

# CLASS SYLLABUS



COURSE TITLE: CSEA 175 – Ethical/Professional Practice  
CLASS SECTION: X14  
TERM: W2022  
COURSE CREDITS: 3  
DELIVERY METHOD(S): Synchronous

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.  
Learn more about Camosun's [Territorial Acknowledgement](#).

---

<https://camosun.ca/about/covid-19-updates>

---

*Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

---

NAME: Shelley Skwara  
EMAIL: [SkwaraS@camosun.bc.ca](mailto:SkwaraS@camosun.bc.ca)  
OFFICE:  
HOURS: By appointment

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

## CALENDAR DESCRIPTION

---

Students will develop a framework for ethical and professional practice in the Education Assistant and Community Support 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.

**NOTE:** Only open to students in the Education Assistant and Community Support program.

PREREQUISITE(S): Click or tap here to enter text.  
CO-REQUISITE(S): Click or tap here to enter text.  
PRE/CO-REQUISITE(S): Click or tap here to enter text.

## COURSE DELIVERY

---

ACTIVITY	HOURS / WEEK	# OF WEEKS	ACTIVITY HOURS
----------	--------------	------------	----------------

---

Lecture	3	14	42
Seminar			
Lab / Collaborative Learning			
Supervised Field Practice			
Workplace Integrated Learning			
Online			
	TOTAL HOURS		42

## COURSE LEARNING OUTCOMES

---

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 an Education Assistant and Community Support practitioner.
- d) work effectively within and contribute to the team and the organization.
- e) make responsible and ethical decisions using a social justice framework.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

---

Weekly readings will be posted in D2L. Please read posted articles/information PRIOR to class and be prepared to discuss topics in class.

## COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

---

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
January 13, 2022	<ul style="list-style-type: none"> <li>• Course overview</li> </ul>	
January 20, 2022	<ul style="list-style-type: none"> <li>• SMART goals</li> <li>• Roles and responsibilities</li> </ul>	
January 27, 2022	<ul style="list-style-type: none"> <li>• Key organizations and their structures to support people with developmental disabilities</li> </ul>	
February 3, 2022	<ul style="list-style-type: none"> <li>• Personal versus professional ethics</li> <li>• EACS/CSEA Code of Ethics</li> </ul>	
February 10, 2022	<ul style="list-style-type: none"> <li>• Ethical choice-making</li> <li>• Ethics in practice</li> </ul>	

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
February 17, 2022	<ul style="list-style-type: none"> <li>Tuckman's Teamwork Development Model</li> <li>Working in an organization</li> </ul>	
February 24, 2022	<ul style="list-style-type: none"> <li>Reading Week – No Class</li> </ul>	
March 3, 2022	<ul style="list-style-type: none"> <li>Legal and professional responsibilities</li> <li>Abuse and neglect</li> </ul>	
March 10, 2022	<ul style="list-style-type: none"> <li>Conflict resolution and problem-solving</li> <li>Introduction to case studies</li> </ul>	
March 17, 2022	<ul style="list-style-type: none"> <li>Case studies: in-class time for group work</li> </ul>	
March 24, 2022	<ul style="list-style-type: none"> <li>Case studies: group presentations</li> </ul>	
March 31, 2022	<ul style="list-style-type: none"> <li>Reporting and recording</li> <li>Legal and professional responsibilities</li> </ul>	
April 7, 2022	<ul style="list-style-type: none"> <li>Roundtable discussions with guests</li> </ul>	
April 14, 2022	<ul style="list-style-type: none"> <li>Guest speaker from Camosun Career Services</li> </ul>	

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## STUDENT EVALUATION

DESCRIPTION	WEIGHTING
SMART Goal Wellness Plan	20%
Case Study: Individual Paper	20%
Case Study: Group Presentation	20%
Personal Philosophy and Values Paper	20%
In-Class Assignments	10%
Professional Behaviour	10%
<b>TOTAL</b>	<b>100%</b>

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.

<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

---

- a. COVID protocols must be followed when on campus.
- b. All assignments are to be submitted as Word documents.
- c. Late assignments will lose 5% of the total possible grade per day, unless otherwise pre-arranged with instructor. The request for an extension must be made and confirmed in writing.
- d. All coursework must be completed to fulfill the requirements of this course.
- e. As noted, 10% of your final grade will be determined by your professional behaviour. The following are examples of criteria to be considered when this grade is being calculated:
  - Arriving on time, returning from breaks on time, and staying until the end of the class
  - Making responsible decisions by informing instructor in writing of absences from class ahead of time, and checking with classmates and D2L for missed information
  - Coming to class prepared and well-researched for the topics being discussed; i.e. completing required reading(s) before class
  - Applying professional standards by using professional language in face-to-face communication, emails, and written assignments
  - Making responsible decisions by completing assignments on time or by asking for extensions ahead of time in writing
  - Actively participating and contributing to classroom discussions
  - Being respectful of the ideas and opinions expressed by others and recognizing that everyone learns differently
  - Refraining from disruptive behaviour i.e. background chatter, using cell phones and devices, texting, leaving classroom while class is in session, sleeping during class, etc.

## SCHOOL OR DEPARTMENTAL INFORMATION

---

Health & Human Services Student Handbook: <http://camosun.ca/learn/school/health-human-services/student-info/index.html>

General Practicum Information: <http://camosun.ca/learn/school/health-human-services/student-info/practicum-info.html>

Allied Health & Technologies Department Handbooks:

- Certified Medical Laboratory Assistant: <http://camosun.ca/learn/school/health-human-services/student-info/program-info/cmla.html>
- Diagnostic Medical Sonography: <http://camosun.ca/learn/school/health-human-services/student-info/program-info/sono.html>
- Medical Radiography: <http://camosun.ca/learn/school/health-human-services/student-info/program-info/mrad.html>

Students enrolled in Allied Health & Technologies Programs must achieve a minimum of 65% or a “COM” in each of their courses in order to use their course as a pre-requisite and progress in their program.

Students enrolled in Allied Health & Technologies Programs must participate in learning activities that include intimate and direct personal contact with their classmates during supervised practice. Students are training to perform the duties of a healthcare professional. These duties usually require constant, close physical contact with patients and clients. Students may be required to simulate and perform these activities on one another during this course. Students may also be required to use special hygiene practices and protective gear to protect themselves from the transmission of communicable diseases (like COVID-19). Risks associated with learning and performing the physical duties of a healthcare profession cannot be entirely eliminated by any amount of caution or protection. Students who refuse, or are incapable of participating and performing these activities due to personal or medical limitations, may only continue to participate in their course work when supported by officially registered accommodations or temporary medical advisory.

---

## STUDENT RESPONSIBILITY

---

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

---

## SUPPORTS AND SERVICES FOR STUDENTS

---

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>

---

Support Service	Website
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

---

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

---

### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

### Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the “Attendance” section under “Registration Policies and Procedures” (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun’s Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student’s right to choose what is right for them. For more information see Camosun’s Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-370-3841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College’s Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College’s expectations of academic integrity and student behavioural conduct.

**Changes to this Syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.