

**ELCC 110A Practicum I**

*4 credits, 165 Practicum hours*

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

*Prerequisites and/or co-requisites: ELCC 125 and 3 first year courses including ELCC 104*

**Instructor**

Michelle Sorley  
202B  
780-791-8968  
[michelle.sorley@keyano.ca](mailto:michelle.sorley@keyano.ca)

**Office Hours**

Tuesdays 8:30—9:00 AM  
12:00 -- 2:00 PM  
Fridays 11:30 – 2:00PM

**Hours of Instruction**

Wednesdays and Thursdays Sept 12-Dec 6  
Monday to Friday Dec 10-Dec 14

**Required Resources**

**Developmentally Appropriate Practice: Serving children birth through Age 8**, Copple and Bredekamp, 3rd edition. ISBN:978-1-928896-64-7

Repropacks (Practicum Booklet and BIG Sheets)

**Recommended Resources**

Infant/Toddler placements:

Miller, K. (1999). *Simple steps-Infant toddler curriculum*. Lewisville, USA: Gryphon House.

**Course Outcomes**

Upon successful completion of this course, the student shall 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.

**Important - Please note:** A complete practicum book is necessary to achieve a passing grade. An incomplete book will result in failing practicum and thus a failing grade in practicum seminar

### Grading System

Group participation is a major component of the seminar; therefore **regular attendance is required**. Attendance of less than 80% without confirmation of extenuating circumstances and arrangements to address missed practicum content in an alternate way will result in a failing grade.

### Proposed Schedule of Topics

- Orientation to Practicum
- Practicum Workbook Orientation
- Developing an understanding of the rhythms of child care
- Working as part of a team
- Ethical Behaviour
- Code of Conduct
- Field Debriefing
- Assignment Integration
- Health and Safety

Date and time allotted to each topic is subject to change.

### Performance Requirements

#### Student Responsibilities

It is your responsibility as a student to contact the Office of the Registrar to complete the forms for Withdrawal or Change of Registration, and any other forms. Please refer to the list of important dates as noted in the Academic Schedule in the Keyano College credit calendar.

More specific details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

**Student Attendance**

Class attendance is useful for two reasons. First, class attendance maximizes a students' learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and / or notes that may be due.

**Academic Misconduct**

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person's work as one's own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
- Substitution in an examination by another person
- Handing in the same unchanged work as submitted for another assignment
- Breach of confidentiality.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the College. More specific descriptions and details are found in the Student Rights and Student Code of Conduct section of the Keyano College credit calendar. It is the responsibility of each student to be aware of the guidelines outlined in the Student Rights and Student Code of Conduct Policies.

In order to ensure your understanding of the concept of plagiarism, you must successfully complete the online tutorial found on [ilearn.keyano.ca](http://ilearn.keyano.ca). Then print the certificate, sign it, and show it to each of your instructors. Your course work will not be graded until you show this signed certificate.

**Specialized Supports**

The Student Academic Support Services (SASS) department: Accessibility Services, Skill Centre and Wellness Services, work together to support student success at Keyano College.

**Accessibility Services (CC167)** supports student success through group and individualized instruction of learning, study and test taking strategies, and adaptive technologies. Students with documented disabilities, or who suspect a disability, can meet with the Learning Strategists to discuss accommodation of the learning barriers that they may be experiencing. Students who have accessed accommodations in the past are encouraged to visit our office at their earliest opportunity to discuss the availability of accommodations in their current courses. Individual appointments can be made by calling 780-791-8934

**Skill Centre (CC119)** provides a learning space where students can gather to share ideas, collaborate on projects and get new perspectives on learning from our tutorial staff. Students visiting the centre have access to one-to-one or group tutoring, facilitated study groups, and assistance in academic writing. The Skill Centre's Peer Tutor program provides paid employment opportunities for students who have demonstrated academic success and want to share what they have learned. Tutoring is available free to any students registered at Keyano College on a drop in basis, from 9:00 am to 5:00 pm Monday through Friday. Additional evening hours are subject to tutor availability and are posted in the Skill Centre.

**Wellness Services (CC260)** offers a caring, inclusive, and respectful environment where students can access free group and individual support to meet academic and life challenges. Mental Health Coordinators offer a safe and confidential environment to seek help with personal concerns. The Mindfulness Room in CC260 is available as a quiet space for students to relax during regular office hours. Wellness Service welcomes students to participate in any of the group sessions offered throughout the academic year addressing such topics as Mindfulness and Text Anxiety. Individual appointments can be made by calling 780-791-8934.

**Please watch your Keyano email for workshop announcements from our Student Academic Support Services team.**