

**ELCC 110 Practicum I**

*4 credits, 165 Practicum hours*

Students have an opportunity to put theory into practice by working with children in the community settings including daycare, preschool and kindergarten classes. Students must provide their own transportation to assigned practicum, keep time sheets, and a daily record of progression in the Practicum Booklet. Practicum may be repeated or extended when deemed necessary by the ELCC department.

*Prerequisites and/or co-requisites: ELCC 125 and 3 first year courses including ELCC 104*

**Instructor**

Stacy Zhou  
[Stacy.Zhou@keyano.ca](mailto:Stacy.Zhou@keyano.ca)

**Virtual Office Hours:**

If you require confidential assistance outside of weekly office hours, please email to schedule a time. Your email will be returned within 24 hours. Emails sent on weekends will be answered on the next business day. Any casual course-related questions are encouraged to be posted on the course forum within Moodle.

**Delivery Method and/or Hours of Instruction:**

Block practicum placement: Monday thru Friday until hours are completed.

**Required Resources**

**Developmentally Appropriate Practice: Serving children birth through Age 8**, Copple and Bredekamp, 3rd edition. ISBN:978-1-928896-64-7

Repropacks (Practicum Booklet)

**Recommended Resources**

Infant/Toddler placements: Miller, K. (1999). *Simple steps-Infant toddler curriculum*. Lewisville, USA: Gryphon House.

**Course Outcomes**

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

- Implement necessary work habits to be successful in the community setting environment.
- Demonstrate professionalism by: maintaining confidentiality, inquiring about the program and program policies, communicating in an effective manner, participating as a team member and using feedback for improving practice.
- Take progressively more initiative for staff responsibilities and routines, contributing ideas/resources and planning for children's learning experiences.
- Apply Health and Safety understandings and practices personally and through the daily supervision of children.
- Demonstrate a willingness to listen and speak to children as an interested partner in communication.

- Use a problem-solving guidance approach as discussed in ELCC 104.
- Observe, support and record children's progress through the creating of materials and learning resources.
- Observe and work within the developmental abilities of individual children.

### Evaluation

In accordance with Keyano College policy, Practicum courses are a **PASS/FAIL** course. A student must succeed in both Practicum I (ELCC 110) and Practicum Seminar I (ELCC 125) in order to receive a passing grade in both.

Skills and responsibilities increase in complexity throughout the practicum. Discussions between student, practicum coach, and College Consultant will allow the student to set goals for continuing development. Each student will keep track of her/his progress in a practicum skills booklet and demonstrate understanding by keeping quality, dated records in the practicum booklet. College Consultants will review booklets regularly. Practicum coaches will be asked to provide feedback.

**Important - Please note:** A complete practicum book is necessary to achieve a passing grade. An incomplete book will result in failing practicum and thus a failing grade in practicum seminar

### Grading System

Group participation is a major component of the seminar; therefore, **regular attendance is required**. Attendance of less than 80% without confirmation of extenuating circumstances and arrangements to address missed practicum content in an alternate way will result in a failing grade.

### Proposed Schedule of Topics

- Orientation to Practicum
- Practicum Workbook Orientation
- Developing an understanding of the rhythms of child care
- Working as part of a team
- Ethical Behaviour
- Code of Conduct
- Field Debriefing
- Assignment Integration
- Health and Safety

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](#). The Keyano College credit calendar also has information about Student Rights and Code of Conduct. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Code of Conduct Policies.

#### Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student's 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 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; and
- 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 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 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 may not be graded until you show this signed certificate.

### **Specialized Supports**

The Student Services department is committed to Keyano students and their academic success. There are a variety of student supports available at Keyano College. Due to the continuing situation with the Covid-19 pandemic, the offered support services will be implemented differently this semester by being provided mostly virtually. In-person service can be requested as needed. All Alberta Health Services guidelines will be followed for in-person appointments—wear a mask, maintain two meters of physical distance, use hand sanitizer, and stay home if you are unwell.

All student services are available during Keyano business hours: Monday to Friday, 8h30-16h30. The Library has evening and weekend hours. Please check [keyano.ca/library](http://keyano.ca/library) for current hours.

**Accessibility Services:** provides accommodations for students with disabilities. Students with documented disabilities, or who suspect a disability, can meet with a Learning Strategist to discuss their current learning barriers and possible accommodations. Students who have accessed accommodations in the past are encouraged to contact us to request them for the semester. Please note that requesting accommodations is a process and requires time to arrange. Contact us as soon as you know you may require accommodations. For accessibility services supports and to book a virtual appointment, please contact [accessibility.services@keyano.ca](mailto:accessibility.services@keyano.ca).

Accessibility Services also provides individual and group learning strategy instruction for all students, as well as technology training and supports to enhance learning. Meet with a Learning Strategist to learn studying and test-taking strategies for online classes. Schedule an appointment with the Assistive Technology Specialist to explore technology tools for learning. Book an appointment today by emailing [accessibility.services@keyano.ca](mailto:accessibility.services@keyano.ca)

**Academic Success Coaching:** offers you support and access to resources for your academic success to help you to find the Keys to your Success. The Academic Success Coach will work with you to develop an academic success plan, develop your study and time management skills, and connect you

with the right resources here at Keyano. [Academic.success@keyano.ca](mailto:Academic.success@keyano.ca) is the best way to access resources during virtual service delivery.

**Wellness Services:** 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. All individual appointments will continue virtually.

Wellness Services welcomes students to participate in any of the virtual group sessions offered throughout the academic year addressing topics including mindfulness and test anxiety.

Individual virtual appointments can be made by emailing [wellness.services@keyano.ca](mailto:wellness.services@keyano.ca).

**Library Services:** provides students with research and information supports as they engage in their studies. Library staff are available to support you both virtually and in person during the fall semester. For library service supports and inquiries, please email [askthelibrary@keyano.ca](mailto:askthelibrary@keyano.ca).

Individual support with the Information Librarian will be provided virtually. Appointments can be requested by email or by placing a [Book a Librarian](#) request using the online form found [here](#).

Research and Subject Guides are helpful resources when conducting research or addressing your information needs. To view a subject or course specific guide, use the following [Subject Guides link](#)

To access additional research resources, including Citation Guides (APA, MLA, Chicago, or IEEE), go to the [Research Help Library page](#).

**Skill Centre:** provides academic support services to students registered in credit programs at Keyano College in the form of tutoring, writing support groups, facilitated study groups, workshops and study space. Tutoring services are **free** to Keyano students. Tutoring is available for Math, Writing, English, and Science subject areas.

While most courses are being offered online, the Skill Center will be offering mostly virtual tutoring services and in-person sessions as requested. Please email [Skill.centre@keyano.ca](mailto:Skill.centre@keyano.ca) to get in contact with our tutoring staff.

For the most up to date information on how to book a tutoring session, please view the [Keyano Skill Centre homepage](#).

### **E-Learning**

Technology and internet will impact your online learning experience. It's important that you are able to watch an online video and other course materials, take online quizzes, and participant in a live class with your instructor and other students.

Keyano College operates in a Windows based environment and having the correct tools for online learning is important. Here's a list of recommended system requirements for Fall 2020.

### **Internet Speed**

Minimum Internet speeds of 5 Mbps.

Recommended Internet speeds of 25 Mbps (especially if you are sharing your internet at home). Check your internet speed with [Fast.com](http://Fast.com).

### **Recording of lectures and Intellectual Property**

Students may only record a lecture if explicit permission is provided by the instructor or by Accessibility Services. Even if students have permission to record a lecture or lecture materials, students may not publish any of the lectures or lecture materials, this includes any recordings, slides, instructor notes, etc.

on any platform. Thus no student is allowed to publish or sell instructor notes without formal written permission. It is important to recognize that the Canadian Copyright Act contains provisions for intellectual property.

**System requirements:**

|  |   |
|--|---|
| <p>Microsoft Windows</p> <p><b>Minimum Requirements:</b><br/>                 A Windows 10 <b>computer/laptop</b></p> <ul style="list-style-type: none"> <li>- Minimum 4GB of RAM.</li> <li>- 10GB+ available hard drive storage.</li> <li>- Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <u>Microsoft Office</u> software is free to all Keyano students and employees.</li> <li>- Microphone, webcam and speakers. A headset with a microphone is recommended.</li> <li>- System updates must be regularly installed.</li> <li>- Anti-Virus / Anti-Malware software</li> </ul> | <p>Apple</p> <p><b>Minimum Requirements:</b><br/>                 A Macintosh (V10.14 and above) <b>computer/laptop</b></p> <ul style="list-style-type: none"> <li>- Minimum 4GB of RAM.</li> <li>- 10GB+ available hard drive storage.</li> <li>- Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). <u>Microsoft Office</u> software is free to all Keyano students and employees.</li> <li>- Microphone, webcam and speakers. A headset with a microphone is recommended.</li> <li>- System updates must be regularly installed.</li> <li>- Anti-Virus / Anti-Malware software.</li> </ul> |
| <p><b>Recommended Requirements</b></p> <ul style="list-style-type: none"> <li>- 8GB of RAM</li> <li>- A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email</li> </ul>  | <p><b>Recommended Requirements</b></p> <ul style="list-style-type: none"> <li>- 8GB of RAM</li> <li>- A method of backing up/synchronizing to local or cloud-based storage such as OneDrive is highly recommended. This is included if you complete the setup of KeyanoMail and download MS Office using your Keyano email</li> </ul>   |
| <p>Chromebooks are <b>not</b> recommended as they are not compatible with testing lockdown browsers. A Microsoft Surface or iPad or iPad Pro may be possible alternatives in some program areas.</p>   |   |

**Specific department requirements:**

Business and OA programs require Windows 10.  
 Other programs may utilize Windows based tools as well.

**Computer Software**

Students will be able to get access to Microsoft Office 365 for Free using Keyano Credentials by [clicking here](#).

**ITS Helpdesk**

If you are having issues with your student account, you can contact the ITS Helpdesk by emailing [its.helpdesk@keyano.ca](mailto:its.helpdesk@keyano.ca) or calling 780-791-4965.