

**EA 100E Role of the Educational Assistant**

3 credits, 45 hours

This course focuses on the skills and attitudes essential for paraprofessionals to provide meaningful support to students and teachers in educational environments. The emphasis will be on development of a personal philosophy of education; understanding of school and board educational philosophies and practices; professional ethics and responsibilities; the teacher/educational assistant team; the educational assistant's role within a multidisciplinary team, and development of skills to achieve the flexibility necessary for the changing roles of the educational assistant.

*No Prerequisites and/or co-requisites*

**Instructor**

Priscilla Lothian-Hendrix  
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**Office Hours**

Monday 4:00 pm – 5:50 pm  
Tuesday 4:00 pm – 5:50 pm  
Friday 2:00 pm – 2:50 pm

**Hours of Instruction**

Tuesday 6:00 pm – 9:00 pm

**Required Resources**

Doyle, B. M. (2008). *The Paraprofessional's Guide to the inclusive Classroom: Working as a Team*. (3<sup>rd</sup> ed). Brookes Publishing Company.

**Other Materials**

Binder, sleeves, divider for assignment

**Course Outcomes**

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

- Explain the role of the educational assistant working within a multi-disciplinary team providing services to students, their families and teachers.
- Observe the role of the teacher in the education process and develop an understanding of lived and professed philosophies of education held by teachers.
- Formulate their own philosophies of education based on beliefs, experience and learning.
- Discuss the professional and ethical responsibilities of being an educational assistant.
- Explain the educational philosophies and practices of local school districts.
- Develop a basic understanding of Alberta's Elementary Program of Studies.
- Develop the skills and strategies to successfully adapt course work to meet the needs of the students they assist

**Evaluation**

Attendance & Participation	10%
Reflective Journals entry	25%
Program Observation	30%
Professional Portfolio	25%
Philosophy of Education	10%
Total	100%

*A grade of C- is required for progression or transfer.*

**Grading System**

Legend			
Percentage Scale	Alpha Grade	4.0 Scale	Descriptor
94-100	A+	4.0	Excellent
	A	4.0	
90-93	A-	3.7	
86-89	B+	3.3	Good
80-85	B	3.0	
75-79	B-	2.7	
70-74	C+	2.3	Satisfactory
65-69	C	2.0	
60-64	C-	1.7	
56-59	D+	1.3	Poor
50-55	D	1.0	Minimum Pass
0-49	F	0.0	Failure

**Proposed Schedule of Topics**

- Principles of Education
- Learning and Child Development
- Roles and Responsibilities of the Educational Assistant
- Cooperative Classroom Communities
- Assisting across the curriculum
- Assisting students with special needs
- Collaboration
- Inclusion

**Please Note:**

Date and time allotted to each topic is subject to change.

## Performance Requirements

### Student Responsibilities

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

### Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a students' learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

### Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on [ilearn.keyano.ca](http://ilearn.keyano.ca). Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

**Specialized Supports**

The Student Academic Support Services (SASS) department: Accessibility Services, Skill Centre and Wellness Services, work together to support student success at Keyano College.

**Accessibility Services (CC167)** supports student success through group and individualized instruction of learning, study and test taking strategies, and adaptive technologies. Students with documented disabilities, or who suspect a disability, can meet with the Learning Strategists to discuss accommodation of the learning barriers that they may be experiencing. Students who have accessed accommodations in the past are encouraged to visit our office at their earliest opportunity to discuss the availability of accommodations in their current courses. Individual appointments can be made by calling 780-791-8934

**Skill Centre (CC119)** provides a learning space where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff. Students visiting the centre have access to one-to-one or group tutoring, facilitated study groups, and assistance in academic writing. The Skill Centre's Peer Tutor program provides paid employment opportunities for students who have demonstrated academic success and want to share what they have learned. Tutoring is available free to any students registered at Keyano College on a drop in basis, from 9:00 am to 5:00 pm Monday through Friday. Additional evening hours are subject to tutor availability and are posted in the Skill Centre.

**Wellness Services (CC260)** offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. The Mindfulness Room in CC260 is available as a quiet space for students to relax during regular office hours. Wellness Service welcomes students to participate in any of the group sessions offered throughout the academic year addressing such topics as Mindfulness and Text Anxiety. Individual appointments can be made by calling 780-791-8934.

**Please watch your Keyano email for workshop announcements from our Student Academic Support Services team.**