

Instructor:

Sherry Duncan
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Office hours:

Monday 11:00 – 12:30

Thursday 3:00 – 4:30

Friday 10:30 – 12:30

Hours of Instruction:

Thursdays, 4:00 – 5:00 pm

January 10th – April 25th, 2013

Course Description:

This course provides a weekly forum to support and debrief practicum experiences and explore the integration of theory with practice. Students will practice applying knowledge of the role of the educational assistant and guidance skills to real-life situations.

Prerequisite: EA 110 and EA 125

Co-requisite: EA 210

1 Credit, 15 Weeks, 15 hours

Required Resources:

Practicum Booklets ▪ *Prepared by Reprographics*

Copple, C. & Bredekamp, S. (Eds.) (2009). *Developmentally appropriate practice in early childhood programs: Serving children birth through age 8* (3rd Ed.). Washington: NAEYC

Course Outcomes:

By the end of the course the student will:

1. Demonstrate knowledge and application of communication skills that facilitate problem solving between staff and with children.
2. Share and reflect on highlights of practicum experience.
3. Examine observed practice in the Educational Assistant field for congruence with developmentally appropriate practice and personal belief and participate in discussion to share their observations.
4. Reflect and share examples of applications of practice in their role as an educational assistant and how it relates to the roles of other professionals within the school context.

METHOD OF EVALUATION:

Seminar (EA 225) is evaluated on a pass or fail basis. A student must succeed in both Practicum II (EA 210) and Practicum Seminar II (EA 225) in order to receive a passing grade in both.

Group participation is a major component of the seminar therefore **regular attendance is required. Attendance of less than 80% may result in a failing grade.**

Performance Requirements:**1. Practicum book:**

The Practicum book is the evidence of practical application that student is able to document and apply their knowledge skills and attitudes in a practical setting. The successful completion of the practicum book is necessary to pass this course.

The following competencies must be met in order to receive a passing grade in both practicum and seminar:

- Practical Behaviour
- Using Feedback to improve practice
- Carry out staff responsibilities and program routines
- Model a responsible and enthusiastic approach to working with children by carrying out activities and assignments as planned with the sponsor teacher(s).
- Work harmoniously as a member of your teaching team.
- Plan and carry out a range of experiences for students.

- Communicate appropriately
- Understand the range of services provided to students with exceptionalities as well as the professionals who provide services to students and their families.
- Develop awareness of the adaptive devices used by students with exceptionalities.
- Appropriately apply curriculum knowledge to classroom learning activities.
- Respond using appropriate guidance techniques.
- Support children learning to solve their problems.
- Gain skills in using a variety of equipment and resources in preparing classroom and materials and working with students.
- Provide quality classroom support

Booklet Collection dates:	
Submission #1	Monday, Jan 30
Submission #2	Monday, Feb 20
Submission #3	Monday, Mar 19
Final Submission	Monday, Apr 16
Coach Feedback due	Monday, Apr 13
Self Evaluation due	Monday, Apr 23

2. Developmental Portfolio

An organized, well documented portfolio must be prepared using one child through the course of the semester. The student will choose a child with support from the teacher and CST/LAC. Then, permission will be requested from the parent. Two examples of development will be documented in each of the core areas of development: Social, Physical, Intellectual, Creative & Emotional. We will discuss this process and the collection of materials many times during our practicum seminar. The student will use their practicum time to collect the information. It will be compiled and presented in a thoughtful, attractive document for the end of the semester and will be provided as a gift to the child and the parent(s)/ guardian. The document will be a comprehensive representation of the active learning that the student has accomplished through the semester.

Proposed Topics:

- Orientation to practicum 2
- Practicum Workbook Orientation
- Professional practice
- Child Development Portfolios
- Problem solving and guidance
- Ethical Behaviour
- Quality Classroom Support
- Field Debriefing
- Assignment Integration
- Health and Safety
- Working with Children with Exceptionalities

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.Calendar.1011-01-introduction.pdf>

Please note the following dates for Winter 2013:

January 1	College closed (New Year's Day)
January 7	Winter semester begins for academic programs Tuition deposit is non-refundable as of the first day of classes
January 11	Last day to add courses for academic programs Winter semester fees due
January 14	\$100 late fee is added if all fees are not paid in full, Financial Hold applied
January 18	Last day to drop courses for academic programs Last day to withdraw from full year courses without academic penalty Last day to waive KSCA Health & Dental Plan (new Winter student only)
February 15	Last day to withdraw from courses with 50% refund of tuition fees
February 18	College closed (Family Day)
February 25- March 1	Reading Week. No classes for academic programs
March 8	Last day to withdraw from courses without academic penalty
March 29	College closed (Good Friday)
April 1	College closed (Easter Monday)
April 24	Last day for Academic upgrading and Childhood Studies

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.

Sherry Duncan, Instructor/Chair

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:

Instructor
Registrar's Office