

# CLASS SYLLABUS



COURSE TITLE: CFCS 240 – Practicum 1  
CLASS SECTION: X01  
TERM: F2021  
COURSE CREDITS: 5  
DELIVERY METHOD(S): Standard, Practicum

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Learn more about Camosun's [Territorial Acknowledgement](#).

<https://camosun.ca/about/covid-19-updates>

*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: Asha Rao & Artemis Fire  
EMAIL: [RaoA@camosun.ca](mailto:RaoA@camosun.ca) [FireA@camosun.ca](mailto:FireA@camosun.ca)  
OFFICE : Please contact us by email.  
HOURS: Our office hours will be announced in class.

*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

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.

PREREQUISITE(S): **All of:** C in CFCS 110; C in CFCS 114; C in CFCS 120; C in CFCS 121; C in CFCS 140; C in CFCS 141; C in CFCS 160; C in HLTH 110; C in PSYC 154  
PRE/CO-REQUISITE(S): **One of:** C in ENGL 151; C in ENGL 161; C in ENGL 163; C in ENGL 164

## COURSE DELIVERY

ACTIVITY	HOURS / WEEK	# OF WEEKS	ACTIVITY HOURS
Lecture			
Seminar	2	14	28
Lab / Collaborative Learning			
Supervised Field Practice	10	14	140
Workplace Integrated Learning			
Online			
		<b>TOTAL HOURS</b>	<b>168</b>

## COURSE LEARNING OUTCOMES

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

- a) use principles of social justice as a foundation for practice.
- b) work effectively and proactively within groups, systems and organizations.
- c) begin to contribute to the development, implementation and evaluation of integrated support plans for children, youth and adults.
- d) demonstrate interpersonal competencies and establish and maintain positive working relationships with and between individual, families, community partners and the systems that support them.
- e) begin to use knowledge of human and social development across the lifespan to effectively support children, youth, adults and families.
- f) collaborate with others to support children, youth and adults with diverse and changing emotional, physical and health care needs.
- g) practice ethically and responsibly and demonstrate a commitment to personal and professional accountability.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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N/A

## COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

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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	OTHER NOTES
Sept. 10	Activities/Topics will be announced in class	
Sept. 17		
Sept. 24		
Sept. 30*	Special class for Orange Shirt Day*– College is closed – Class will take place in the community: 12:00 or 12:30 – 2:30 (exact time tba)	
Oct. 1	Class moved to Sept. 30th	
Oct. 8		
Oct. 15		
Oct. 22		
Oct. 29		
Nov. 5		
Nov. 12		
Nov. 19		
Nov. 26		

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Dec. 3		
Dec. 10		

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

## STUDENT EVALUATION

DESCRIPTION	WEIGHTING
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	
Missed Class Assignment (if necessary). Assignment Details will be provided in class*.	
<b>TOTAL</b>	

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

**COURSE COMPLETION:** 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 the mandatory 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 seminars):

You need to have a minimum **10 minute** discussion (in person or on the phone) with **at least 2 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 SUBMISSION:

- 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.*

## SCHOOL OR DEPARTMENTAL INFORMATION

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HHS Student Handbook: <https://legacy.camosun.ca/learn/school/health-human-services/student-info/index.html>

## 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 <http://camosun.ca/students/>.

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Support Service	Website
Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>

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Support Service	Website
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</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

### 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](http://camosun.ca/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](http://camosun.ca/sexual-violence). 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 <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.