

ELCC 345A Practicum Seminar IV

1 credit, 15 hours

This course provides a weekly forum to support and debrief practicum experiences and explore the integration of theory with practice. The reflection on established practice competencies is emphasized.

Pre-requisite: ELCC Certificate and ELCC 334 and ELCC 335

Pre-requisite or Co-requisite: eight 300 level ELCC courses

Co-requisite: ELCC 344

Instructor

Karla Green

karla.green@keyano.ca

Office Hours

If you require confidential assistance, please email to schedule a time to meet online in a virtual platform. 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:

This will be an online-delivered course using Moodle, with possibility of virtual classes through Zoom.

Required Resources:

- 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]
- Stacey, S. (2018). *Emergent curriculum in early childhood settings: From theory to practice.* St. Paul, MN: Redleaf Press. [Paperback: ISBN: 978-1605545837, E-book: 978-1605545844]
- ELCC 344 Practicum Workbook (REPROPACK)
- Flight: Alberta's Early Learning and Child Care Framework. (2014). Retrieved from <https://flightframework.ca/>
- Depending on your practicum setting, **EITHER:**
 - Harms, T., Cryer, D., & Clifford, R. (2006). *Infant/Toddler environment rating scale* (revised edition). New York, NY: Teachers College Press. ISBN-13: 978-0807758670
 - Harms, T., Cryer, D. (2014). *Early childhood environment rating scale* (revised edition). New York, NY: Teachers College Press. ISBN-13: 978-0807755709
 - Harms, T., Jacobs, E., & White, D. (2013). *School age care environment rating scale.* New York, NY: Teachers College Press. ISBN-13: 978-0807755099
 - Harms, T., Jacobs, E., & White, D. (2013). *Family Child Care environment rating scale.* New York, NY: Teachers College Press. ISBN-13: 978-0807747254

Recommended:

- Articles in *Child Care Information Exchange*, *Young Children* and other early childhood journals/websites
- Access to and use of a digital camera and USB flash drive

Course Outcomes:

By the completion of this course students will:

1. Identify achievable goals based on past evaluations and content of recent and present courses.
2. Select and practice observations skills used to observe and document children, their play interests and developmental needs.
3. Discuss and debrief plans for child-centred, emergent, developmentally appropriate programs for children.
4. Construct tool to collect detailed feedback from various sources about professional practice.
5. Share resources and practicum experiences to support personal and professional development.
6. Successful completion of four ELCC 344 Practicum Diploma Booklet competencies, to complement the four previously completed in ELCC 334.

Evaluation:

Practicum seminar courses are PASS/FAIL.

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.

Important - Please note: a passing grade of C- (60%) in ELCC 344 is necessary to achieve a passing grade (P) in ELCC 345. An incomplete Practicum Diploma Booklet will result in failing practicum and thus a failing grade in practicum seminar.

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 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.

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.

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. 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.

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 throughout the semester. For a detailed list of library supports and services, go to www.keyano.ca/library. For any inquiries, please email askthelibrary@keyano.ca.

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

Individual support with the Information Librarian is available virtually. Appointments can be requested by using the [Book A Librarian online form](#).

Research and Subject Guides are helpful resources when beginning your research or addressing other information needs. To view a subject or course specific guide, go to the Subject Guide webpage [here](#).

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 online learning pursuits. 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, go to the Library's [Loanable Technology webpage](#).

Academic Support Centre: Provides academic support services to students registered in credit programs at Keyano College in the form of tutoring, assignment/lab support, writing support groups, facilitated study groups, workshops, and study space. This service is free and is available for all Math, Sciences, Humanities and Trades courses offered at Keyano.

While most courses are being offered online, the Skill Centre will be offering mostly virtual services and in-person sessions as requested. Please email Skill@keyano.ca to get in contact with our Academic Content Specialists. The Skill Centre is located in CC-119 at the Clearwater Campus.

For the most up to date information on how to book a session, please view the [Keyano Academic Success Centre webpage](#)

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 is the best way to access resources during virtual 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 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.

Computer Software

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

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.

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 lecture 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.

System requirements:

Microsoft Windows	Apple
<p>Minimum Requirements:</p> <ul style="list-style-type: none"> - 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 	<p>Minimum Requirements:</p> <ul style="list-style-type: none"> - 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.
<p>Recommended Requirements</p> <ul style="list-style-type: none"> - 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. 	<p>Recommended Requirements</p> <ul style="list-style-type: none"> - 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.
<p>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.</p>	

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.