



**CAMOSUN COLLEGE**  
**School of Health and Human Services (HHS)**  
**Department: Community, Family & Child Studies**  
**– Mental Health and Addictions**



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

**MHA 125 Professional Practice 1**  
**Winter 2021**

**COURSE OUTLINE**

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**The course description is available on the web:**  
**<http://camosun.ca/learn/calendar/current/web/mha.html#mha125>**

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.*

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## 1. Instructor Information

- (a) **Instructor** Kristin Ross
- (b) **Office hours** As posted and/or arranged
- (c) **Location** [Click or tap here to enter text.](#)
- (d) **Phone** [Click or tap here to enter text.](#) **Alternative:** [Click or tap here to enter text.](#)
- (e) **E-mail** [kristin.ross11@online.camosun.ca](mailto:kristin.ross11@online.camosun.ca)

Your instructor will endeavor to respond to your emails or phone calls within 24 hours; however, you should NOT expect a response during weekends, evenings, or holidays. Please plan accordingly when communicating with your instructor.

## 2. Course Description & Intended Learning Outcomes

This course introduces students to the basic skills, knowledge, attitudes, and values necessary for professional practice in mental health & addiction (MHA) services. Students will begin to examine the responsibilities and obligations of the MHA professional.

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

- a) Engage in self-reflection to assess and determine own abilities, values, and beliefs that may influence practice.
- b) Discuss the demands of the work role that may cause stress and imbalance in one's life.

- c) Describe and participate in personal lifestyle choices that promote health in an holistic manner including physical, social, cultural, emotional, cognitive, environmental, and spiritual elements.
- d) Identify and develop strategies that contribute to self-care and stress management.

### 3. Required Materials

Adler, R. Procter, R., Towne, N., & J. Rolls (2015/18). Look: *Looking Out Looking In (2<sup>nd</sup>/3<sup>rd</sup> Canadian ed.)*. Toronto, Ont.: Nelson (2<sup>nd</sup> edition without MindTap supplement is okay to use)

Camosun College (2018/9). *MHA 125 Resource Package*.

Corey, G., & Corey, M. S. (2016). *Becoming a Helper* (6<sup>th</sup> ed.). Belmont, CA: Brooks/Cole.

Morrison-Valfre, M. (2017). *Foundations of Mental Health Care* (6<sup>th</sup> ed.). St. Louis, MO: Mosby, Inc.

Valentino, L. (2013). *Handle with Care* (5<sup>th</sup> ed.). Ont: Nelson Education Ltd.

### 4. Course Content and Schedule (schedule to be provided by instructor)

This course is delivered in a blended format with online and in-class components. Both aspects are equally valued and developed to enhance student learning. Learning formats in Mental Health & Addiction (MHA) Program courses include discussions, presentations, peer interactions, student-directed research, skill development, and critical thinking activities.

#### Expectations of Learners

It is expected that students arrive to class prepared to contribute their knowledge and insights, having completed pre-class expectations to create a positive learning environment. Because the MHA Program prepares graduates for professional roles in the community, students are expected to demonstrate positive interpersonal behavior in the classroom, online, and in communication with instructors; this includes listening and acknowledging others, emotional maturity, respect, and effective teamwork. This document includes policies to facilitate professional practice, including punctuality, accountability, and demonstration of professional knowledge, skills, and decorum.

#### Technology

- Cellphones and electronic devices are **not** to be used while the class is in-session. The only exception is computers for purposes of note-taking as indicated by a pre-arranged Center for Accessible Learning (CAL) accommodation. We are encouraging a respectful atmosphere of “disconnect and connect” as you will see on posters throughout the campus.
- Cell-phones are to be out-of-sight with alerts and ringers turned off. Some students have difficulty disengaging and the continuous checking or distraction of the sounds and screen light deter from the classroom experience for the student and those in the vicinity. In practice, workers who use their phones for personal use are not present and engaged with their client; we discourage this and expect professional behavior of students as they prepare for moving into practicum and graduate roles.

#### Participation

Due to the short and intense nature of the MHA program, classes are planned as a continuum for building skills and knowledge required to meet the competencies for working in community mental health & addiction services. Assignments, D2L activities, and in-class components are complimentary and necessary for meeting learning outcomes to successfully pass the course.

#### Participation includes:

- Pre-class preparation completion, including reading materials prior to class start
- Arriving to class on time and regular attendance; late arrivals and absences must be communicated to the instructor prior to class start time

- Effective interpersonal communication skills including active listening, respectful dialogue, and constructive and appropriate comments in class
- Engaged participation in group work and classroom activities, respectful attentiveness during student and guest presentations (students who talk or distract others will be asked to leave)
- **All** electronic devices out-of-sight and muted unless use is previously arranged with instructor

**Missed class content:**

- Students are expected to complete learning activities to demonstrate outcomes for missed class content, due **before** the start of the next class. Activities reflect knowledge and skills aligned with the course (e.g., watching a video, collaborative groupwork, reflections on readings). They ensure all learners experience the same content and outcomes. Instructors must be confident that skills and knowledge are demonstrated to meet competencies in the field (every class is relevant).
- All activities must be submitted for a final grade to be posted on Camlink; delay may impact a student’s ability to register in the practicum as all courses are pre-requisite to MHA 140.

Repeated absence from class will be discussed with the student. Successful course completion will be jeopardized if more than 15% of class time is missed (for a 3-credit/45 hour course, this equals 6.75 hours). Missed content activities are for exceptional circumstances as 100% attendance is expected.

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

1. Values Reflection – submit in D2L and hardcopy		20%
2. Handle with Care – submit in D2L and hardcopy	2@8%	16%
3. Stress & Support – submit in D2L and hardcopy		12%
4. Critical Thinking Reflections - submit in D2L and hardcopy	4@10%	40%
5. D2L Reflections – submit in D2L		12%

Details of assignments will be provided in class and online. Directions will include APA writing and format expectations (e.g., headings, spacing, font size, citations). Spelling, grammar, presentation of material, length, and demonstration of assignment expectations will be taken into consideration for grading.

Resources for writing, formatting, and referencing have been posted in D2L Content and are available at the [Camosun Writing Centre](#) and [Camosun Library](#).

Assignments specified for online submission must be in Word or PDF format; OpenOffice users: “save as” Microsoft Word (.doc/x) before attaching. Students are responsible for maintaining an electronic copy of all submitted work until final grades are posted in Camlink. It is strongly encouraged that students use the D2L Locker for work in-progress until uploaded and/or printed for submission. Students can download and print from D2L at Camosun if their flashdrive is damaged or private server inaccessible.

**All** assignments and learning activities must be submitted and demonstrate knowledge and skill at a grade level of “**C**” or higher to pass this course. This includes all D2L postings, missed class content activities, in-class activity assignments, participation in skill development/labs, and attendance at presentations.

**Due Dates**

Due dates are thoughtfully determined to maximize the application of concepts for students to demonstrate mastery as well as to provide a foundation to build on further course content (most courses are progressive in nature). Timing of due dates is significant: we want to avoid a student getting behind on assignments and learning activities as it may hinder a strong context for

subsequent course concepts. To relate this to human services, those you are supporting may find it challenging to learn new concepts unless foundational knowledge is first attained.

Assignments specified to be submitted in **hardcopy** must be in by the start of class on the due date. Assignments to be submitted **electronically** (e.g., D2L reflections) must be uploaded to the designated area by 11pm on the due date, unless otherwise specified.

### **Late Policy**

In fairness to all students, late assignments will be deducted 5% per 24-hour period after the first five minutes of class or online due time. **If** you anticipate a late arrival to class and want to avoid a late deduction, email the assignment to the instructor before due time so they see it is completed; submit hardcopy at the break or end of class to avoid disrupting class time.

Students may arrange with the instructor for an extension of an assignment **before** the due date; verifying documentation will be required. "Documentation" may take multiple forms (e.g., communication from a counselor/professional, emergency room discharge papers, and dated subpoena). Those with a *Letter of Accommodation* from the Centre for Accessible Learning (CAL) must have previously identified arrangements, as negotiated with the instructor at least 48 hours before due time.

We recognize that there are multiple factors that could impact a students' ability to complete assignments on time. It is assumed that students work hard to complete assignments, may sacrifice other enjoyable activities, and employ good time management skills to meet deadlines. Even with the best intentions and strategies, unexpected situations can arise. Instructors hold no judgment of students who make the decision to take a day or two more to complete an assignment. The late deduction is often well-worth gaining extra time to complete the assignment with better learning outcomes and a decrease in stress.

If a student needs extra time **without** documentation (e.g., *Letter of Accommodation*):

- the deduction is only on the mark obtained, not on the value of the assignment. For example, if the mark achieved is 18/20 and it was submitted up to 24 hours late (by due time the next day), the late deduction is .9 (18 x 5%). If two days late, the deduction is 1.8 (18 x 10%).
- students are asked to send a brief email to the instructor before the class for which the assignment is due, as it may impact an in-class activity that builds on assignment work. There is no need to explain about the extra time; instructors know there are many circumstances that effect a student's ability to complete on time.

We are supporting students to demonstrate competencies and successfully pass a course. If the original submission does not achieve a mark of 60% or more, the student must re-submit to demonstrate knowledge/skill at a level of "**C**" or higher.

Late deduction marks are applied for days an assignment is initially late, as well as days after the instructor returns an assignment to the student for re-submission. Assignments over 20 days past due do not earn marks (20 days x 5% = 100% deduction) but must be completed and assessed at a 60% knowledge/skill level.

The intention is that a student must demonstrate passing level knowledge/skill but they are not advantaged over other students who submitted their work on time and exceeded 60%.

**All** re-submissions, D2L postings, missed content activities, and final assignments (unless otherwise indicated) must be submitted within 24 hours of the last face-to-face class for consideration toward completion of the course.

### **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) – see below

Competency Based Grading System

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

Review the School of Health and Human Services [Student Handbook](#).

## 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.