
ELC 160 Community Observations
Winter 2021
COURSE OUTLINE

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

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, WorkSafe BC and the B.C. 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.

1. Instructor Information

- (a) **Instructor** Lindsay Lichty & Emily Coon
Email to make an appointment to schedule an in-person after class meeting, or otherwise we can arrange to meet virtually
- (b) **Office hours** otherwise we can arrange to meet virtually
- (c) **Location** Interurban Campus
- (d) **Phone** **Email preferred** **Alternative** n/a
- (e) **E-mail** lichtyl@camosun.bc.ca and coone@camosun.bc.ca
- (f) **Website** <http://camosun.ca/learn/programs/early-learning-and-care/>

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

BC Early Learning Framework (2019)

Come prepared with appropriate gear and layers to be outdoors in all weather (boots, raincoat, warm layers).

4. Course Content and Schedule

This course is a combination of field trips, community observations and seminars. Weekly course content and a 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 Expectations:

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.

Assignments will not be accepted after the last day of class at the end 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 9**. 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 centre 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 will 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.

Test and Examination Procedures

There are policies regarding written test and examination procedures including late arrivals and missed tests. Please see the Health and Human Services Student Handbook item 5.4 for Test and Examination Procedures at <http://camosun.ca/learn/school/health-human-services/student-info/index.html>

Written Assignments

Assignments are due before 2400 hours (midnight) on the assigned day unless otherwise specified. Assignments about patients, residents or clients must be completed using the individual's initials only. Unless otherwise directed by individual course outlines, assignments must be: word processed, double spaced, font meeting APA 7th edition guidelines, with a title page and a reference list. Students requiring an extension for the due date of an assignment must negotiate with the instructor, at least 48 hours before the due date. Assignments submitted late without an approved extension will result in a 5% deduction in mark for each day late.

6. Grading System

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

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

Your instructors are resources. Please come to us right away with any challenges you are having so that we can best support you. It's important that you show up to class prepared to be engaged in this creative learning process. If there are things inhibiting your ability to do so, please connect with us immediately.

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		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.