



# CAMOSUN COLLEGE

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



[Camosun.ca/hhs-handbook](http://camosun.ca/hhs-handbook)

## CSEA 111 Practicum 1 Fall 2020

### COURSE OUTLINE

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The course description is available on the web:  
<http://camosun.ca/learn/calendar/current/web/csea.html#csea111>

Camosun College will continue to follow the guidance of the Provincial Health Officer, the B.C. Government and WorkSafeBC, and as such may revise the delivery of courses. Courses with an approved face-to-face component may need to move to online or remote delivery if necessary.

The COVID-19 pandemic has presented many challenges, and Camosun College is committed to helping you safely complete your education. Following guidelines from the Provincial Health Officer, WorkSafeBC and the BC Government to ensure the health and wellbeing of students and employees, Camosun College is providing you with every possible protection to keep you safe including COVID Training for students and employees, health checks, infection control protocols including sanitization of spaces, PPE and ensuring physical distancing. Please refer to: <http://camosun.ca/covid19/faq/covid-faqs-students.html>

However, if you're at all uncomfortable being on campus, please share your concerns with your Instructor and if needed, alternatives will be discussed.

*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.*

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#### 1. Instructor Information

- (a) **Instructors** Beth DeVolder, Joan Astren
- (b) **Office hours** TBA. Available for questions after every class
- (c) **Location** D2L – CSEA 111
- (d) **Phone** NA **Alternative:** NA
- (e) **E-mail** [DeVolder@camosun.bc.ca](mailto:DeVolder@camosun.bc.ca) [astrenj@camosun.bc.ca](mailto:astrenj@camosun.bc.ca)
- (f) **Website** NA

#### 2. Course Description & Intended Learning Outcomes

This combined seminar and practicum course provides the opportunity for students to observe and apply the beginning knowledge, skills and abilities needed to support people with disabilities in a supervised practicum setting. Weekly seminars assist students to integrate classroom learning and theory with practice.

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

- a) demonstrate basic practices that enhance the quality of life experienced by people with disabilities.

- b) use basic critical thinking skills and the problem solving process of assessment, planning, implementation, and evaluation as a basis for Education Assistant and Community Support practice.
- c) provide basic 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) support the health, well being, and safety of self and others.
- f) present and conduct yourself as an Education Assistant and Community Support practitioner.

### 3. Required Materials

CSEA 111 Practicum book (on D2L)

CSEA 111 Student workbook (on D2L)

### 4. Course Content and Schedule

#### Assignments & General Considerations:

1. Please arrive at seminar on time and be prepared to participate in discussions and activities.
2. Attendance at weekly seminars is **mandatory**. If you miss a seminar, you must complete a missed seminar assignment (see below)
3. Journal submissions are required, and must be submitted on or before every Friday @ 12:00 midnight. 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.
4. 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 may 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. This is a **MANDATORY** class and you are expected to come to class prepared to share your reflections and experiences of your practice learning with your classmates and instructors. **Missing more than three seminar classes will put you at risk of failing the course.**

In the event you miss or are late or leave early for an integrative seminar, you are 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 every Friday @ 12:00 pm**

You are required to keep a weekly journal.

**Grading:**

Journals are graded as Satisfactory or Unsatisfactory with comments listed through D2L. You will reflect on your experiences and link this to concrete learning. If this is not met, you may be asked to re- write a submission.

**To achieve a Satisfactory grade in this assignment:**

- demonstrate insight into your learning experience
- focus on the themes in the context of your placement
- demonstrate evidence of thought and effort in the assignment

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 personally.

**Summaries are NOT a review of what you did or what happened – they reflect on the experience and highlight your understanding of what these mean to you as a practitioner in the field. Please do not write out a review of events at your practicum!! We want to know what you think of these issues versus a narrative of them.**

**The idea of using journal submissions is to enable you to pull out key themes from your experience or highlight one particular item that made you curious about something in practice. The weekly guiding questions are simply prompts for you weekly journal - things to think about. The submission allows you to summarize your learning and pull out key issues from your experience.**

Follow these guiding questions for your own weekly journal writing.

| <b>Week</b>               | <b>Topic</b>  |
|---------------------------|---|
| Week #1<br>Sept 10, 2020  | <b>Introduction: Getting to Know You</b><br>Dear Instructor letters<br>Please submit after class. |
| Week # 2<br>Sept 17, 2020 | <b>Student Handbook</b><br>Prepare self-care strategies for next class                            |
| Week # 3<br>Sept 24, 2020 | <b>Safety (COVID) &amp; Wellness</b><br>Invitation to lead class with self-care strategies        |

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|---|---|
| <p>Week #4<br/>October 1, 2020</p>  | <p><b>Goal Setting and Reflective Practice</b><br/>Goals for first week of your practicum<br/>Submit goals by Friday, October 2</p>   |
| <p>Week #5<br/>October 8, 2020<br/><b>First Week of Practicum</b><br/><br/><b>First Journal Due October 9 @ 12:00pm</b></p> | <p><b>Roles &amp; Responsibilities</b><br/><b>Debrief the experiences of First Week</b></p> <p>Describe your most vivid first impressions of your practicum placement. Include a description of the environment and the people with whom you are working.</p> <p>How do you feel about your initial experiences? What do you hope to accomplish at this placement over the next semester?</p> <p>Anything else?</p> |
| <p>Week #6<br/>October 15</p>   | <p><b>Goal Setting and Reflective Practice revisited</b></p> <p>Have you met your initial goals? Have your goals changed?</p> <p><b>Competencies Café.</b><br/>How are you going to meet these competencies?</p>  |
| <p>Week #7<br/>October 22</p>   | <p><b>Giving Receiving Feedback</b></p> <p>How are the people with whom you work (staff and individuals) responding to your efforts? Give examples.</p> <p>Do you think that your presence is anticipated or appreciated?</p> <p>Are there things that you want to do differently or work on to improve your skills?</p> <p>Anything else?</p>  |
| <p>Week #8<br/>October 29</p>   | <p><b>Relationship building/boundaries</b></p> <p>What are the different relationships that you have in practicum?<br/>Have you had any challenges with setting boundaries or learning about setting boundaries?</p>  |
| <p>Week #9<br/>November 5<br/><b>Midterm Practicum Evaluations</b></p>  | <p><b>Ethical Issues</b></p> <p>Are you aware of how others see you?<br/>How do staff &amp; individuals see your role in this placement? Does this perception match or conflict with the way in which you see your role?<br/>What issues in the field have come up for you- any dilemmas?</p>   |
| <p>Week # 10</p>  |   |

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| November 12   | <p style="text-align: center;"><b>Wellness Revisited</b></p> <p style="text-align: center;">How are you balancing your health and wellness?<br/>         What is the most difficult part of your work? Why?<br/>         Do you need to adjust your wellness plan?</p> <p style="text-align: center;">What is the most satisfying part of your work? Why?<br/>         What is the best thing that happened today/this week?</p> <p style="text-align: center;">Anything else?</p>  |
| Week #11<br>November 19   | <p style="text-align: center;"><b>Endings and Transitions</b></p> <p style="text-align: center;">Describe something significant you have learned at this placement.<br/>         How will you deal with the end of your practicum?</p> <p style="text-align: center;">Detail what you learned and what skills or knowledge you need to<br/>         develop to be more effective in your role as a CSEA</p> <p style="text-align: center;">Anything else?</p>   |
| Week #12<br>November 26   | <p style="text-align: center;">Toolkits: First half of the class<br/> <b>Presentations to the class. Thursday, November 26.</b></p> <p style="text-align: center;">Describe the things that keep you enthused and interested in your<br/>         placement and the people.</p> <p style="text-align: center;">Think back on a moment when you felt especially happy or satisfied in<br/>         your placement, and describe what that tells you about yourself.</p> <p style="text-align: center;">What things can you do to motivate yourself in your work?</p> |
| Week #13<br>Dec 3, 2020<br><b>Final Practicum<br/>Evaluations</b> | <p style="text-align: center;">Toolkits, Second half of the class<br/> <b>Presentations to the class. Thursday, December 3.</b></p> <p style="text-align: center;">Review the goals you set for yourself in Week 7.</p> <p style="text-align: center;">Have you accomplished these? What have you done to work towards<br/>         these goals?</p> <p style="text-align: center;">What has stopped you?</p> <p style="text-align: center;">Anything else?</p>   |
| Week #14<br>December 10, 2020<br><b>Share<br/>Photo/Artifact</b>  | <p style="text-align: center;"><b>Consolidation and Celebration</b></p> <p style="text-align: center;">How have the initial assumptions, questions, fears, etc. that you had<br/>         about your role as a practicum student and a CSEA changed since the<br/>         beginning of your practicum experience?</p> <p style="text-align: center;">How have you been affected personally and what have you learned:<br/>         About yourself?</p>   |

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|  | <p>About your role as a CSEA?</p> <p>What do you think is your most valuable/valued contribution?</p> |
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**Assignment #2 – Tool Kit for the Field**

**Due: November 26 and December 3, 2020 (We will have a sign-up sheet)**  
**Length – 2-3 pages – double-spaced Times New Roman font, APA NOT REQUIRED**

Please identify a plan for two tools for tool kit that you might use to support individuals in community/school setting.

In your plan, include the following for each item:

1. How the item would be useful for a person that you are supporting
2. When you might use this particular strategy and why
3. What you might do if the particular strategy does not work – back up plan...

**On either November 26 or December 3, 2020:**  
 Presentation – please be prepared to bring in one item from your tool kit and present this to others– this way others can hear about your tools and how you have used some of them in the practicum setting.

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**LAST DAY OF CLASS: COURSE CONSOLIDATION December 10**

- Bring in 1-2 photos or artifacts from your practicum experience that you can share as part of this class. Be prepare to share the meaning these photos or the artifacts have for you.

**LATE POLICY**

In exceptional circumstances, students may arrange with the instructor for an extension of an assignment **before** the due date. All assignments submitted on D2L drop box

**ATTENDANCE**

Classes are planned as a continuum for building the skill and knowledge required to meet the competencies for CSEA Graduates. Attendance and participation in classes is mandatory. Students are required to contact the instructor in advance if they are unable to attend classes.

**ACADEMIC HONESTY GUIDELINES**

The School of Health and Human Services is committed to promoting competence, professionalism, and integrity in our students and developing their core skills to succeed throughout their academic programs and in their careers. The purpose of Academic Honesty Guidelines is to provide clear expectations of appropriate academic conduct and to establish processes for discipline in appropriate circumstances. It is the student’s responsibility to become familiar with the content and the consequences of academic dishonesty. Before you begin your assignments, review the section in the Student

Handbook titled “Plagiarism: Definition and Consequences”  
<http://camosun.ca/about/policies/education-academic/e-2-student-services-&-support/e-2.5.1.pdf>

## **RECORDING DEVICES**

Students may not use recording devices in the classroom without the permission of the instructor. However, the instructor’s permission is not required when the use of a recording device is sanctioned by the Centre for Accessible Learning in order to accommodate a student’s disability and when the instructor has been provided with an instructor notification letter which specifies the use of a recording device. Recordings made in the classroom are for the student’s personal use only, and distribution of recorded material is prohibited.

## **5. Basis of Student Assessment (Weighting)**

CSEA 111 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:

1. Receive satisfactory ratings in a majority of learning outcomes and all seminar activities.
2. Complete and receive satisfactory ratings in all assignments
3. Attend and participate in seminars consistently.
4. Attend practicum placement consistently.
5. Submit all assignments to College Instructor via D2L drop box

## **6. Grading System**

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

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

## **8. College Supports, Services and Policies**

Resources will be uploaded to D2L

### **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. |



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| 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. |