

Instructor

Sherry Duncan
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Office hours

Tuesday 11:00 am – 1:00 pm
Thursday 10:30 am – 12:30 pm
Friday 11:30 am – 12:30 pm

Hours of Instruction:

Thursdays 1:00pm – 4:00pm Room 216

Course Description:

Understanding the child-centered problem-solving philosophy is the focus of this course. Students learn and practice communication skills with children, including passive and active listening, affirmations, positive communication of guidelines, negotiation and facilitation of children's problem solving. Guidance strategies are examined for developmental appropriateness and applied to both support and modify children's behaviour.

3 credits, 15 weeks, 45 hours

EA/ELCC 104 is a prerequisite course to practicum; the skills and understandings are practiced and demonstrated to successfully complete EA/ELCC 110 and EA/ELCC 210.

Required Resources

Gartrell, D. (2011). *A Guidance Approach for the Encouraging Classroom* (5th ed.). California: Cengage.

Faber, A. & Mazlish, E. (1995). *How to talk so kids can learn: At home and in school*. New York: Scribner.

Course Outcomes

By the end of the course, students will:

1. Identify key principles and elements of the child-centered problem solving approach to guiding children’s behaviour.
2. Demonstrate the ability to identify that behavioural cues from children that inform adults of needed improvements to guidance practice.
3. Learn, select and practice appropriate communication skills that develop relationships with children: positive guidelines, affirmations, paraphrasing, and active listening.
4. Examine and practice negotiation skills that facilitate problem solving between and with children.
5. Demonstrate ability to choose and integrate appropriate prevention and intervention strategies to help children learn appropriate behaviour.

Evaluation

- *In-class Attendance:* **Value 20 %**
Part of this grade acknowledges your commitment to learning through the individual, small and large group experiences provided in class. You will demonstrate this by being on time, completing assigned readings, contributing thoughtfully to group/case discussion, and participating actively and appropriately.
- *Reflective Learning* **Value: 30 %**
 - *3 journal entries* 15 %
 - *3 reflective entries* 15%

A list of reflective learning topics and due dates will be provided on the first day of class. These topics correlate with several lesson’s goal. A marking rubric will be provided giving clear guidance as to expectations. Time will be provided at the end of relevant classes in which to work on this but time will also be required to complete the reflection after class.

Assignment 1: Guidance Book Report **Value: 20%**
(& Engl 100)

You will read and write a book report on *How To Talk So Kids Can Learn*. Review any **two** chapters, explaining your choice of several key ideas/practices in the chapter and how they apply to your present or future work situation. Follow the guidelines of effective report writing (as presented in English 100) for:

- report format including an introduction to the book and your purpose, transitions between paragraphs, etc.,
- grammar and sentence construction; spelling; and referencing.

It is recommended that you write your report as we cover the related topics in class (see course calendar.)

If you have not or are not taking English 100, you may go to the SKILL Center for help writing your book report or make an appointment to meet with your instructor to review guidelines for writing a book report. A criteria sheet outlining expectations for this assignment will be distributed.

Assignment 2: 2 Guidance Cases

Value: 30%

You will receive specific guidelines and the criteria sheet for this assignment in class. To complete the assignment, you will apply what you have learned this term about the elements of the problem solving approach to two guidance cases. You will identify how each case is a guidance situation, determine and explain what guidance practices are applicable and write a specific adult guidance response for each guidance practice.

NOTE!! If class is cancelled, for whatever reason, any assignments will be due and submitted at the **BEGINNING** of the following 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

In accordance with Keyano College policy, the minimum progression grade for this course is a C-

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 13th, 2012***
- 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://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

Please note the following dates for Fall 2012:

September	
Tuesday, 4	Orientation Day
Wednesday, 5	Fall semester begins
Thursday & Friday, 6,7	St. John 1st Aid
Monday, 11	Last day to add courses for academic programs. Tuition for Fall semester is due. Late fee of \$100 charged on any outstanding balance after this date.
	Last day to drop courses for academic programs. Last day to waive

Tuesday, 18	health and dental benefits.
Friday, 21	Fall Awards application deadline
October Monday, 8 Friday, 12 Friday, 26	Thanksgiving Day, <i>College closed</i> . Last day to withdraw from courses with 50% refund of tuition fees. Last day to withdraw from courses without academic penalty, courses dropped after this date will be graded “WF”.
November Monday, 12	In observance of Remembrance Day, <i>College closed</i> .
Tuesday, 27	Keyano College Student Awards ceremony
December Thursday, 13 Friday, 21 Saturday, 25 to Tuesday, Jan. 1 (inclusive)	Last day of Classes for Childhood Studies programs. Fall grades due to Registrar by 4:30 p.m. <i>College closed.</i> **Winter term Classes resume on Monday, January 7, 2013

Proposed Topics:

- Guiding Children's Behavior - intro
- My first thoughts
- Behaviors
- Setting up a Problem Solving Environment
- Rules vs. Limits
- Setting Limits - Applying Elements of Problem Solving
- Applying Interventions strategies
- Underlying causes of problem behaviour
- Affirmations
- Building a foundation for positive communication
- Negotiating
- Guidance Cases Review (**Must Attend this Class**)
- Listening to Children/ Active Listening
- Strengths Based Approach and applying this knowledge to working with children
- Addressing Persistent, Unproductive Patterns of Behaviour

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.

Authorization

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

Sherry Duncan, Instructor

Sherry Duncan, Chair

Date Authorized

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:

Instructor
Registrar’s Office