamics, and Teams	Txt: Skills for human service practice Chapter 13
Week 5 Feb 7	Conflict Resolution	Txt: Skills for human service practice Chapter 15
Week 6 Feb 14	Professional Communication	Txt: Skills for human service practice Chapter 5
Week 7 Feb 21	Reading Week (No Class)	
Week 8 Feb 28	Professional Writing	Txt: Handle with care Chapter 1 & 3
Week 9 Mar 7	Freedom of Information and Protection of Privacy	Txt: Handle with care Chapter 2 & 4
Week 10 Mar 14	Ethics and Ethical Issues	Txt: Skills for human service practice Chapter 1 & 2
Week 11 Mar 21	Ethical Dilemmas & Decision Making	
Week 12 Mar 28	Self in Ethical Practice	Txt: Skills for human service practice Chapter 3
Week 13 Apr 4	Human Service Values in Practice	
Week 14 Apr 11	Integration of Learning	

5. Basis of Student Assessment (Weighting)

1. Philosophy and Values Paper	20%
2. Teamwork Paper	20%
3. Professional Writing Assignment 1	15%
4. Professional Writing Assignment 2	15%
5. Ethical Decision Making Paper	20%
6. Participation	10

To pass this course, students must satisfactorily complete all assignments and learning activities with a minimum grade of C for each assignment.

Assignment Submission

Written assignments must be submitted via D2L. File names should include your name for easy reference. Written assignments must be typed and double spaced and follow APA guidelines. Pay particular attention to page numbering and headers, line spacing, font and font size, the citation of source material, and cover-page format. Spelling, grammar, and presentation of the material will be taken into consideration when assignments are graded.

All assignments are to be submitted on designated due dates. In some circumstances, students may arrange with the instructor for an extension of an assignment before the due date. Marks will be deducted (5% per day) of assignments if prior arrangements have not been made with the instructor.

Evaluation of participation includes:

- Active and respectful participation in classes
- Regular attendance
- Adequate preparation for classes
- Contributions to small group and large group discussions
- Respectful behaviour towards classmates and instructor (Including having mobile phones muted during classes)
- Awareness of own behaviour and its effect on others

6. Grading System

Standard Grading System (GPA)

Competency Based Grading System

7. Recommended Materials to Assist Students to Succeed Throughout the Course

[Click or tap here to enter text.](#)

8. College Supports, Services and Policies

Immediate, Urgent, or Emergency Support



If you or someone you know requires immediate, urgent, or emergency support (e.g., illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts:

<http://camosun.ca/about/mental-health/emergency.html> or
<http://camosun.ca/services/sexual-violence/get-support.html#urgent>

College Services

Camosun offers a variety of health and academic support services, including counselling, dental, centre for accessibility, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit Student Services at <http://camosun.ca/services/>

College Policies

Policies are available on the College website at <http://camosun.ca/about/policies/>

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies.

Education and academic policies include, but are not limited to, [Academic Progress](#), [Admission](#), [Course Withdrawals](#), [Student Appeals](#), Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, and Student Penalties and Fines.

Student Conduct Policy

There is a [Student Conduct Policy](#). It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College website.

A. GRADING SYSTEMS

<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf#page=2>

The following two grading systems are used at Camosun College:

1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes.

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

B. Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at <http://www.camosun.bc.ca/policies/E-1.5.pdf#page=4> for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.