

**EA 110, Practicum I***3 credits, 120 hours***Course Description**

Students have an opportunity to put theory into practice by working with children in the community settings including kindergarten and primary grade classes. Student must provide their own transportation to assigned practicum; keep a time sheet, and daily record of progression in the practicum booklet. Practicum may be repeated or extended when deemed necessary by the Childhood Studies department.

Prerequisite: 3 certificate courses including EA 104

Corequisites: EA 125

**Instructor**

Instructor Name: Dr. Chinwe Ogolo

Office location: CC205-H

Phone number: Teams

[Chinwe.Ogolo@keyano.ca](mailto:Chinwe.Ogolo@keyano.ca)

**Office Hours**

Tuesday 3:00 – 4:00

Thursday 3:00 – 4:00

Friday 12:00 – 1:00

If you require confidential assistance outside of weekly office hours, please email to schedule a time. Your email will be returned within 48 hours. Emails sent on weekends will be answered on the next business day. Any casual course-related questions are encouraged to be posted on the course forum within Moodle.

**Hours of Instruction & Location**

Day	Time (e.g., 0:00 – 0:00)	Location (e.g., Room#/Moodle/HyFlex)
Wednesdays	8:00 – 4:50	Practicum Settings
Thursdays	8:00 – 4:50	Practicum Settings

**Required Resources**

- National Association for the Education of Young Children. (2021). *Developmentally appropriate practice in early childhood programs: Serving children from birth through age 8 (4th ed)*. NAEYC.
- Practicum Booklet (REPROPACK).

**Course Outcomes**

Upon successful completion of the course, the student shall be able to:

- Recognize and demonstrate the professional attitudes and behavior required for a successful practicum experience.
- Discuss and analyze the components of the practicum experience.
- Become familiar with the Alberta Program of Studies and develop skills and knowledge in adapting educational curriculum to meet the specific needs of students.
- Recognize and display an active understanding of the role of the Educational Assistant within a multidisciplinary team.

**Evaluation**

Seminar (EA 125) is evaluated on a pass or fail basis. A student must succeed in both Practicum I (EA 110) and Practicum Seminar I (EA 125) in order to receive a passing grade in both.

Performance Requirements:

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.

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.

In accordance with Keyano College policy, Practicum courses are PASS/FAIL.

Students who do not complete all the required work should not expect to pass the course.

**Grading System**

Pass/Fail

**Proposed Schedule**

Proposed Schedule of Topics

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

**Please Note:**

The date and time allotted to each topic are subject to change.

## Performance Requirements and Student Services

### Student Responsibilities

As a student, it is your responsibility to contact the Office of the Registrar to complete the required forms, including the [Withdrawal/Drop Form](#). All forms are available on the [College website](#). Please refer to the important dates listed in the Academic Schedule in the [Keyano College credit calendar](#) and/or on the [College website](#). It is the responsibility of each student to be aware of the guidelines outlined in the [Student and Academic Policies](#).

### Student Attendance

Class attendance is helpful for two reasons: First, class attendance maximizes a student's learning experience. Second, attending class is an excellent way to keep informed of matters relating to the course administration (e.g., the timing of assignments and exams). Ultimately, you are responsible for your learning and performance in this course. It is the responsibility of each student to be prepared for all classes. Absent students are responsible for the material covered in those classes, and students must ensure they are ready for their next class, including completing any missed assignments and notes.

### Course Evaluation

Midterm exams and term work is to be completed at the time/date indicated in your course syllabus. It is the expectation of the College that students make every reasonable effort to complete all course evaluation, including, quizzes, midterms, and exams, as scheduled. In the event of an emergency, rescheduling of exams and/or extensions are only provided at the discretion of the course instructor. Students should contact the instructor as soon as they are able, to notify them of missing an evaluative component. Instructors will use discretion in deciding whether circumstances justify granting a reschedule and/or extension.

Regular term quizzes, midterms, and exams are not eligible for deferral and/or date extension accommodations. Students with accommodations, please refer to Accessibility Services.

Final Exams are subject to deferral processes, please refer to the current [Keyano College Credit Calendar](#).

**Laptop/Tablet Requirement** - Please note that all midterm exams, final exams, and assignments are completed online through Moodle. Due to limited computer lab classroom space, students are required to have their own devices to be able to complete all the assigned work including exams. Please refer below to the Keyano Computer System Requirements.

### Academic Integrity & Misconduct

Academic integrity requires commitment to the values of honesty, trust, fairness, respect, and responsibility. It is expected that students at Keyano College will adhere to these ethical values in all activities related to learning, teaching, research, and service. Any action that contravenes this standard, including misrepresentation, falsification, or deception, undermines the intention and worth of scholarly work and violates the fundamental academic rights of members of our community.

Academic dishonesty takes many forms:

- Plagiarism or the submission of another person's work as their own,
- The use of unauthorized aids in assignments or examinations (cheating),
- Using Artificial Intelligence (AI) to complete coursework (without instructor approval),
- 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,
- Submitting unchanged work for another assignment, and

- Breach of confidentiality.

In all academic work, the ideas and contributions of others must be appropriately acknowledged and work that is presented as original must be, in fact, original. Using an AI-content generator (such as ChatGPT) to complete coursework without proper attribution or authorization is a form of academic dishonesty. If you are unsure about whether something may be plagiarism or academic dishonesty, please contact your instructor to discuss the issue.

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 & Academic Policies* 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, Academic Integrity, and Non-Academic Misconduct Policies.

To ensure your understanding of plagiarism, you may be required to complete the online [Understanding Plagiarism tutorial](#) and submit the certificate of completion.

### Online Learning

Technology and internet connectivity will impact your online learning experience. You may be required to watch online videos, take online quizzes, or participate in live online classes. Live/virtual courses will be hosted in Microsoft Teams or Zoom. For all course delivery types, you will access your course resources on Keyano's learning management system: Moodle (iLearn). Login in using your [Keyano username and password](#). Keyano College operates in a Windows-based environment and having access to the correct tools for online learning is essential.

### Internet Speed

Minimum download and upload speeds of 10 Mbps. Recommended download speeds of 25 Mbps and upload speeds of 10 Mbps (if you are sharing your internet at home). You can check your internet speed with [Speedtest by Ookla](#).

### Computer System Requirements

Keyano College software are Windows based.

<b>Minimum Requirements and Recommended Upgrades for Windows (preferred system) and Apple devices</b>	
These minimum standards are required for a Windows computer/laptop (OS 10 or 11) and a Macintosh (OS 10.14 or above).	
1.	Windows 10 Operating System or above
2.	4GB of RAM. Recommended upgrade to 8GB of RAM.
3.	10GB+ available hard drive storage space. Note installing Microsoft Office 365 requires 3GB of available hard drive space.
a.	Install the Microsoft Office 365 suite (~3GB) *
4.	Microphone, webcam, and speakers (All modern laptops have these three accessories built-in. However, a headset or earbuds with a microphone is also recommended.
5.	Windows has built-in anti-virus/malware software. It is essential to install system updates to keep your device secured regularly.
* <a href="#">Microsoft Office 365</a> is free to Keyano students.	
Tablets, iPads, and Chromebooks are <b>not</b> recommended: they may not be compatible with the testing lockdown browsers and Microsoft Office 365.	

**Specific Department Requirements**

Business and OA programs require Windows 10 or higher.  
Other programs may utilize Windows-based tools as well.

**Computer Software**

Students have access to Microsoft Office 365 and Read & Write for free using Keyano credentials.

See [Recommended Technology](#) for more information.

**Recording of Lectures and Intellectual Property**

Students may only record a lecture if explicit permission is provided by the instructor or Accessibility Services. Even if students have permission to record a lecture or lecture materials, students may not share, distribute, or publish any of the lectures or course materials; this includes any recordings, slides, instructor notes, etc., on any platform. Thus, no student is allowed to share, distribute, publish, or sell course-related content without permission. It is important to recognize that the Canadian Copyright Act contains provisions for intellectual property. The [Academic Integrity Policy](#) provides additional information on Keyano College's expectations from students as members of the intellectual community.

**ITS Helpdesk**

If you have issues with your student account, you can contact the ITS Helpdesk by emailing [its.helpdesk@keyano.ca](mailto:its.helpdesk@keyano.ca) or calling 780-791-4965.

**Specialized Supports**

Keyano College is committed to Keyano students and their academic success. There is a variety of student support available at Keyano. All student services are available during Keyano business hours: Monday to Friday, 8:30 a.m. to 4:30 p.m. The College is closed on statutory holidays. If you require support outside of regular business hours, please inform the support service team, and they will do their best to accommodate your needs.

**Accessibility Services** provides accommodations for students living with disabilities. Students with documented disabilities or who suspect a disability can meet with an Access Strategist to discuss their current learning barriers and possible accommodations. Students who have accessed accommodations in the past are encouraged to contact the department to request accommodations for the following semester. Please note that requesting accommodations is a process and requires time to arrange. Contact the department as soon as you know you may require accommodations. For accessibility supports and disability-based funding, please book an appointment by emailing us at: [accessibility.services@keyano.ca](mailto:accessibility.services@keyano.ca).

Accessibility Services also provides individual and group learning strategy instruction for all students and technology training and support to enhance learning. You can meet with an Access Strategist to learn studying and test-taking strategies. In addition, you can schedule an appointment with the Assistive Technology Specialist to explore technology tools for learning. Book an appointment today by emailing: [accessibility.services@keyano.ca](mailto:accessibility.services@keyano.ca)

**Wellness Services** 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 provide a safe and confidential environment for you to seek help with personal concerns. Our Wellness Navigator offers support with basic needs such as housing, financial and nutritional support, and outside referrals when needed. Wellness Services welcomes students to participate in group sessions that address topics including mindfulness and test anxiety throughout the academic year. Individual appointments can be made by emailing [wellness.services@keyano.ca](mailto:wellness.services@keyano.ca).

**Library Services** provides students with research, information, and educational technology supports as they engage in their studies. Library staff are available to help you online and in person throughout the semester. Librarians offer individual and small group consultations booked using the online [Book A Librarian calendar](#). The library also provides virtual research and subject guides to help you with your studies. Find the guide that supports your course-related research by viewing the complete list of online [Subject Guides](#). To start your research and access citation guides (APA, MLA, Chicago, or IEEE), visit the [Research Help page](#). The library's collections (including print and online materials) are searchable using [OneSearch](#). The library offers a Loanable Technology collection to support students accessing and using technology. For an up-to-date list of technology available for borrowing, visit the library's [Loanable Technology webpage](#). For a detailed list of library resources and services, go to [www.keyano.ca/library](http://www.keyano.ca/library). For all inquiries, please email [askthelibrary@keyano.ca](mailto:askthelibrary@keyano.ca) or [chat with us online](#).

The **Academic Success Centre** at Keyano College (CC-119) provides free academic support services to registered students, such as tutoring, writing support, facilitated study groups, workshops, and study space. Academic Content Specialists are available in Mathematics, Science, Trades, Power Engineering, Upgrading/College Prep, Human Services, English, Humanities, and more. Students are encouraged to visit the Academic Success Centre to discuss study strategies and academic concerns.

Specialists in the Academic Success Centre also work with students to develop academic success plans, time management skills, study strategies, and homework plans. For additional information, please email [Academic.Success@keyano.ca](mailto:Academic.Success@keyano.ca).

**Authorization**

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



[Dr. Chinwe, Ogolo], Instructor

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[First Name, Last Name], Chair

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Date Authorized

\_\_\_\_\_  
[First Name, Last Name], Dean

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Date Authorized

**Signed copies to be delivered to:**

Instructor