HSTE.002.923

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SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON

COURSE OUTLINE

COURSE TITLE: OBSERVATION SKILLS

CODE NO.: HSC 100

SEMESTER: ONE

PROGRAM: DEVELOPMENTAL SERVICES WORKER

INSTRUCTOR: KAREN DELUCO

DATE: SEPT., 1994

PREVIOUS OUTLINE: SEPT., 1993

SAULI STE. MARIE

NEW: _____

REVISED: __X__

APPROVED:

Kitty DeRosario, Dean Human Sciences & Teacher ED

aug . 4/44_ Date

******NOTE: Do not discard this outline. It will be required by other educational institutions if you are attempting to obtain credit for this course.

Course Name:Observation SkillsCourse Code: HSC 100Total Credit Hours:Total Credit Hours:45Pre-requisite(s):None

I. PHILOSOPHY/GOALS

Observation of human behaviour is a skill fundamental to human service work in any of its various modes of delivery. Observation is both an art and a science and will be examined from both these constructs in this course. The principles that will be learned will be applied to both the behaviour of others and to one's own behavior as a helping professional. This course will be explored from a theoretical and practical perspective.

II. STUDENT LEARNING OUTCOMES

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

- 1. define behaviour and examine one's own behaviour with regard to time management, study skills, classroom behaviour, learning styles, etc.
- 2. describe and demonstrate the difference between perception and behaviour.
- 3. define and account for the errors in observation.
- apply the methodologies of observation pertinent to a practical or simulated setting.
- write and present oral observational reports using the various methods of recording.
- 6. to evaluate the various methodologies through discussion, demonstration and application.
- 7. recognize and be able to define the ethics of observation.
- to identify professional ethics and behaviours of a Human Service Worker pertinent one's own field.

TOPICS TO BE COVERED:

Theories of observation, observational strategies, learning styles, management of behaviours required to achieve success at college and in the Human Services Field. Application of observational strategies to the field, various recording techniques, application and rationale for use of these techniques and professional standards and behaviours.

III. REQUIRED STUDENT RESOURCES

Martin, Sue: <u>Take a Look</u>: <u>Observation and Portfolio Assessment in Early Childhood</u>, Addison-Wesley Publishers Ltd., 1994

Personal Daytimer

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Observation Skills

IV. ADDITIONAL STUDENT RESOURCES

The Learning Resource Centre has books, journals, and periodicals that may assist you with your learning in this area.

V. COURSE REQUIREMENTS

- 1. Students will be required to submit a plan outlining an overview of their academic schedule for this semester, including time allotted for study.
- 2. Students will be required to complete an observation of classroom and school structure outlining safety/fire exits, fire extinguishers, safety procedures for fire drills, and reporting procedures.
- 3. Students will be required to complete a running narrative observation in a real or simulated field setting.
- Students will observe, record and present ONE observation orally to the class using one of the strategies learned in class.

Schedules will be drawn up in class. If you do NOT present on the scheduled day, an opportunity to do so may not occur unless previous arrangements have been made with instructor.

- 5. Students will submit a report outlining their own professional behaviour both in the classroom and in the field work setting (where applicable).
- 6. Brief in-class assignments may also be graded as part of this class.
- 7. There will be two tests one at mid-term and one final.

VI. SPECIAL NOTES

Students will be expected to complete required readings and to complete any extra readings as assigned.

Students with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the instructor.

Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of students.

Late assignments may not be accepted unless specific medical or serious personal circumstances occur. Doctor's notes may be required and any cost is the responsibility of the student. Grades will be deducted up to 5% for three days past due dates. After that point, an assignment may be).

Observation Skills

VII. GRADE BREAKDOWN

| In-Class Assignments | 20% |
|----------------------------------------|------|
| Assignment $#1/personal$ outline | 5% |
| Assignment #2/security observation | 5% |
| Assignment #3/running observation | 10% |
| Assignment #4/written strategic report | 10% |
| Assignment #5/oral presentation of #4 | 10% |
| Assignment #6/self-observation report | 10% |
| Test #1/Mid-term (Date TBA in class) | 15% |
| Test #2/Final (Date TBA in class) | 15% |
| TOTAL | 100% |

It follows that as both theory and practical experiences are presented in class, that class participation is important. As part of a commitment to the field of Human Service work, it is expected that you will participate and contribute to the classroom environment in a meaningful and positive manner.

TESTING POLICY

SCHOOL OF HUMAN SCIENCES AND TEACHER EDUCATION

Effective November 1, 1993

All students are responsible for completing assigned tests on the date scheduled either on course outline or through notification by course Professor.

Should a student be unable to write a test on the date assigned, the following procedure must be followed:

- 1. Student must provide the Professor with advanced notice, in writing, of need to miss a test.
- 2. Student will require documentation to support the excused absence, ie:

. Doctor's note . Notice of meeting

Copies of all documentation will be kept on file

- 3. All decisions regarding rescheduling of tests are at the discretion of the Professor.
- 4. Student is responsible to make arrangements, immediately upon their return to the College, with course Professor for make-up of missed test <u>prior</u> to next scheduled class for the course in question.
- 5. In the event of an emergency, on the day of the test, students will require documentation to support absence, and must call in to identify absence.

The College now has a 24-hour Electronic Voice Mail System. 759-2554.

Failure to comply with this policy will result in a zero grade being recorded for the missed test.

Sault College 24-Hour Phone Number: 759-2554

| Course | Instructor | Office # | Extension # |
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