



CYFS-102 – Observing & Recording

Health and Human Services

Effective Term & Year: Fall 2022

Course Outline Review Date: 2025-04-01

Program Area: Child Youth and Family Studies

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 Methods: On-campus (Face-to-Face), Online

Credit Type: College of the Rockies Credits

Credits: 3

Instructional Activity and Hours:

| Activity | Hours |
|---|-------|
| Classroom, Directed Studies or Online Instruction | 45 |
| Seminar/Tutorials | |
| Laboratory/Studio | |
| Practicum/Field Experience | |
| Co-op/Work Experience | |

Other

| | |
|-------|----|
| Total | 45 |
|-------|----|

Course Requisites:

- Earned a minimum grade of C+ (65%) in at least 1 of the following:
 - [ENST 12](#) – English Studies 12
 - [ENFP 12](#) – English First Peoples 12
 - [ENGL090](#) – English – Provincial Level

Flexible Assessment: No

Course Transfer Credit:

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see <https://www.bctransferguide.ca/> or <https://transferalberta.alberta.ca> . For more transfer credit information, please visit <https://www.cotr.bc.ca/Transfer>

All requests for course transfer credit from institutions in British Columbia or elsewhere should go to the College of the Rockies Enrolment Services office.

Textbook 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 <https://textbook.cotr.bc.ca/> 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.

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 Assessments

Assessment Type: On-Campus (face-to-face)

| Assessment Type | % of Total Grade |
|-------------------|------------------|
| Weekly Activities | 80% |
| Assignment | 20% |
| Total | 100% |

Assessment Type: Online

| Assessment Type | % of Total Grade |
|--------------------|------------------|
| Weekly Discussions | 30% |
| Weekly Activities | 50% |
| Assignment | 20% |
| Total | 100% |

Grade Scheme

| A+ | A | A- | B+ | B | B- | C+ | C | C- | D | F |
|------|-------|-------|-------|-------|-------|-------|-------|----|---|-----|
| >=90 | 89-85 | 84-80 | 79-76 | 75-72 | 71-68 | 67-64 | 63-60 | | | <60 |

Pass requirements: None

Evaluation Notes: A grade of “D” grants credit, but may not be sufficient as a prerequisite for sequential courses.

Exam Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a “0” on the exam.

Academic Policies:

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Conduct (plagiarism, other cheating, behavioral misconduct)
- Policy 2.5.8 Academic Performance

- Policy 2.5.3 Grade Appeal
 - Policy 2.4.9 Student Concerns Re Faculty
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Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.