

**Childhood Studies/Educational Assistant Certificate**

Fall 2013

**Instructor:**

Linda Black  
202A  
780.715.3900 (office)  
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**Office hours:**

Wednesday 9:00 – 12:00

**Hours of Instruction:**

Wednesday 1:00 PM – 4:00 PM

Room 216

**Course Description:**

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*

*This course has no pre-requisites or co-requisites.*

**Required Resources:**

Gursky, B.(2003). *The Art of Assisting in the Classroom: A practical guide filled with tips and tools for school assistants*. Red Water, Alberta: School Bell Productions.

**Course Outcomes:****At the completion of the course, students will 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:

<b>Attendance and Participation</b>		<b>10%</b>
<b>Assignments</b>		<b>80%</b>
3 Reflective writing journal entries	<b>15</b>	
Program observations	<b>30</b>	
Professional Portfolio	<b>25</b>	
Philosophy of Education	<b>10</b>	
<b>Quizzes</b>		<b>10%</b>

**In-depth assignment descriptions and rubrics will be handed out in class.**

**The grading scale for this course is:**

Legend			
Percentage Scale	Alpha Grade	4.0 Scale	Descriptor
94-100	A+	4.0	Excellent
	A	4.0	
90-93	A-	3.7	
86-89	B+	3.3	Good
80-85	B	3.0	
75-79	B-	2.7	
70-74	C+	2.3	Satisfactory
65-69	C	2.0	
60-64	C-	1.7	
56-59	D+	1.3	Poor
50-55	D	1.0	Minimum Pass
0-49	F	0.0	Failure

## 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 policy (revised 2005) 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 be 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 December 16th, 2013.***
- 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.

**Academic Regulations**

Please use this link to view Keyano College's Academic Regulations:  
<http://keyano.ca/sites/default/files/academic%20regulations.pdf>

**Academic Schedule**

Scroll down to page 9 of this document to review the academic schedule:  
[http://keyano.ca/sites/default/files/a\\_files/calendars/keyano.calendar.credit%282012-2013%29.pdf](http://keyano.ca/sites/default/files/a_files/calendars/keyano.calendar.credit%282012-2013%29.pdf)

**Please note the following dates for Fall 2013:**

<b>September</b>	
Tuesday, 3	Orientation Day
Wednesday, 4	Fall semester <b>begins</b>
Thursday & Friday, 5, 6	<b>St. John 1<sup>st</sup> Aid</b>
Tuesday, 10	Last day to add courses for academic programs. <b>Tuition for Fall semester is due. Late fee of \$100</b> charged on any outstanding balance after this date.
Tuesday, 17	<b>Last day to drop</b> courses for academic programs. Last day to waive health and dental benefits.
Friday, 20	<b>Fall Awards application deadline</b>
<b>October</b>	
Friday, 11	Last day to withdraw from courses with 50% refund of tuition fees.
Monday, 14	Thanksgiving Day, <b>College closed.</b>
Friday, 25	Last day to withdraw from courses without academic penalty, courses dropped after this date will be graded "WF".
<b>November</b>	
Monday, 11	In observance of Remembrance Day, <b>College closed.</b>
<b>December</b>	
Tuesday, 3	Keyano College <b>Student Awards ceremony</b>
Monday, 16	Last day for this class in Childhood Studies
Friday, 20	Fall grades due to Registrar by 4:30 p.m.
Saturday, 25 to Tuesday, Jan. 1 (inclusive)	<b>College closed.</b>
	<b>**Winter term Classes resume on Monday, January 6, 2014</b>

**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

**\*A tentative schedule of readings and topics will be handed out in class\***

**Specialized Supports & Duty to Accommodate:*****Disability Support Services: Learner Assistance Program***

If you have a documented disability or you think that you would benefit from some assistance from a Disabilities Counsellor, please call or visit the Disability Supports Office 780-792-5608 to book an appointment (across from the library). Services and accommodations are intended to assist you in your program of study, while maintaining the academic standards of Keyano College. We can be of assistance to you in disclosing your disability to your instructor, providing accommodations, and supporting your overall success at Keyano College.

***Specialized Supports and Duty to Accommodate***

Specialized Support and Duty to Accommodate are aligned with the office of Disability Support Services: Learner Assistance Program (LAP) guided by federal and provincial human rights legislation, and defined by a number of Keyano College policies. Keyano College is obligated by legislation to provide disability-related accommodations to students with identified disabilities to the point of undue hardship.

**Authorization:**

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

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Linda Black, Instructor

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Vincella Thompson, Chair

Date Authorized

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Guy Harmer, Dean

Date Authorized

**Signed copies to be delivered to:**

Instructor  
Registrar's Office