EA 100-E: Role of the Educational Assistant

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.

3 credits, 15 weeks, 45 hours

Instructor

Joanne Williams-Hancock
Office 202A
Joanne.Williams@keyano.ca

Office Hours

Thursdays, 5:30 – 6:30 PM in Office 202A

Hours of Instruction

Thursdays, 6:30 PM - 9:30 PM
Room CC216

Required Resources


Course Outcomes

By the end of this course, students will:

- 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 student they assist.

Evaluation:

<table>
<thead>
<tr>
<th>Attendance and Participation</th>
<th>10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>90%</td>
</tr>
<tr>
<td>5 Reflective writing journal entries</td>
<td>25</td>
</tr>
<tr>
<td>Program observations</td>
<td>30</td>
</tr>
<tr>
<td>Professional Portfolio</td>
<td>25</td>
</tr>
<tr>
<td>Philosophy of Education</td>
<td>10</td>
</tr>
</tbody>
</table>

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

Grading System

<table>
<thead>
<tr>
<th>Legend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage Scale</td>
</tr>
<tr>
<td>94-100</td>
</tr>
<tr>
<td>90-93</td>
</tr>
<tr>
<td>86-89</td>
</tr>
<tr>
<td>80-85</td>
</tr>
<tr>
<td>75-79</td>
</tr>
<tr>
<td>70-74</td>
</tr>
<tr>
<td>65-69</td>
</tr>
<tr>
<td>60-64</td>
</tr>
<tr>
<td>56-59</td>
</tr>
<tr>
<td>50-55</td>
</tr>
<tr>
<td>0-49</td>
</tr>
</tbody>
</table>

Proposed Topics:

TOPICS TO BE COVERED:
• 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
• Teamwork

Please Note:
You will be provided a schedule of topics the first day of class. Date and time allotted to each topic is subject to change. 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.

Performance Requirements

Course assignments have set due dates to manage both instructor and student workloads. Changes to due dates may occur to adjust overall student workload based on class consensus.

The department performance requirements (revised 2014) regarding student evaluation states that:

• Assignments are to be submitted in class on their respective due dates. If a student is absent from class, the assignment will considered late.
• Individual extensions require students to contact and ask permission from the instructor prior to the assignment due date. In addition, a signed request for extension, including the extenuating circumstances must be submitted at that time or as soon as possible.
• For assignments that are late without written permission:
  • a grade will be deducted for assignments up to 3 days late. e.g. a B assignment will become a B-
  • an additional grade will be deducted for assignments that are 4 – 7 days late; ie: An assignment with a grade of B now becomes a C+
  • no assignments will be accepted after 1 week past the due date.
• No assignments will be accepted after the beginning of the class on final date of the course. The final due date for this course is Friday, December 11th, 2015.
• Since final exams are not a component of ELCC or EA courses and because learning is participatory, attendance and participation are part of the course grade. 80% attendance and word-processed assignments when required by the instructor, are necessary to achieve a final grade of B or higher in ELCC and EA courses.
• A grade of B on an assignment recognizes that the student has met the basic requirements and knows the applicable content thoroughly enough to be able to apply it. A grade of less than B brings attention to the student that there are gaps in understanding the content and skills required for that assignment. Students should use the criteria for assignments to guide assignment work.

• A grade of B+ or higher acknowledges excellence in quality and quantity of work. The student’s assignment is above the basic requirements.

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/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 2015-2016 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.

Specialized Supports

Counselling and Disability Services
Counselling Services provides a wide range of specialized counselling services to prospective and registered students, including personal, career and academic counselling.

**SKILL Centre**

The SKILL Centre is a learning space in the Clearwater Campus at Keyano College where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff.

The SKILL Centre, through a variety of delivery methods, provides assistance in skill development to Keyano students. Assistance is provided by instructors, staff and student tutors. Individuals wishing to improve their mathematics, writing, grammar, study, or other skills, can take advantage of this unique service.
Authorization
This course outline has been reviewed and approved by the Program Chair.

Joanne Williams-Hancock, Instructor  Date Authorized

Vincella Thompson, Dean  Date Authorized

Signed copies to be delivered to:
Instructor
Registrar’s Office