

# CLASS SYLLABUS



COURSE TITLE:	HLSC 264 – Interprofessional Practices
CLASS SECTION:	DX01 + BX03
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](#).

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

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*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

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NAME: Lynelle Yutani

EMAIL: [YutaniL@camosun.bc.ca](mailto:YutaniL@camosun.bc.ca)

OFFICE: Lansdowne, Young Building – Room 221

- In-person meetings can be requested by email for limited on-campus availability

HOURS: Virtual office appointments offered via. Teams:

- Mondays between 9 AM & 4 PM
- Wednesdays between 10 AM & 1 PM

*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

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In this applied learning, seminar course, students design their own learning experiences to develop interprofessional practice behaviours. Students participate in interdisciplinary learning and teaching events to foster partnerships using a collaborative and coordinated approach. Students apply their unique program perspectives to shared decision-making around stakeholder, patient, and/or client outcomes. Focus is on students creating interprofessional learning opportunities for themselves and others with instructor facilitation and guidance.

PREREQUISITE(S): Click or tap here to enter text.

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

PRE/CO-REQUISITE(S): **All of:** C+ in MIDS 281; C+ in MIDS 297 **OR All of:** C+ in COMP 276; COM in ICS 199 or COMP 104 **OR All of:** C+ in MRAD 254; COM in MRAD 260 **OR All of:** C+ in MLAB 147; C+ in MIDS 167

## COURSE DELIVERY

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ACTIVITY	HOURS / WEEK	# OF WEEKS	ACTIVITY HOURS
Lecture / Learning Content	1.5	14	21
Seminar			24
Lab / Collaborative Learning			
Supervised Field Practice			
Workplace Integrated Learning			
Online			
	TOTAL HOURS		45

## COURSE LEARNING OUTCOMES

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

- engage in interdisciplinary learning and teaching to promote optimal stakeholder, patient, and/or client outcomes.
- plan and develop activities that promote interprofessional collaboration behaviours through shared decision making, problem solving, and conflict resolution.
- promote interprofessional collaboration in enhancing role clarity, respect, and communication with other disciplines.

## COURSE OBJECTIVES AND MAPPED PROFESSIONAL COMPETENCIES

(also known as “sub-outcomes” or “learning objectives”)

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- Discuss the roles and responsibilities of various health professionals and current and emerging issues in health care relevant to the Medical Laboratory Assistant.
- Discuss the skills and technical abilities of various information technology professionals and current and emerging issues relevant to Interactive Media Developers.
- Investigate learning opportunities that involve interprofessional collaboration modeling positive patient/client outcomes.
- Create and refine an interdisciplinary learning opportunity and create a feedback survey.

### **CSMLS Medical Laboratory Assistant Professional Competencies:**

Category 5: Communication and Interaction - The medical laboratory assistant interacts with patients/clients and other health care professionals using effective communication, teamwork skills and inter-professional collaboration.

5.01 Practises effective communication with colleagues, patients/clients and other health care professionals: active listening · Verbal communication · Non-verbal communication · Written communication · Conflict management · Identifies barriers to effective communication · Uses technology appropriately to facilitate communication

- 5.02 Demonstrates effective teamwork skills
- 5.03 Demonstrates interdisciplinary/interprofessional team skills: · Communication · Collaboration · Role clarification · Reflection

Category 7: Professional Practice - The medical laboratory assistant meets the legal and ethical requirements of practice and protects the patient's right to a reasonable standard of care. Professional responsibility encompasses scope of practice, accountability, and professional development.

- 7.03 Recognizes limitations of own competence and seeks action to resolve
- 7.06 Takes responsibility and is accountable for professional actions
- 7.08 Promotes the image and status of the profession of medical laboratory science as members of the health care team
- 7.10 Demonstrates knowledge of the health care system, professional laboratory organizations and their responsibilities
- 7.12 Respects the diversity, dignity, values, and beliefs of patients/clients and colleagues
- 7.13 "Demonstrates knowledge of interpersonal skills:
  - Recognizes signs of individual and group stress
  - Recognizes signs of patient stress
  - Exhibits empathy when assisting patients and colleagues"

Category 8: Critical Thinking - The medical laboratory assistant applies critical thinking skills to constructively investigate, evaluate and problem solve.

- 8.01 Demonstrates knowledge of a dynamic environment; adapts and responds to change
- 8.02 Recognizes that change initiated in one area may impact other areas of health care services
- 8.03 Engages in reflective practice; stops and thinks about practice, consciously analyzes decision making and draws conclusions to improve future practice (new)
- 8.04 Organizes work to accommodate priorities
- 8.05 Maximizes efficient use of resources, e.g. time, equipment, personnel
- 8.06 Demonstrates effective problem solving/trouble-shooting strategies and initiates appropriate follow up (new)
- 8.07 Contributes to implementation strategies that integrate timelines, resource management and communication related to projects or research/studies (new)
- 8.08 Demonstrates the ability to make evidence-based decisions (new)

**[BCSLs Medical Laboratory Assistant Professional Competencies:](#)**

**Medical laboratory professionals shall share their knowledge with colleagues and promote learning.**

Unit 1 B: CRITICAL THINKING The Medical Laboratory Assistant applies critical thinking skills to constructively investigate, evaluate and problem solve.

- 8.03 Engages in reflective practice; stops and thinks about practice, consciously analyzes decision making and draws conclusions to improve future practice
- 8.04 Organizes work to accommodate priorities
- 8.05 Maximizes efficient use of resources, e.g. time, equipment, personnel
- 8.06 Demonstrates effective problem solving/trouble-shooting strategies and initiates appropriate follow up
- 8.07 Contributes to implementation strategies that integrate timelines, resource management and communication related to projects or research/studies
- 8.08 Demonstrates the ability to make evidence-based decisions

Unit 1 C: PROFESSIONALISM The Medical Laboratory Assistant is responsible and accountable for his/her professional actions and practices according to standards of practice as well as laws and regulations governing the profession.

- 7.03 Recognizes limitations of own competence and seeks action to resolve
- 7.06 Understand and discuss the components of professionalism: accountability, responsibility, communication, motivation and attitude, safety, competence and continuing education
- 7.08 Promote the image and status of the profession of medical laboratory science as a member of the health care team by maintaining established standards of practice.
- 7.10 Understand relevant laboratory professional organizations and their purpose

Unit 1 E: INTERPERSONAL COMMUNICATION AND INTERACTION The Medical Laboratory Assistant interacts in a professional and competent manner, using effective listening, verbal and written communications in dealing with laboratory colleagues, patients, students, clients, and other health professionals.

- 5.01 Write and speak clearly and concisely
- 5.01, 5.02, 7.13 Practice effective communication and teamwork, including verbal and non-verbal communication skills, active listening, and conflict resolution
- 8.04 Understand the effectiveness of time management and establishing priorities
- 5.03 Practice within interprofessional teams, displaying effective skills in: communication, collaboration, role clarification and reflection

**CMLA Program Outcome:**

- Support and promote a collaborative, interdisciplinary approach to providing high quality, patient and client-centered care and customer service while ensuring the effective functioning of self.

**IMD Program Outcome:**

- Work individually or as part of a team to establish effective skills enabling intercultural communication and collaboration with colleagues, team members, employers, and technical and non-technical stakeholders.

**REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION**

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Required materials and recommended preparation/information will be posted on D2L or the student will be required to research topics on their own via all available methods that they have access to.

Detailed information regarding assignments will be available on D2L.

<https://camstar.opened.ca/resources/camstar/>

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

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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
1	Introduction to HLSC 264 and D2L Setup Introduction of CMLA/IMD Students Brief Introduction to IDE Festival, Discuss Major and Minor Projects Brief Introduction to CamSTAR Course Outline Review & Completion Activity & Assignment Discussion Discuss How to Assign Groups Discuss Assignment Weighting	Students will need to schedule seminar time to collaborate with their assigned group in each week.
2	Interprofessional Experiential Learning Activities between programs <ul style="list-style-type: none"> <li>• CMLA Led Activity</li> <li>• IMD Led Activity</li> <li>• CamSTAR Assigned Reading</li> </ul>	Seminar Time Required
3	Review & Critique of Past IDE Virtual Festival <ul style="list-style-type: none"> <li>• Consider Feedback from 2021</li> <li>• Determine Scope of work for 2022</li> <li>• Create inventory of group skills</li> </ul>	CamSTAR Assignment 1 Due

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
4	Set Parameters for Major Project (entire class) <ul style="list-style-type: none"> <li>• Create Project Teams &amp; Begin Project Planning</li> <li>• Assign Teams, Timelines, Goals &amp; Develop Project Assessment Criteria</li> <li>• Establish Team Needs, Team Needs Assessments, Resource Recruitment, &amp; Facilitation Requirements</li> <li>• Develop Post Event Feedback Surveys</li> </ul>	
5	Perform Major Project Work <ul style="list-style-type: none"> <li>• Weekly check-in &amp; reporting</li> <li>• Brainstorming, Problem solving, &amp; follow-up</li> </ul> Choose Assignments for Minor Projects (options for individual groups) <ul style="list-style-type: none"> <li>• Instagram Takeover</li> <li>• Video Interviews</li> <li>• Panel Coordination</li> <li>• Keynote Speaker</li> <li>• IDE Activities for the festival</li> <li>• Fundraising &amp; Sponsorship</li> <li>• Advertising &amp; Promotion</li> <li>• Podcast</li> </ul>	Discussion 1: Participation Progress Notes
6	IDE Virtual Festival Submission Forms & Instructions deployed Perform Major & Minor Project Work <ul style="list-style-type: none"> <li>• Weekly check-in &amp; reporting</li> <li>• Brainstorming, Problem solving, &amp; follow-up</li> </ul>	CamSTAR Assignment 2 Due
7	Family Day/Reading Week	
8	IDE Virtual Festival Uploads Begin Perform Major & Minor Project Work <ul style="list-style-type: none"> <li>• Weekly check-in &amp; reporting</li> <li>• Brainstorming, Problem solving, &amp; follow-up</li> </ul>	Discussion 2: Participation Progress Notes
9	IDE Virtual Festival Uploads Completed Perform Major & Minor Project Work <ul style="list-style-type: none"> <li>• Weekly check-in &amp; reporting</li> <li>• Brainstorming, Problem solving, &amp; follow-up</li> </ul>	CamSTAR Assignment 3 Due
10	IDE Virtual Festival "Staged" for Publication, Quality Checked & Published Perform Major & Minor Project Work <ul style="list-style-type: none"> <li>• Weekly check-in &amp; reporting</li> <li>• Brainstorming, Problem solving, &amp; follow-up</li> </ul>	Discussion 3: Participation Progress Notes  Additional Seminar time may be required.
11	IDE Virtual Festival Actively Promoted <ul style="list-style-type: none"> <li>• Daily Banner Activity/Prize Draw</li> <li>• Feedback &amp; Comments (if possible)</li> <li>• Monitor, Service &amp; Support</li> </ul>	Discussion 4: Participation Progress Notes AND

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
	<ul style="list-style-type: none"> <li>Participate/Produce IDE Activities</li> </ul>	Seminar Time Required during weeks 11 & 12
12	IDE Virtual Festival Active Promotion Continues <ul style="list-style-type: none"> <li>Daily Banner Activity/Prize Draw</li> <li>Feedback &amp; Comments (if possible)</li> <li>Monitor, Service &amp; Support</li> <li>Participate/Produce IDE Activities</li> <li>Collect Feedback</li> </ul>	
13	Analyze Collected IDE Virtual Festival Feedback	CamSTAR Assignment 4 Due
14	Peer Review & Group Assessments (Good Friday is April 15)	
15	Individual Final Assessment	FINAL CamSTAR Assignment Due

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

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DESCRIPTION	WEIGHTING
Seminar Activities Participation & Attendance	15%
Discussions & Progress Notes	20%
CamSTAR Assignments	20%
Major Project (class grade)	5%
Minor Project (group grade)	15%
Final Assessment (individual grade)	25%
<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

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## TEST AND EXAMINATION PROCEDURES

There are policies regarding [Teaching and Learning Practices for HHS Students](#), including 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. (<https://legacy.camosun.ca/learn/school/health-human-services/student-info/index.html#teaching>)

Please, inform your instructor as soon as possible if conditions have arisen to prevent you from taking your examination (or completing an assessment or activities) during the published, available times.

## WRITTEN ASSIGNMENTS

Assignments and Discussions 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 or templates, assignments must be:

- submitted using Word OR as a PDF;
- double spaced;
- font meeting [APA 7th edition guidelines](#); and
- include a title page and a reference list.

Students requiring an extension for the due date of an assignment must negotiate with your instructor, ideally at least 48 hours before the due date. Assignments submitted late *without* an approved extension will result in a **10% deduction** in marks for each day late, until the eve of the next assignment due date, or whenever the assignment no longer has value; whichever comes first.

Abandoned or late assignments will NOT be accepted at the end of the semester.

When available, bonus assignment points cannot result in greater than 100% total marks in the course, students who have been identified as "at risk" for failing the course MUST complete the bonus assignment in order to be eligible for a supplemental examination. A "supplemental examination" is an alternative demonstration of total course mastery and shall only be offered if the student is within 59.5% in total course marks following tabulation of all grades. The nature of any "supplemental examination" shall be at the sole discretion of the instructor and is not subject to the normal application of the Grade Review and Appeals policy as the "supplemental examination" exists outside of regular course content and marking.

## COURSE COMMUNICATIONS & BEHAVIOURAL EXPECTATIONS

Whenever sending direct emails to your instructor ensure you include Term & Course Code in your subject or the instructor cannot guarantee that your message will be read or responded to in a timely fashion.

- **W2022 HLSC-264:** URGENT/TOPIC/SICK DAY etc.

The instructor will typically respond to direct emails within two business days (M-F w/in 48 hours). Students should use the "Important" priority tag on any email reporting a missed class or potentially missed assignment or examination.

The instructor intends to begin marking assignments on the day they are due (before the assignment window closes for any assignments submitted in advance) and will strive to have marking completed within three total business days following the close of the assignment window. The instructor will withhold releasing feedback or marks if there are any outstanding assignments until all late assignments have been received, the end of the late assignment acceptance period, or once the student(s) with outstanding assignments have communicated with the instructor that they do not intend to complete their assignment(s).

- Students should familiarize themselves with the Camosun College [Student Learning Success Guides](#) and pay close attention to the [Remote & Online Learning](#) guide in particular. This course will observe the [Student Guidelines for Communicating in Online, Professional Contexts](#) resource. Please watch the [Discussion Board Tips](#) video to help you make the most of our asynchronous discussion activities and assignments.

## ATTENDANCE



**Students will be expected to “enter class” or start the online portion of synchronous session with video and audio on.** This meet-and-greet period of the synchronous online session will last about five minutes and students may elect to switch off their audio/video for the remainder of the synchronous class time unless they are presenting. Students should “mute” their audio whenever they are not actively in conversation or presenting during an online session. At the end of the synchronous online session there will be a five-minute checking-out period. If you are not present and visible for at least a portion of both these parts of the synchronous session, you may not receive participation marks for the synchronous session. Participation marks are awarded for both synchronous and asynchronous course activities at the discretion of the instructor. If you have technology limitations that may prevent you from participating in the way required, please let your instructor know.

- If you choose not to or are unable to attend a synchronous session it is your responsibility to acquire all information given during a class missed, incl. notes, hand-outs, assignments, changed exam dates etc.
- Student attitudes and behaviours surrounding attendance contribute to the professionalism mark in the course; however, attendance is not recorded.
- Should you miss a session for any reason, please inform your instructor as soon as possible once you are in a safe environment. Illness itself shall not be penalized, however students are independently responsible for any content missed.
- Synchronized sessions of this course shall only be recorded and posted to the D2L content with full and enthusiastic approval of all course attendants.

#### SUGGESTED STUDY TIME & STUDY HABITS

- There is one hour per week “synchronous course activities” and two hours per week of course content/laboratory (reading & assignments).
- A reasonable amount of time to dedicate to studies in this course for *adequate* (65%) comprehension of the course material would be the **three listed course hours per week plus three additional hours** of assignments, discussions, study & reading your textbooks.
- Students who desire “full marks” or A+ grades, probably spend *more* than 6 hours outside of class per week studying the content and completing assignments for this course.
- Seeking any percentage above 90% is a waste of time you could be spending on other courses. At Camosun College, 90% is an A+ and no higher GPA can be shown on your transcript.
- Map out a study schedule; include dedicated time for reading, assignments, discussions, group work, and digesting/watching online content – spread it out during the week to give your brain time to absorb different information.
- It can be valuable to review your notes within 24 hours *following* each class to help you retain the information.
- Study/social groups are a highly effective way of learning for many students.
- If your cohort/class agrees to record Collaborate Class sessions, you can re-watch them at 2X speed as review.

#### SCHOOL OR DEPARTMENTAL INFORMATION

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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/cmlla.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

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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

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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>

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Support Service	Website
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
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>

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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

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### 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.