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

CFCS 141 Service Learning
Winter 2019

COURSE OUTLINE

The course description is available on the web:
http://camosun.ca/learn/calendar/current/web/cfcs.html#cfcs141

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**	Asha Rao	
(b)	**Office hours**	Tuesdays 11-noon	
(c)	**Location**	WT 223	
(d)	**Phone**	250-370-3223	**Alternative:** Click or tap here to enter text.
(e)	**E-mail**	raoa@camosun.bc.ca	
(f)	**Website**	Click or tap here to enter text.	

2. Course Description & Intended Learning Outcomes

Students will collaborate with communities to identify, develop and implement a service learning project that contributes to the well-being of community members. Students will begin to develop the skills and strategies necessary for effective interpersonal communication, team work and personal leadership.

Upon successful completion of this course a student will be able to:

a) apply principles of planning, implementation and evaluation to a service learning project.
b) demonstrate effective interpersonal communication and leadership skills with team and community members.

3. Required Materials
a) Valentino, L. (2013). Handle with care: Communicating in the human services field in Canada. Toronto: Nelson.
b) Readings posted on D2L

4. Course Content and Schedule

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

DATE	TOPIC	PREPARATION
Week 1	o Introduction to CFCS 141 o Defining and Describing Service Learning	**all attend**
Week 2	o Discuss Reading o Setting the stage for Service Learning o Brainstorming agencies/ideas o Choosing a service learning activity o	Readings on D2L **all attend**
Week 3	o Discuss Reading o Review code of conduct o Group meetings/proposal development	Valentino, Ch. 3, 5, 6 **all attend**
Week 4	o Group meetings proposal development /meet with instructor o **Team Charter Due**	Readings on D2L **all attend**
Week 5	o Group meetings/ in class work on proposals and plan with instructor as required **Proposal Draft Due**	**all attend 1 hour**
Week 6	o **Proposals Submitted and Approved** o	Proposal work with your team
Week 7	o READING BREAK	Project o **Review proposal feedback and make plans for project with your team**
Week 8	o Project check in and work	o **all attend 1 hr**
Week 9	o Group meetings with instructor as required	Project
Week 10	o Group meetings with instructor as required	Project
Week 11	o Project Check in and work	Project **all attend 1 hr**
Week 12	o Group meetings with instructor as required	Project
Week 13	o Group meetings with instructor as required **Report Due** o	Project o **1 hr class- all attend**
Week 14	o **Group project presentations Integration of learning** o **IDE Festival**	Presentation Prepared **all attend Friday April 12- 1-4pm**

5. Basis of Student Assessment (Weighting)

1. Team charter and reflection tree   5%
2. Project proposal   15%
3. Journals   25%
4. Project report   35%
5. Participation and interpersonal skills   20%

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

Assignment Submission

Written assignments must be submitted via D2L. File names MUST include your name for easy reference. Written assignments must be typed and double spaced and follow APA guidelines. Pay 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 (3% per day) for assignments/projects if prior arrangements have not been made with the instructor at least 1 week in advance of the due date.**

Course Presentation
The methods of instruction for this course include hands-on service learning experiences, seminars, lectures, discussion and reflection, and other activities related to the development and implementation of a service-learning plan.

- This course combines in-class lecture, discussion groups, individual and group meeting times with community-based service learning activities. Students are required to complete a total of 42 hours of in-class and community-based activities.
- **Students are expected to attend all scheduled in-class activities**. Please arrive at class on time and be prepared to participate in discussions and activities.

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	*Incomplete*: 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	*In progress*: 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	*Compulsory Withdrawal*: 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.