



CAMOSUN COLLEGE

School of Health and Human Services (HHS)
Department: Community, Family & Child Studies
Education Assistant & Community Support

CSEA 112 Practicum 2 Summer 2019

COURSE OUTLINE

The course description is available on the web:
<http://camosun.ca/learn/calendar/current/web/csea.html#csea112>

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** Madelaine Hittos, Beth Devolder
- (b) **Office hours** [Click or tap here to enter text.](#)
- (c) **Location** [Click or tap here to enter text.](#)
- (d) **Phone** [Click or tap here to enter text.](#) **Alternative:** [Click or tap here to enter text.](#)
- (e) **E-mail** [Click or tap here to enter text.](#)
- (f) **Website** [Click or tap here to enter text.](#)

2. Course Description & Intended Learning Outcomes

This integrated seminar and practicum course assists students to consolidate the knowledge, skills and community living values gained through program courses. Problem solving, critical thinking, and team work skills are emphasized in this final practicum and seminar experience.

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

- a) demonstrate practices that enhance the quality of life experienced by people with disabilities.
- b) use critical thinking skills and the problem solving process of assessment, planning, implementation, and evaluation as a basis for community support and education assistant practice.
- c) provide positive and valuing supports to promote participation, inclusion and satisfaction for individuals in educational, social, daily living and work activities.
- d) demonstrate interpersonal competence in your work with individuals, families, team, and community members.
- e) promote and support the health, well-being, and safety of self and others.
- f) present and conduct yourself as a Community Support and Education Assistant practitioner..

3. Required Materials

CSEA 112 Practicum book - online

CSEA 112 Student workbook - online please print out and bring to class

4. Course Content and Schedule

Assignments & General Considerations:

1. Please arrive at seminar on time and be prepared to participate in discussions and activities. The use of personal technology (computers, (unless by permission) cell phones, email, texting) or social media during seminar is not permitted and will negatively affect your ability to pass CSEA 112.
1. Attendance at weekly Seminars is **mandatory**.
1. Weekly journal submissions are required, and must be submitted on or before the scheduled seminar. Failure to submit journals may result in termination of practicum placement. All journals are to be submitted as a Word document through the appropriate D2L dropbox.
2. Students will be required to make up time if absences are in excess of one practicum day. Unexcused absences from seminar and practicum will affect your ability to successfully complete this course. (Excused absences include medical or family emergencies, and students will be required to provide documentation).

Seminars:

An important aspect of this course is the integrative seminar and the opportunity to reflect on and share learning experiences gained from the practicum placement. You are expected to come to class prepared to share your reflections and experiences of your practice learning with your classmates and Instructors.

In the event you miss or are late for an integrative seminar, *regardless of the reason*, you will be required to complete the following assignment:

- You need to have a minimum five 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 small group seminar). Ensure you identify which students you have spoken to. Complete and submit a 400-500 word write up which talks about the key elements that were missed in the class, along with your own reflections on the subject. Please submit this write up to your instructor by Friday of the week of the affected seminar.

Assignment #1 Journal Writing: Due dates : there should be 4 Journals

Complete one journal for each practicum week throughout the semester.

Final journal will be done orally in presentation style for the whole class-

Due dates:

Journals are due weekly and are to be submitted prior to or on the Monday of the CSEA 112 seminar. Journals must be submitted electronically as Word attachments through the appropriate D2L Dropbox.

Please note that failure to submit journals according to the due dates will affect your ability to continue in your practicum placement.

Grading:

Journals are graded as Satisfactory or Unsatisfactory.

To achieve a Satisfactory grade you must:

- **demonstrate insight into your learning experience**
- **reflect on the theme for that week in seminar**
- **demonstrate evidence of thought and effort in the assignment**
- **demonstrate clarity and cohesion in written expression- your journal will be returned if you simply provide an account of 'what happened'**

- **make at least 1 reference to course content from the CSEA program- using APA style referencing**

This journal is a reflective and analytical activity which allows you to grapple with problems and frustrations as well as to identify your accomplishments and other positive learning experiences while at your practicum placement. The journal is your means of regularly charting your growth and development both academically and professionally.

Follow these guiding themes for your weekly journal submissions.

Week	Seminar Topics/Journal Questions
<p>Week 1</p>	<p><u>Seminar Topics:</u> First Impressions and goals established for your practicum site Relationships and teamwork- Collaboration</p> <p><u>Journal Questions:</u> Practice skills – what knowledge and skills are you wanting to develop given your last practicum? How will you work on being collaborative in your placement? give at least 3-4 specific ideas. Also discuss collaboration and the value of it in this work.</p>
<p>Week 2</p>	<p><u>Seminar Topic:</u> Review of the Competencies- Cafe Style</p> <p><u>Journal Questions</u> What are the competencies that you hope to work on more right now? Why? Are there some areas that you find challenging? Explain</p>
<p>Week 3</p>	
<p>Week 4</p>	<p><u>Seminar Topic:</u> Review of the APIE loop from CSEA 111</p> <p><u>Journal Question idea:</u> How can you use Integration of theory and practice? Comment on the use of an event in practicum and how you can apply the APIE model to it. What analysis can you make of this?–</p>
<p>Week 5</p>	<p><u>Seminar Topic:</u> Job satisfaction/Job search</p> <p><u>Journal Questions:</u> How can you get satisfaction in your job? What does it mean to you? Explain?</p>

	<p>Now that you are almost done the program, how will you go about searching for jobs that interest you in the field? Explain.</p>
<p>Week 6 Final Journal</p>	<p><u>Seminar Topic:</u> Closing ideas</p> <p><u>Journal Questions: to be presented in class as final journal:</u> Describe something significant you have learned at this placement. How have you been affected personally and what have you learned:</p> <ul style="list-style-type: none"> ● About yourself? ● About your role as a CSEA? <p>What do you think is your most valuable/valued contribution? Review the additional learning outcomes you set for yourself in this course. Have you accomplished these?</p>

Assignment #2 Individual Learning Contract

Due dates: a) b) c)

- a) Identify outcome/goal #1 by the end of Week 1
- b) Identify outcome/goal #2 by the end of Week 2
- c) Submit completed tasks and activities sheets Provide 4-5 sentences for each task/activity etc that you did to complete your goal. You will describe what you did but also explain why this relates to your goal and give some insight into each task for your personal or professional development.

The purpose of this assignment is to give you the opportunity to add to your personal or professional knowledge, skills or abilities.

You are asked to identify two learning outcomes/or goals that you wish to achieve during CSEA 112, your final course in the CSEA program. These may be personal or professional outcomes or goals, and are in addition to the learning outcomes identified in the practicum workbook and the course outline.

Use the form on the following pages to record your accomplishments for this assignment.

5. Basis of Student Assessment (Weighting)

CSEA 112 is graded as "COM" or "NC"

COM - The student has met the goals, criteria or competencies established for this course

NC - The student has not met the goals, criteria or competencies established for this course.

To achieve a COM rating students must:

- i) Receive Satisfactory ratings in all learning outcomes and seminar activities.
- ii) Complete and receive Satisfactory ratings in all assignments
- iii) Attend and participate in seminars consistently.
- iv) Attend practicum placement consistently.
- v) Submit journal assignments weekly to College Instructor

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.
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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	<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.
CW	<i>Compulsory Withdrawal:</i> 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.