

CFCS 240 Practicum 1
Winter 2021

COURSE OUTLINE

The course description is available on the web:
<http://camosun.ca/learn/calendar/current/web/cfcs.html#cfcs240>

Camosun College will continue to follow the guidance of the Provincial Health Officer, the B.C. Government and WorkSafeBC, and as such may revise the delivery of courses. Courses with an approved face-to-face component may need to move to online or remote delivery if necessary.

The COVID-19 pandemic has presented many challenges, and Camosun College is committed to helping you safely complete your education. Following guidelines from the Provincial Health Officer, WorkSafe BC and the B.C. Government to ensure the health and wellbeing of students and employees Camosun College is providing you with every possible protection to keep you safe including COVID Training for students and employees, health checks, infection control protocols including sanitization of spaces, PPE and ensuring physical distancing. Please refer to: <http://camosun.ca/covid19/faq/covid-faqs-students.html>
However, if you're at all uncomfortable being on campus, please share your concerns with your Instructor and if needed, alternatives will be discussed.

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) Instructors | Robin Fast, Artemis Fire, & Jessica Evans |
| (b) Office hours | Jessica – After seminar or by appointment |
| (c) Location | Online |
| (d) Phone | Please use email. Alternative: n/a |
| (e) E-mail | EvansJ@camosun.bc.ca ; |
| (f) Website | http://camosun.ca/learn/programs/community-family-child-studies/ |

2. Course Description & Intended Learning Outcomes

This course provides students with opportunities for practice in a variety of community settings. Students will begin to integrate core concepts into their practice as CFCS professionals. Students will use a social justice perspective to demonstrate their developing knowledge, skills, values and beliefs as CFCS Professionals.

Upon successful completion of this course students will be able to:

1. use principles of social justice as a foundation for practice.
2. work effectively and proactively within groups, systems and organizations.
3. begin to contribute to the development, implementation and evaluation of integrated support plans for children, youth and adults.
4. demonstrate interpersonal competencies and establish and maintain positive working relationships with and between individual, families, community partners and the systems that support them.
5. begin to use knowledge of human and social development across the lifespan to effectively support children, youth, adults and families.

6. collaborate with others to support children, youth and adults with diverse and changing emotional, physical and health care needs.
7. practice ethically and responsibly and demonstrate a commitment to personal and professional accountability.

3. Required Materials

Some on D2L, also have textbooks and notes from previous CFCS courses available.

4. Course Content and Schedule

*Each week, we will focus our seminar and discussions on a current issue emerging from student practicum experiences and on one of the learning outcomes for the course. You will receive instructions on seminar preparation and class discussion requirements, when needed, for the following week's seminar, at the beginning of the week.

5. Basis of Student Assessment (Weighting)

To achieve a COMPLETE for CFCS 240, students must:

- Receive Satisfactory ratings in all practicum objectives and learning outcomes, as determined by your instructor
- Attend and participate in weekly seminars
- Complete Learning Journals and submit weekly
- Complete **all** assignments with a "satisfactory" grade (Assignments may be sent back for revisions if they are below satisfactory.)

Class participation includes:

- Pre-class preparation (readings etc)
- Arriving at class on time, and consistent attendance
- Constructive and appropriate comments in class
- Participation in in-class assignments and exercises
- Active and appropriate participation in class discussions and group work
- Active and respectful listening
- Respectful and considerate behavior toward others (including having mobile phones turned off during all classes).
- Ongoing communication with the instructor, as needed.

ATTENDANCE

Please arrive at class on time and be prepared to participate in discussions and activities. Seminar is an integral part of the practicum course, assisting in the development of the skill and knowledge required to meet the competencies for CFCS Diploma. Attendance and participation in classes is required and the content is **Mandatory**. Therefore, students are required to contact the instructor in advance if they are unable to attend classes and **there will be a makeup assignment required for any missed seminars. Missing more than three seminar classes will put you at risk of failing the course.**

Missed Class Makeup Assignment (mandatory for any missed seminar):

You need to have a minimum **ten minute** discussion (in person or on the phone) with **at least two students** in your class to learn their perspective of the important aspects of the session missed (both large group and small group). This will also give you the opportunity to offer supportive feedback to them as well (peer support is one intended outcome of seminar small group). Ensure you identify which students you have spoken to. Complete and **submit a 300 - 500 word** paper which describes the key elements of the class, along with your own reflections on the subject. Please submit this paper on D2L **before the next class.**

***Note:** It is the student's responsibility to track the dates missed and to follow up with colleagues about content missed, while they still remember.

ASSIGNMENT SUBMISSIONS

- All assignments are to be submitted via D2L or in hard copy to the instructor, or as indicated.
- ALL Written assignments must follow APA guidelines, unless indicated otherwise.
- *Assignments that are more than 1 week late may result in the student being required to discontinue working at their practicum site until the assignment has been completed and submitted.*

Assignment Summary:

- Assignment 1: 7 Learning Journals
- Assignment 2: Getting to Know Your Agency
- Assignment 3: Goal-setting (after mid-semester meeting)
- Assignment 4: APIE
- Assignment 5: Final Reflection & Meeting
Provide examples of how you demonstrate the Learning Outcomes (in practicum workbook for students) to be prepared for midpoint and final evaluation meetings
- Missed Class Assignment (if necessary)

See Assignment descriptions for more details (on D2L)

Test and Examination Procedures

There are policies regarding written test and examination procedures including late arrivals and missed tests. Please see the Health and Human Services Student Handbook item 5.4 for Test and Examination Procedures at <http://camosun.ca/learn/school/health-human-services/student-info/index.html>

Written Assignments

Assignments are due before 2400 hours (midnight) on the assigned day unless otherwise specified. Assignments about patients, residents or clients must be completed using the individual's initials only. Unless otherwise directed by individual course outlines, assignments must be: word processed, double spaced, font meeting APA 7th edition guidelines, with a title page and a reference list. Students requiring an extension for the due date of an assignment must negotiate with the instructor, at least 48 hours before the due date. Assignments submitted late without an approved extension will result in a 5% deduction in mark for each day late.

6. Grading System

- Standard Grading System (GPA)
- Competency Based Grading System

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

Learning Support and Services for Students

There are a variety of services available for students to assist them throughout their learning. This information is available in the College Calendar, through Student Services <http://camosun.ca/services/> (more info below) or on the College website at www.camosun.ca .

Please note important dates for withdrawing from courses without penalty (financial or otherwise). <http://camosun.ca/learn/fees/#deadlines>

Review the School of Health and Human Services [Student Handbook](#) and the specific section for the CFCS program.

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.

1. 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 | | 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. |

1. 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://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> 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. |