Course Outline

CHILDHOOD STUDIES

EA 100E
Role of the Educational Assistant
Fall, 2014

3 CREDITS
3 HOURS PER WEEK

INSTRUCTOR: Linda Black
INSTRUCTOR: Linda Black

PHONE NUMBER: (780) 715-3900

E-MAIL: linda.black@keyano.ca

OFFICE NUMBER: 202A

OFFICE HOURS:
Wednesday  1:00-4:00pm and 5:00-6:00pm
Thursday  4:00-5:00pm

HOURS OF INSTRUCTION:
Thursdays  6:30-9:30pm  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

PRE-REQUISITE(S):
This course has no pre-requisites or co-requisites.

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.
REQUIRED RESOURCES:

Required Texts:

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

MOODLE

Go to [http://ilearn.keyano.ca](http://ilearn.keyano.ca)

This course is supported through Moodle. Assignments, readings and handouts will be posted on Moodle. Login information will be provided by your instructor. For further instructions please see the Moodle handout.

EVALUATION:

<table>
<thead>
<tr>
<th>Attendance and Participation</th>
<th>10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>80%</td>
</tr>
<tr>
<td>3 Reflective writing journal entries</td>
<td>15</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>
<tr>
<td>Quizzes</td>
<td>10%</td>
</tr>
</tbody>
</table>

GRADING SYSTEM:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Description</th>
<th>Grade</th>
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Students intending to transfer to other institutions require a ‘C-’ as a minimum grade. Transfer information on each course is available at the Alberta Council on Admission and Transfers.

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 December 11, 2014

- 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.

**Students who do not complete all the required work should not expect to pass the course.**

*Students should consult:*

http://keyano.ca/current-students/students/exams

**IMPORTANT DATES for Fall, 2014:**

<table>
<thead>
<tr>
<th>September</th>
<th>Orientation day</th>
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<tbody>
<tr>
<td>Tuesday, 2</td>
<td>Fall semester begins</td>
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<tr>
<td>Wednesday, 3</td>
<td>Last day to add courses for academic programs</td>
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<tr>
<td>Tuesday, 9</td>
<td><strong>Tuition for Fall semester is due. Late fee of $100</strong> charged on any outstanding balance after this date</td>
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<tr>
<td>Tuesday, 16</td>
<td>Last day to drop courses for academic programs</td>
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<tr>
<td>Tuesday, 30</td>
<td>Last day to waive health and dental benefits.</td>
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<td></td>
<td>Fall Awards application deadline</td>
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<table>
<thead>
<tr>
<th>October</th>
<th>Last day to withdraw from courses with 50% refund of tuition fees.</th>
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<tbody>
<tr>
<td>Friday, 10</td>
<td></td>
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<tr>
<td>Monday, 13</td>
<td>Thanksgiving Day, <strong>College closed.</strong></td>
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<tr>
<td>Friday, 24</td>
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<tr>
<th>November</th>
<th>Remembrance Day, <strong>No classes</strong></th>
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<tr>
<td>Tuesday, 11</td>
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<tr>
<td>Thursday, 25</td>
<td>Keyano College Student Awards ceremony</td>
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<table>
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<tr>
<th>December</th>
<th>Last day of Classes for Childhood Studies programs.</th>
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<tr>
<td>Friday, 12</td>
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<tr>
<td>Wednesday, 21</td>
<td>Fall grades due to Registrar by 4:30 p.m.</td>
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**Winter term Classes resume on Monday, January 5, 2015**

**COLLEGE POLICIES**

**Equality, Equity and Respect**

The Keyano College is committed to providing an environment of equality, equity and respect for all people within the College community. All members of this community are considered partners in developing teaching and learning contexts that are welcoming to all. Faculty, staff, and students are encouraged to use inclusive language to create a classroom atmosphere in
which students' experiences and views are treated with equal respect and valued in relation to their gender, ethnic and cultural background, and sexual orientation.

Students should consult:
http://keyano.ca/current-students/individual-rights

Plagiarism and Cheating
Every student expects to be treated and evaluated fairly in a course. Plagiarism and cheating robs everyone of this right.

No student may submit words, ideas or data of another student or person as his or her own in any writing, project, assignment, quiz, electronic presentation, exam etc. Any work used that is not the student's own must be clearly cited as belonging to someone else. There are penalties for using other's work and not citing it. The Student's Rights & Responsibilities document clearly outlines these penalties and the appeal process.

- No learner can obtain information from another student during an exam.
- No learner can bring unauthorized information (paper or electronic) into an exam or quiz.
- No student can submit work done in another course for grading in this course without the written prior approval of the course instructor.
- No student can submit copyright protected or commercially produced materials as part or all of an assignment without proper citation & permission.

Student Rights & Responsibilities
Students should consult the Keyano College Credit Calendar or online at:
http://www.keyano.ca/Media/Collections/Calendars/Keyano.Calendar1112-10-full.pdf

Specialized Supports and 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.
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CHILDHOOD STUDIES

EA 100E
Role of the Educational Assistant
Fall, 2014

3 CREDITS
3 HOURS PER WEEK

Linda Black, Instructor
Date

Reviewed and approved by:

Vincella Thompson, Dean
Date