

## **Community Support and Education Assistant Program**

### **CSEA 180 Professional Practice – 2 credits**

**Instructor:** Jen Neely  
**Class time:** Tuesday 9:30 – 11:20 a.m.  
**Classroom:** WT 101  
**Office:** WT 221  
**Phone/email:** 370-3314 [neelyj@camosun.bc.ca](mailto:neelyj@camosun.bc.ca)  
**Office hours:** as posted and by appointment

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### **COURSE DESCRIPTION**

This course provides students with an opportunity to develop a framework for ethical and professional practice as a CSEA. 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.

#### **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.

**TEXT:** CSEA 180 Course pack

## **COURSE PRESENTATION:**

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

## **ASSIGNMENTS AND EVALUATION OF LEARNING:**

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

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

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.

## **GRADING:**

Grades will be assigned as follows:

A+	90 - 100	B-	70 - 72
A	85 - 89	C+	65 - 69
A-	80 - 84	C	60 - 64
B+	77 - 79	D	50 - 59
B	73 - 76	F	0 - 49

*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.*

## **GENERAL CONSIDERATIONS:**

1. It is essential to arrive at class on time and prepared to participate in discussions and activities. Consistent attendance and participation are required.
2. Complete all assignments on time, and submit on the designated due date. In exceptional circumstances, students may request an extension however, that extension must be arranged with the Instructor before the due date. Students who have not pre-arranged extensions will have .5 marks/day deducted from late assignments.
3. All assignments must be typed and double spaced with a cover page that includes the Course Name, Students' Name, Assignment Title and Date.

## CSEA 180 - TOPIC OUTLINE

DATE	TOPIC	PREPARATION
Jan 10	Introduction to professional practice Personal values and the human services	
Jan 17	Personal values and the human services	Reading #1 <u>What's a nice person like you doing in a job like this?</u> Reading #2 <u>It's how you look at your work</u> (refresher)
Jan 24	Legal and professional obligations Privacy, confidentiality and informed consent	Reading # 3 <u>Ethical and legal issues facing helpers</u> pp. 257-268  <i>CSEA 160 Course pack</i> <i>Reading #3, pp. 58, 60, 61</i>
Jan 31	Legal and professional obligations Privacy, confidentiality and informed consent	
Feb 7	Professional communications - reporting and recording	Reading #4 <u>Recording keeping, recording tools...</u> Reading #5 <u>Take note</u> <i>CSEA 160 Course pack</i> <i>Reading #3, pp. 52-58</i>
Feb 14	Legal and professional responsibilities - abuse and neglect	Reading #6 <u>Protecting adults from abuse and neglect</u> Reading #7 <u>Handbook on sexual abuse</u> (pp1-9)
Feb 21	Legal/professional responsibilities - abuse and neglect	
Feb 28	Strategies for personal wellness	Reading #8 <u>Promoting healthy behavior change</u>
March 6	Wellness in the workplace	Reading #9 <u>Running on Empty</u>
March 13	Professional standards/Codes of ethics	Reading #3 <u>Ethical and legal issues facing helpers</u> pp. 248-251
March 20	Ethical choice making	Reading #3 <u>Ethical and legal issues facing helpers</u> pp. 245-255 Reading #10 <u>Everyday ethics</u>
March 27	Ethics and practice	
April 3	Integration of learning/course wrap up	