

College Consultant**Hope Moffatt**

210A

780-716-3900

Hope.Moffatt@keyano.ca**Office hours**

Mondays 3:00 p.m. - 5:00 p.m.

Wednesdays 12:00 p.m. - 1:00 p.m.

Fridays 10:00 a.m. - 12:00 p.m.

Hours of Instruction:Weekdays January 6th till April 23rd**Course Description:**

Students have an opportunity to put theory into practice by working with children in the Keyano Play Program as well as community settings including daycare, preschool and kindergarten classes. Students must provide their own transportation to assigned Practicum, keep time sheets, and daily record of progression in the Practicum booklet. Practicum may be repeated or extended when deemed necessary by the ELCC department.

4 credit, 15 weeks, 165 hours

Pre-requisite or co-requisite for this course: ELCC 125 and 3 first year courses including ELCC 104.

Required Resources:

Practicum Booklet (REPROPACK)

Course Outcomes:

At the completion of the course, students will be able to:

- Implement necessary work habits to be successful in the community setting environment.
- Demonstrate professionalism by: maintaining confidentiality, inquiring about the program and program policies, communicating in an effective manner, participating as a team member and using feedback for improving practice.
- Take progressively more initiative for staff responsibilities and routines, contributing ideas/resources and planning for children's learning experiences.
- Apply Health and Safety understandings and practices personally and through the daily supervision of children.
- Demonstrate a willingness to listen and speak to children as an interested partner in communication.
- Use a problem-solving guidance approach as discussed in ELCC 104.
- Observe, support and record children's progress through the creating of materials and learning resources.
- Observe and work within the developmental abilities of individual children.

Evaluation:

In accordance with Keyano College policy, Practicum courses are a PASS/FAIL course. A student must succeed in both Practicum I (ELCC 110) and Practicum Seminar I (ELCC 125) in order to receive a passing grade in both.

Skills and responsibilities increase in complexity throughout the practicum. Discussions between student, practicum coach, and College Consultant will allow the student to set goals for continuing development. Each student will keep track of her/his progress in a practicum skills booklet and demonstrate understanding by keeping quality, dated records in the practicum booklet.

College Consultants will review booklets regularly. Practicum coaches will be asked to provide feedback.

Booklet Collection dates:	
Submission #1	Thursday, Jan 30th
Submission #2	Thursday, Feb 20th
Submission #3	Thursday, Mar 20th
Coach Feedback due	Thursday, Apr 10th
Self Evaluation due	Thursday, Apr 17th

Performance Requirements:

Skills and responsibilities increase in complexity throughout the practicum. Discussions between student, practicum coach, and College Consultant will allow the student to set goals for continuing development. Each student will keep track of her/his progress, practicum skills and understandings by keeping dated records in the practicum booklet. College Consultants will review booklets regularly. Practicum coaches will be asked to provide feedback.

Attendance Expectation:

Regular attendance and punctuality in the practicum setting is essential. More than one day absence from practicum must be made up. See the *Guide for ELCC Practicum Students* for further explanations about confidentiality, attendance, punctuality, personal responsibility, professionalism agency policies and regulations, and the role of the College Consultant.

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%202012-2013%29.pdf

Please note the following dates for Winter 2014:

Monday, January 6	Winter semester starts
Friday, January 10	Last day to add courses for academic programs, Winter Fees due
Monday, January 13	Winter late fee applied
Friday, January 17	Last day to drop courses for academic programs
Friday, January 31	Last day to withdraw with a 50% refund
Monday, February 17	College closed (Family Day)
February 24-28	READING WEEK, no classes for academic programs
Friday, March 7	Last day to withdraw without academic penalty
April 18 & 21	College closed for Good Friday & Easter Monday
Wednesday, April 23	Last day of Winter semester classes for 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.

Hope Moffatt, Instructor

Vincella Thompson, Chair

Date Authorized

Guy Harmer, Dean

Date Authorized

Signed copies to be delivered to:

Instructor
Registrar's Office