

**Childhood Studies**  
**Educational Assistant Certificate**  
Winter 2013

**Instructors:**

Sherry Duncan  
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780-791-4840

**Office hours:** TBD

**Hours of Instruction:**

15 hours January 28<sup>th</sup> to March 11<sup>th</sup> to be delivered as follows:  
3 hours independent study  
3 hours partner work  
3 hours direct instruction with Sherry Duncan  
6 hours in class mentoring of grade 11 & 12 students

**Course Description:**

This course will provide students with the opportunity to advocate and promote Early learning and child care as a field of study. Adult students will plan a full day of activities for 15 high school students based on 3 areas of instruction:

- Social Emotional Development
- Intellectual Development
- Language Development

*1 credit, 15 hours*

**Required Resources**

Handouts will be provided

## Course Outcomes

By the end of the course, students will:

1. Identify key areas and activities to be delivered
2. Demonstrate the ability to organize materials for a full day workshop
3. Examine, learn, select and implement meaningful activities with workshop attendees
4. Create a basic presentation agenda outlining activities
5. Plan a nutritious snack and lunch for attendees
6. Provide a summary evaluation and documentation of experience

## Evaluation

- |                                                       |     |
|-------------------------------------------------------|-----|
| 1. Detailed Outline for full day workshop             | 20% |
| 2. Workshop Delivery                                  | 30% |
| a. 10% participant feedback                           |     |
| b. 20% instructor feedback                            |     |
| 3. Summary of experience<br>including self-evaluation | 25% |
| 4. Documentation of experience                        | 25% |

**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 final class on final date of the course June 6<sup>th</sup>***
- 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.

## 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.

### ***Academic Regulations***

Please use this link to view Keyano College's Academic

Regulations: <http://www.keyano.ca/Media/Collections/Calendars/Keyano.Calendar1011-02-academicregulations.pdf>

### ***Academic Schedule***

Scroll down to page 8 of this document to review the academic

schedule: <http://www.keyano.ca/Media/Collections/Calendars/Keyano.Calendar1011-01-introduction.pdf>

## Proposed Topics:

- Social Emotional Development
- Intellectual Development
- Language Development
- Presentation tips
- Workshop Planning
- Self Evaluation
- Documentation

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## **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 Counselor, 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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**Authorization**

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

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Sherry Duncan, Instructor

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Guy Harmer, Dean

Date Authorized

**Signed copies to be delivered to:**

Instructor  
Registrar's Office