

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON



COURSE OUTLINE

COURSE TITLE: OBSERVATION SKILLS \_\_\_\_\_

CODE NO.: HSC 100 SEMESTER: ONE \_\_\_\_\_

PROGRAM: CORRECTIONS \_\_\_\_\_

AUTHOR: COLLEEN CROWLEY-STROM \_\_\_\_\_

DATE: SEPT. 1994 PREVIOUS OUTLINE: SEPT. 1993 \_\_\_\_\_

NEW: \_\_\_\_\_ REVISED:   X  

APPROVED: *K. DeRosario* \_\_\_\_\_ *Aug. 31/94* \_\_\_\_\_  
Kitty DeRosario, Dean Date  
School of Human Sciences &  
Teacher Education

**\*\*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 Skills  
Course Code: HSC 100  
Total Credit Hours: 45  
Pre-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.
4. apply the methodologies of observation pertinent to a practical or simulated setting.
5. write and present oral observational reports using the various methods of recording.
6. evaluate the various methodologies through discussion, demonstration and application.
7. recognize and be able to define the ethics of observation.
8. identify professional ethics and behaviours of a Human Service Worker – pertinent one's own field.

## TOPICS TO BE COVERED:

1. Behaviours required to achieve success at college and in the Human Services Field:
  - Time Management
  - Study Skills – Note-taking, Reading, Memory, Test-taking
  - Knowledge of Learning Styles
  - Classroom Behaviour and Ethics
2. Introduction to Observation:
  - Definitions – behaviour, perception, subjective, objective, fact, inference, ...
  - Applicaition of the five senses to observation
  - Operational definitions
  - Errors in observation
  - Ethics of observation

### TOPICS TO BE COVERED (cont)

3. Methods of Observation/Recording Techniques
  - Narratives – Running Records, Anecdotal Records
  - Samplings – Event Sampling, Time Sampling
  - Checklists
  - Charts, Scales, Pictorial Representations
  - Media techniques
4. Application of Observational Techniques to the Field of Corrections

### III. REQUIRED STUDENT RESOURCES

Personal Daytimer

### 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

Students are required to:

1. submit a plan outlining an overview of their academic schedule for this semester, including time allotted for study
2. complete an observation of classroom and school structure outlining safety/fire exits, fire extinguishers, safety procedures for fire drills, and reporting procedures
3. complete a running narrative observation
4. observe, record and present **ONE** observation orally to the class using one of the recording techniques learned in class  
(a presentation schedule will be drawn up in class)
5. submit a report outlining their own professional behaviour, both in the classroom and in their personal lives
6. complete brief in-class assignments each week
7. complete two written tests, one at mid-term and one final

**VI. Evaluation Methods**

Weekly in-class assignments	15%
Assignment 1 - Personal Plan for Success as a Student	10%
Assignment 2 - Safety/Security Observation	5%
Assignment 3 - Running Observation	10%
Assignment 4 - Written Strategic Report	10%
Assignment 5 - Oral Presentation of Assignment 4	10%
Assignment 6 - Self-observation Report	10%
Written Test 1	15%
Written Test 2	15%

**VII. Notes Related to Evaluation Methods**

Since both theory and practical experiences will be presented in class, attendance and participation are both critical to successful completion of this course. As part of your demonstration of your commitment to the field of Human Services, it is expected that you will participate and contribute to the classroom environment in a meaningful and positive manner.

Late assignments will be accepted for up to 7 days beyond the due date. Ten percent will be deducted for each day that an assignment is late unless your instructor has granted you an extension due to serious circumstances.

If you miss a Written Test or a scheduled Oral Presentation, you will receive a zero grade. Under exceptional circumstances, such as illness, when supported by a doctor's certificate, and at the discretion of the instructor, arrangements may be made to make up a missed test or presentation. You must provide your instructor with advanced notice, in writing, if you need to miss a test or scheduled presentation. In the event of an emergency on the test or presentation day, you must call your instructor to explain your absence. Immediately upon your return to the college, you must make arrangements with your instructor to re-schedule your test or presentation. **Failure to comply with this policy will result in a zero grade on the missed test or presentation.**

**VIII. SPECIAL NOTES**

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.

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
CORRECTIONAL WORKER PROGRAM

Student Agreement Form

Regarding the Observation Skills Course Outline:

I, \_\_\_\_\_, have read the Observation Skills  
Course Outline.

I understand its contents and agree to adhere to them.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_