Childhood Studies, ELCC Certificate Program
Winter, 2023

ELCC 125 - Practicum Seminar I
1 credit, 1 hour per week (15 hours)

This course provides a weekly forum to support and debrief practicum experiences and explore the integration of theory with practice. The types of early childhood programs, the legislation governing those programs and the responsibilities and ethical behavior of early childhood professionals will be discussed. Students will be introduced to resources files as a method of organizing professional information and curriculum ideas. *Co-requisites ELCC 110*

Instructor:

Krista Lloyd-Michaud
780-791-4992
Krista.Lloyd-Michaud@keyano.ca

Office Hours:

Monday 3PM to 4PM or by appointment
Tuesday 3PM to 4PM or by appointment
Wednesday 3PM to 5PM or by appointment
Thursday 2PM to 4PM or by appointment
Friday 2PM to 4PM or by appointment

If you require confidential assistance, please email to schedule a time to meet. Your email will be returned within 24 hours. Emails sent on weekends will be answered on the next business day.

Delivery Method and/or Hours of Instruction:

Online with Zoom classes held weekly on Tuesdays from 5-6PM

Attending Online Virtually via Zoom:

1. Enter our Moodle course, go to Course Information section, and click on the Online Virtual Session Zoom link to join the class.

2. Once you click on "Online Virtual Session Zoom link," a dialog box will appear, click the Join Meeting button.

Expectations of Students with Respect to Technology:
Log in to Moodle at least three times a week to check announcements and the schedule (it's good to get into the habit of checking Moodle daily for each of your courses).
1. Participate in class regardless of whether you attend face-to-face, virtually via Zoom (synchronously), or asynchronously.
2. If you choose to attend class virtually via Zoom or Teams:
    a. make sure that your technology is updated and ready for each class (log in 5-10 minutes early to check updates and connections).

        i.   Note: Public Wi-Fi connections sometimes may not support the bandwidth necessary for Zoom.

       ii.   Headphones are recommended.

      iii.   Cameras on preferred.

  b. once you enter the Zoom room, all you need to do is wait for the session to begin.

        i.   There may be second difference between the virtually and "real life," so you will experience the lecture with a little bit of lag. However, this will not be noticeable unless you are attending in person and also have Zoom/Microsoft Teams open.

       ii.   You instructor will monitor all questions that come in, so don't worry about any lag.

3. If you choose to attend class in person, it is recommended that you bring a device to class to login to Zoom session for group work.

4. Be respectful of your peers and the instructor regardless of whether you attend face-to-face or virtually.

5. Having non-course-content-related technology issues?

  a. If you ever have a problem, first try using a different browser.

  b. For Zoom related issues, you might find your answer at [Getting Started with Zoom](#)

  c. For Moodle related issues, visit [Learning to use Moodle](#)

  d. For general issues, you can call 780-791-4965

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 <u>will result in a failing grade</u>.

Required Resources:

Practicum Workbook (Repropack)

Copple, C. & Bredekamp, S. Eds. (2009). *Developmentally Appropriate Practice in early childhood programs: Serving children from birth through age 8. (3rd ed).* Washington, DC: NAEYC. [Paperback: ISBN: 978-1928896647]

Recommended Resources (On Reserve at Keyano College Library)

Infant/Toddler placements: Miller, K. (1999). *Simple steps-Infant toddler curriculum.* Lewisville, USA: Gryphon House. [ISBN: 9780876592045]

Course Outcomes:

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

1. Recognize and demonstrate the professional attitudes and behavior required for a successful practicum experience.
2. Discuss and analyze the components of the practicum experience.
3. Use resources to compare and contrast observed policies and practices in the ELCC field for congruence with developmentally appropriate practice and personal belief system.
4. Recognize the role of the Early Learning professional within a multidisciplinary team.

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:

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.

Workbook:

Each student will keep track of their 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

Attendance:

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 Topics:
- Orientation to practicum
- Practicum workbook orientation
- Developing an understanding of the rhythms of childcare
- Working as part of a team
- Ethical behavior
- Code of conduct
- Field debriefing
- Assignment integration
- Licensing legislation
- Health and safety
- Alberta Flight Curriculum Framework
- Association of Early Childhood Educators of Alberta Membership
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Please note: Schedule and topics are subject to change as issues in the field arise.

Performance Requirements and Student Services

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. 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. Due to the continuing situation with the Covid-19 pandemic, the offered support services will be implemented through a model to respond to the restrictions in force at the time. In-person and virtual services will be offered. 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 College is closed for statutory holidays. If you require support outside of regular business hours, please inform the support service team, and we will do our best to accommodate your needs.

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 supports and to book an appointment, please contact 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

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. Students may access services virtually and in-person.

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

Individual appointments can be made by emailing 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 online and in-person throughout the semester. For a detailed list of library supports and services, go to www.keyano.ca/library. For all inquiries, please email askthelibrary@keyano.ca or chat with us online.

Begin your research with the Library's FIND page. Search for information and sources for your assignments using the OneSearch, the Library's Catalogue, or by searching in a specific database selected from the A-Z Database List.

Individual support with us is available. For support with citations, research and other information needs, appointments can be booked using the online Book A Librarian Calendar. For support with Moodle, educational tools for assignments, Microsoft Office, Zoom, Teams and more, book an appointment using the online Educational Technology Support Calendar.

Research and subject guides are helpful resources when beginning your research, assignment, using new educational technology, or addressing other information needs. To view a subject or course-specific guide, check out the complete listing of online Subject Guides.

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

The Loanable Technology collection is available to support students in their learning pursuits, whether online, in person or both. Items available for borrowing include mobile projectors, webcams, noise-cancelling headphones, Chromebooks, and laptops. For an up-to-date list of technology available for borrowing as well as support available, go to the Library's Loanable Technology webpage.

Academic Success Centre: The Academic Success Centre is a learning space in the Clearwater Campus (CC-119) at Keyano College. Students can gather to share ideas, collaborate on projects, get new perspectives on learning from our Academic Content Specialists, or use the Centre's educational resources. The Academic Success Centre provides academic support services to students registered in credit programs at Keyano College in the form of individual tutoring, writing support groups, facilitated study groups, workshops, and study space. Services are **free** to Keyano students.

Academic Content Specialists are available in the areas of Math, Science, Human Services, and English/Humanities. This covers all courses offered at Keyano. The Academic Success Coach can also be found in the Academic Success Centre.

For the most up to date information on how to book a session, please view the Keyano Academic Success Centre homepage.

> **Academic Integrity:** The goal of the Academic Success Centre is to foster a student's ability to learn effectively and independently. Students registered at Keyano College are welcome to drop by the Centre to visit with any of our Academic Content Specialists to discuss their academic concerns.

Availability: Monday to Friday: 8:30 a.m. – 4:30 p.m. Flexible times may be available upon request. Virtual and in-person sessions, please email to get in contact with our Academic Content Specialists. For the most up to date information on how to book a session, please view the [Academic Success Centre homepage](#).

Academic Success Coach: 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 is the best way to access resources during blended service delivery. The Academic Success Coach is located in the Skill Centre in CC-119 at the Clearwater Campus.

E-Learning
Technology and internet will impact your online learning experience. It's important that you can watch an online video and other course materials, take online quizzes and participate in a live class with your instructor and other students. Live/virtual classes will be hosted in Microsoft Teams or Zoom.

For all course delivery types, you will access your course resources on Keyano's learning management system, **Moodle (iLearn).** Login in using your Keyano username and password.

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.

Internet Speed
Minimum Internet speeds of 10 Mbps.

Recommended Internet speeds of 25 Mbps (especially if you are sharing your internet at home).

Check your internet speed with Fast.com.

System requirements:

Microsoft Windows	Apple
Minimum Requirements: A Windows 10 **computer/laptop** · Minimum 4GB of RAM. · 10GB+ available hard drive storage. · Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). Microsoft Office software is free to all Keyano students and employees. · Microphone, webcam and speakers. A headset with a microphone is recommended. · System updates must be regularly installed. · Anti-Virus / Anti-Malware software	**Minimum Requirements:** A Macintosh (V10.14 and above) **computer/laptop** · Minimum 4GB of RAM. · 10GB+ available hard drive storage. · Enough available hard drive space to install the Microsoft Office suite (approximately 3GB). Microsoft Office software is free to all Keyano students and employees. · Microphone, webcam and speakers. A headset with a microphone is recommended. · System updates must be regularly installed. · Anti-Virus / Anti-Malware software.

Recommended Requirements · 8GB of RAM · 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 for free.	**Recommended Requirements** · 8GB of RAM · 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 for free.

Chromebooks are **not** 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.

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.

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 share, distribute, or publish any of the lectures or course materials, this includes any recordings, slides, instructor notes, etc. on any platform. Thus no student is allowed to share, distribute, publish or sell course related content (instructor, or students) without permission. It is important to recognize that the Canadian Copyright Act contains provisions for intellectual property. The Academic Integrity Policy provides additional information on Keyano College's expectations from students as members of the intellectual community.

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

Authorization

This course outline has been reviewed and approved by the Program Chair.

Krista Lloyd-Michaud

[First Name, Last Name], Instructor

Alexis Laird

[First Name, Last Name], Chair   Date Authorized

Arlene Starkes

[First Name, Last Name], Dean   Date Authorized

Signed copies to be delivered to:
Instructor