



Observing and Recording – CYFS 102

Child, Youth and Family Studies Program/Aboriginal Education Support Worker/Education Assistant/Early Childhood Education/Human Service Worker

Course Outline

COURSE IMPLEMENTATION DATE: Pre 1998
 OUTLINE EFFECTIVE DATE: September 2020
 COURSE OUTLINE REVIEW DATE: April 2025

GENERAL COURSE DESCRIPTION:

This course is designed to help students learning to become human service workers, education assistants, early childhood educators, and aboriginal education support workers enhance their skills in observing and recording human development and behaviour from birth through adulthood. A variety of observing and recording techniques will be explored in the course.

Program Information: CYFS 102 is a core course and is required to complete the Child, Youth and Family Studies Certificate Program. All three specialties, EAP, ECED and HSWR, require this course. CYFS 102 is a required course for the Aboriginal Education Support Worker Diploma Program.

Delivery: This course is delivered face-to-face and online.

COTR Credits: 3

Hours for this course: 45 hours

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	45
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours	
Total	45

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
Total	

Course Outline Author or Contact:

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Signature

APPROVAL SIGNATURES:

Department Head
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Department Head Signature

Dean Signature

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Valid from: September 2020 – April 2025

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: Minimum 65% in either English 12, English Studies 12, English First Peoples 12, ENGL 090, or equivalent (refer to Course Equivalency Information on the College Website)

Corequisites: None

Flexible Assessment (FA):

Credit can be awarded for this course through FA Yes No

Transfer Credit: For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: N/A

Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Bonell, K. & Ramdin, T. (2016). *Observing and recording across the lifespan* (2nd ed). Cranbrook, BC: College of the Rockies.

Haig, J., & MacMillan, V. (2018). *Cites & sources: An APA documentation guide* (5th ed). Toronto, ON: Nelson Publishing.

Please see the instructor's syllabus or check COTR's online text calculator <http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

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

- use appropriate terminology to describe observation techniques;
 - apply a professional and ethical approach to observing and recording, including respecting the rights of individuals being observed (e.g. confidentiality);
 - identify factors that influence people's behaviour, including environmental factors;
 - follow guidelines that provide a framework for an objective, valid and reliable observation;
 - apply different observational techniques to a variety of developmental domains, behaviour patterns and/or settings in non-judgmental and objective ways;
 - make a direct link between observations and program planning;
 - eliminate the use of "labels" in written observations; and
 - discuss and apply knowledge about the impact of culture on behaviour.
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COURSE TOPICS:

- Why We Observe & Record
- Observation & Perception
- Objective Observations
- Professional Conduct When Observing & Recording
- Components of an Observation
- Factors that Influence Behaviour & Observation
- Methods
- Techniques
- Purpose & Audience
- Setting Descriptions
- Rights of Participants
- Letters of Permission
- Reliability & Validity
- Narrative Descriptions
- Anecdotal Record
- Ethnography

- Frequency Counts
- Duration Records
- ABC Analysis
- Time Sampling
- Event Sampling
- Diary Descriptions
- Checklists
- Rating Scales
- Documenting After-the-Fact
- Observing Over Time
- Critical Issues

See instructor’s syllabus for the detailed outline of weekly readings, activities and assignments.

EVALUATION AND ASSESSMENT (Online Delivery):

Assignments	% Of Total Grade
Weekly Discussions	30%
Weekly Activities	50%
Assignment	<u>20%</u>
Total	100%

EVALUATION AND ASSESSMENT (Face-to-Face Delivery):

Assignments	% Of Total Grade
Weekly Activities	80%
Assignment	<u>20%</u>
Total	100%

Please see the instructor syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments and use of electronic aids.

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of “0” for the exam.

COURSE GRADE:

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	F
Mark (Percent)	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	< 60

An overall letter grade of 60% is required for successful completion of this course.

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

Late Policy: Assignments received up to one week past their due date will receive a penalty of 10%. Assignments received after the first week late will not be marked and the student will receive a zero for that assignment. Weekly discussion forums must be completed in the designated week and late postings will not be marked. No assignments are accepted after the last day of the semester.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor will endeavour to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.