CSEA 180
Professional Practice
Spring 2012

COURSE OUTLINE

The calendar description is available on the web @	http://camosun.ca/learn/calendar/current/web/csea.html#CSEA180

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**	Jen Neely	
(b)	**Office hours**	By appointment	
(c)	**Location**	WT 221	
(d)	**Phone**	250-370-3314	**Alternative:**
(e)	**E-mail**	neelyj@camosun.ca	

2. Course Description

This course provides students with an opportunity to develop a framework for ethical and professional practice as a CSEA or as an EA for Victoria School District #61. Professional responsibility and accountability to oneself, the individual, the organization and the profession are examined and students will begin to develop a philosophy for practice.

3. Intended Learning Outcomes

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

1) Apply professional standards and accountabilities to practice
   a) Identify the professional and legal obligations and responsibilities that inform practice.
   b) Demonstrate professional standards in written and expressive workplace communications.
   c) Define and describe the role of the CSEA professional in protecting individual rights.
   d) Recognize and respond appropriately to issues of abuse and neglect for children and adults with disabilities.

2) Develop personal management strategies to enhance personal and professional effectiveness
   a) Assess own personal wellness, strengths, and limitations.
   b) Demonstrate an understanding of the importance of personal wellness in professional effectiveness.
   c) Identify and use resources to support own career goals and plans.
   d) Assess own strengths and identify areas for continued development.

3) Make responsible and ethical decisions using effective problem solving skills.
   a) Identify ethical issues related to work as a CSEA practitioner.
   b) Apply an effective problem solving process to ethical issues.
   c) Assess the effectiveness of own ethical decision making process.

4) Articulate a personal philosophy for practice as a CSEA.
   a) Describe own beliefs and attitudes about practice as a CSEA.
   b) Explain the evolution of own beliefs and attitudes.
   c) Recognize the ways in which values, beliefs and attitudes affect our behavior and influence others attitudes toward people with disabilities.

4. Required Materials

TEXT: CSEA 180 Course pack

5. Course Content and Schedule

COURSE PRESENTATION:

This is an interactive course that uses a variety of teaching/learning strategies, discussions, cooperative learning, group work, videos and guest speakers.

Your participation is evaluated based upon your ability to demonstrate professional behavior in all class activities including:

- constructive and appropriate comments in class
- active and appropriate participation in class discussions and group work
- active and respectful listening and considerate behavior toward others
- use of effective conflict resolution skills
- evidence of awareness of own behavior/attitudes and the effect on others
- evidence of ability to provide effective feedback, and receive feedback
- pre class preparation, including reading assigned materials
- arriving at class on time, and consistent attendance
- responsibility and accountability to classmates, instructor.

CSEA 180 - TOPIC OUTLINE

DATE	TOPIC	PREPARATION
May 12	Introduction to professional Practice Personal values and the human services	Reading #1 What's a nice person like you doing in a job like this? Reading #2 It's how you look at your work
May 26	Legal and professional obligations Privacy, confidentiality and informed consent Professional communications - reporting and recording **Assignment #1 due**	Reading # 3 Ethical and legal issues facing helpers pp. 257-268 Reading #4 Recording keeping, recording tools… Reading #5 Take note
June 9	Legal and professional responsibilities - abuse and neglect Legal/professional responsibilities - abuse and neglect	Reading #6 Protecting adults from abuse and neglect Reading #7 Handbook on sexual abuse (pp1-9)
June 23	Strategies for personal wellness Wellness in the workplace **(June 30th Assignment #2 due)**	Reading #8 Promoting healthy behavior change Reading #9 Running on Empty
July 7	Professional standards/Codes of ethics Ethical choice making	Reading #3 Ethical and legal issues facing helpers pp. 245-255 Reading #10 Everyday ethics

July 21	Ethics and practice Professional Practice – bringing it all together Putting values/philosophy into practice **Assignment #3 due**	Panel Discussion
July 28	Review and Wrap-up	

6. Basis of Student Assessment (Weighting)

ASSIGNMENTS AND EVALUATION OF LEARNING:

1. Philosophy and values paper   30%
2. Personal wellness strategy   30%
3. Ethics case study   30%
4. Class participation   10%

All assignments must be completed to meet the requirements of this course.

7. Grading System

C is the minimum grade for successful completion of CSEA 180.
All assignments must be completed in order for students to meet the course requirements.

A. GRADING SYSTEMS *http://www.camosun.bc.ca/policies/policies.php*

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

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, Student Services or the College web site at http://www.camosun.bc.ca

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 web site in the Policy Section.
http://www.camosun.bc.ca/policies/policies.html