



CAMOSUN COLLEGE

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

CSEA 175 Ethical/Professional Practice
Summer 2020

COURSE OUTLINE

The course description is available on the web:
<http://camosun.ca/learn/calendar/current/web/csea.html#csea175>

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** Miriam Curtis
- (b) **Office hours** Tuesdays Drop-In from 5-6 pm or by appointment
- (c) **Location** Collaborate through D2L
- (d) **Phone** 250.370.4657 leave message
- (e) **E-mail** curtism@camosun.bc.ca
- (f) **E-mail** Message through D2L

2. Course Description & Intended Learning Outcomes

Students will develop a framework for ethical and professional practice in the Community Support and Education Assistant Program. Students will examine professional responsibility and accountability to oneself, the individual, the organization, and the profession. Organizational structures and systems are explored, and students develop foundational team work skills needed for effective and professional practice as a community support worker and/or an educational assistant.

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

- a) demonstrate knowledge of the system and structure of local and provincial organizations and education systems for the purpose of system navigation, advocacy, and networking
- b) apply professional standards and accountabilities to practice
- c) develop and articulate a personal philosophy for practice as a Community Support Worker and Educational Assistant
- d) work effectively within and contribute to the team and the organization
- e) make responsible and ethical decisions using a social justice framework

3. Required Materials

No textbook is required for this course. Readings will be added to D2L; please read articles before class.

4. Course Content and Schedule

Class Location Online

*Schedule is subject to change with availability of learning resources and class pace of learning

Week	Dates	Topics
1	May 7	<ul style="list-style-type: none"> • Course overview • Introductions
2	May 14	<ul style="list-style-type: none"> • Organizations and key structures
3	May 21	<ul style="list-style-type: none"> • Teamwork
4	May 28	<ul style="list-style-type: none"> • Roles and Responsibilities
5	June 4	<ul style="list-style-type: none"> • Abuse and Neglect
6	June 11	<ul style="list-style-type: none"> • Ethics • Individual Case Study submitted by June 17
7	June 18	<ul style="list-style-type: none"> • Reading Week – no class
8	June 25	<ul style="list-style-type: none"> • Professional Communication
9	July 2	<ul style="list-style-type: none"> • Conflict resolution • Group Presentations/Paper due July 15 • Responses completed by July 29
10	July 9	<ul style="list-style-type: none"> • Case studies: class time for group work
11	July 16	<ul style="list-style-type: none"> • Case studies: group presentations
12	July 30	<ul style="list-style-type: none"> • Wellness • Wellness Assignment due August 12
13	August 6	<ul style="list-style-type: none"> • Resume Writing/Cover Letters with Career Services
14	August 13	<ul style="list-style-type: none"> • Final Class/Closure

5. Basis of Student Assessment (Weighting)

Case Study: Individual Paper	15%
Case Study: Group Presentation	35%
Wellness Assignment	25%
In-Class Assignments/Reflections	25%

- a. All assignments are to be submitted as Word documents.
- b. Late assignments will lose 5% of the total possible grade per day, unless otherwise pre-arranged with instructor.
- c. All coursework must be completed to fulfill the requirements of this course.
- d. Other important aspects to Professional Practice within this course include:
 - Completing weekly assignments by Wednesday night. i.e. completing required reading(s), posting reflections or discussion questions

- Applying professional standards by using professional language in communication, emails, and written assignments
- Making responsible decisions by completing assignments on time or by asking for extensions ahead of time
- Actively participating and contributing to online discussions
- Being respectful of the ideas and opinions expressed by others and recognizing that everyone learns differently

6. Grading System

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

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

Remember to cite references using APA (American Psychological Association) Format. See www.bibme.org/citation-guide/apa/ for the Citation Guide, or check “Citation Guides” under the library tab on www.camosun.ca.

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.

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.