EA 100E: Role of the Educational Assistant
3 credits, 3 hours per week

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

TBA
Office location
Phone number
email.address@keyano.ca

Office Hours

Day 0:00 – 0:00
Day 0:00 – 0:00
Day 0:00 – 0:00

Hours of Instruction
Tuesdays 6:30 pm—9:30 pm

Required Resources


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 student they assist.

Evaluation

<table>
<thead>
<tr>
<th>Attendance and Participation</th>
<th>10%</th>
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<tbody>
<tr>
<td>Assignments</td>
<td>90%</td>
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<tr>
<td>5 Reflective writing journal entries</td>
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<td>Program observations</td>
<td>30</td>
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<td>Professional Portfolio</td>
<td>25</td>
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<tr>
<td>Philosophy of Education</td>
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A grade of C- is required for progression or transfer.

Grading System

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<tr>
<th>Percentage Scale</th>
<th>Alpha Grade</th>
<th>4.0 Scale</th>
<th>Descriptor</th>
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<tbody>
<tr>
<td>94-100</td>
<td>A+</td>
<td>4.0</td>
<td>Excellent</td>
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<tr>
<td>90-93</td>
<td>A</td>
<td>4.0</td>
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<tr>
<td></td>
<td>A-</td>
<td>3.7</td>
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<tr>
<td>86-89</td>
<td>B+</td>
<td>3.3</td>
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<tr>
<td>80-85</td>
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<tr>
<td>75-79</td>
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<tr>
<td>70-74</td>
<td>C+</td>
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<tr>
<td>60-64</td>
<td>C-</td>
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<tr>
<td>56-59</td>
<td>D+</td>
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<td>D</td>
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<td>0-49</td>
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Proposed 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
• 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.

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. 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**

**Counselling and Accessibility 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.

[First Name, Last Name], Instructor

____________________________________________________
Stephanie Brake, Chair                      Date Authorized

____________________________________________________
Vincella Thompson, Dean                    Date Authorized

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