



# CAMOSUN COLLEGE

School of Health and Human Services (HHS)  
Community, Family & Child Studies – Early Learning & Care



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

## ELC 160 Community Observations Winter 2019

### COURSE OUTLINE

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The course description is available on the web:  
<http://camosun.ca/learn/calendar/current/web/elc.html#elc160>

*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) **Instructor** Stephanie Hayes/Mary Burgaretta
- (b) **Office hours** By appointment
- (c) **Location** Saanich Adult Education Centre
- (d) **Phone** 250-370-3237/250-370-2129
- (e) **E-mail** [HayesS@Camosun.bc.ca](mailto:HayesS@Camosun.bc.ca) / [Burgarettam@Camosun.bc.ca](mailto:Burgarettam@Camosun.bc.ca)
- (f) **Website** [www.Camosun.bc.ca](http://www.Camosun.bc.ca)

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

Students will become familiar with and reflect upon the expectations, roles and responsibilities of the Early Learning and Care professional. Students will visit early learning and care sites and engage in a process of focused observation using a variety of narration and documentation techniques. Students become familiar with and model the expectations, roles and responsibilities of the Early Learning and Care professional.

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

- a) demonstrate the process of observation at a beginning level.
- b) describe and reflect upon the influence of personal experiences and perspectives on observations.
- c) describe and reflect upon responsive and respectful practices in early learning and care settings.
- d) demonstrate professional behavior including respectful communication with children, families, program staff, peers and instructors.
- e) observe respectfully and maintain confidentiality of information.

#### 3. Required Materials

ELC 130/160 Course pack (2018)

#### 4. Course Content and Schedule

This course is a combination of community observations taking place on Fridays and seminars on Mondays. Weekly course content and a detailed schedule will be handed out in class.

## 5. Basis of Student Assessment (Weighting)

A detailed description of assignments will be handed out and discussed in class.

### Assignment Policy

Final grading for this course is either a "COM" for Completed or "NC" for Not Completed.

Each assignment must be completed at a C+ level or higher to be considered "complete". NC assignments must be re-written and submitted within one week.

Assignments are expected on the due date. Extensions must be negotiated with your instructor prior to due dates. Late assignments submitted in the last week of term will not have the opportunity for rewrites.

You need to complete work in all areas. Assignments will not be accepted after the last day of term, unless an extension has been granted prior to the due date. Assignments not received by this time will receive "NC".

Last day to withdraw from courses without a failing grade is March 13. If you withdraw by the posted withdrawal date, you will not be penalized.

NOTE: Students must complete all assignments to be eligible for a grade.

### Attendance

Students are required to attend all scheduled community observations in the field and all classroom seminars unless they have a legitimate medical reason.

Community Observations: Students must notify both the mentor and instructor prior to any absences (i.e. if you are suddenly too sick to attend community observation, both the centre and your instructor must be contacted that morning). As all missed hours will need to be made up, students must connect with their college instructor within one week of absence to make a plan for make-up hours.

Seminar Class: Students are requested to notify their Instructor of any absences. Students who miss class are responsible for the material and assignments covered in class. Repeated absence from class can affect a final grade. If a seminar is missed students are required to complete a "missed seminar" assignment and hand it in within four calendar days of the missed class.

Due to the short and intense nature of the ELC program, classes are planned as a continuum for building the skill and knowledge required. Classroom experiences and participation are a major part of that competency development; therefore, consistent attendance is expected.

## 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

### 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. |