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|  | CAPILANO UNIVERSITY | | |
| | COURSE OUTLINE | | |
| Course Title | Practicum for Education Assistants | | |
| Course Number | SEA 109 | Credits | 6.0 |
| Instructor | | Email | |
| Term | 201510 | Office | |
| Phone | | Cell | |

COURSE FORMAT

3 hours x 10 sessions= 30 hours (on campus)
 AND
 (5 hours x 4 days) x 6 weeks= 120 hours practicum off campus

TOTAL 150 hours

COURSE PREREQUISITES

SEA 100, 101, 102, 103, 105, 106, 107, 108, 110

NOTE: Students must have Current TB test, Criminal Records check and First Aid/CPR level C certificate and approval by EA Department

VISION STATEMENT

The Education Assistant (EA) program prepares participants to work with children and adolescents who have diverse learning needs in inclusive educational settings Kindergarten - Grade 12. EA students are trained to support children who present with a wide range of abilities so that these children can become fully participating members of a community of learners.

GENERAL OVERVIEW

Practicum: The student will gain the practical experience necessary to work effectively in the school environment assisting teachers in the support of students who present with a wide range of abilities. Students will apply the theory, strategies and interventions learned, as well as gain practical, supervised on-the-job training in their role of an EA.

Capstone Project: Students currently employed as an EA will consolidate the knowledge, skills and school-based values gained through the EA program courses. This will be accomplished by completing a capstone project which encourages students to think critically, problem solve and develop skills such as public speaking, research, teamwork, planning & self-sufficiency. A Capstone project is a multifaceted assignment that may take a wide variety of forms, but serves as a culminating academic and intellectual experience for students.

Learning Outcomes -

Practicum: *Students who successfully complete this course should be able to:*

1. Recognizes school structure and programs;
2. Contribute as participating team member on staff;
3. Work independently and in small groups with children/adolescents who present with a wide range of abilities both in and out of classroom environments; under direct supervision of site supervisor.
4. Practice daily requirements of EA in supervision, note-taking, attending of meetings under the supervision of a teacher;
5. Communicate effectively with staff, students and parents;
6. Demonstrate appropriate instructional strategies and skills required by a EA to the university practicum supervisor and supervising teacher;
7. Demonstrate mastery of identified skills in the attached EA Practicum Evaluation form while on placement;
8. Differentiate between alternative and augmentative communication;
9. Describe the protocol regarding IEP goal planning and implementation; and
10. Present and conduct self professionally as an Education Assistant practitioner.
 - Model and apply the principles of confidentiality and privacy.
 - Reliably demonstrate the roles and responsibilities of the EA student.
 - Manage time and work expectations effectively.
 - Reflect on, participate in and respond to feedback about performance;
 - Describe the legislation/acts that guide practice in the practicum setting.
 - Participate in learning activities and opportunities.

Learning Outcomes -

Capstone Project: *Students who successfully complete this course should be able to:*

1. Use critical thinking skills and the problem-solving process of assessment, planning, implementation and evaluation as a basis for education assistant practice.
 - a. Use creative and critical thinking skills to increase effectiveness with individuals, families and team members.
 - b. Use evidence-based practices in assessment, planning, implementation and evaluation procedures.
 - c. Identify and use specialized and community resources to assist in problem-solving.
 - d. Support individuals, families and the team in the development, implementation and evaluation of individualized support and planning strategies;
2. Provide positive and valuing supports to promote participation, inclusion and satisfaction for individuals in educational, social and daily living activities.
 - a. Provide supports that are respectful of the personal, social and cultural diversity of individuals and families.
 - b. Identify events or environments that affect the communication, behavior, social or physical health of individuals.
 - c. Provide individualized, person-centred supports in school and community settings.

- d. Demonstrate practices that create and maintain opportunities for meaningful participation and inclusion.
 - e. Model and use positive teaching and learning strategies.
 - f. Use effective augmentative/alternative communication strategies and supports;
3. Demonstrate interpersonal competence in work with individuals, families, team and community members.
 - a. Communicate effectively with individuals, families, team and community members.
 - b. Use valuing and respectful written and expressive communication skills and strategies.
 - c. Demonstrate appropriate interpersonal skills in community and professional environments.
 - d. Use effective and appropriate interpersonal skills in relationships with individuals, family, team and community members;
 4. Support the health, well-being and safety of self and others.
 - a. Provide and model safe and effective personal assistance (hygiene, grooming, eating, personal care)
 - b. Identify health and safety issues for self and others that contribute to a safe environment.
 - c. Practice effective and professional health care standards.
 5. Present and conduct self professionally as an Education Assistant practitioner.
 - a. Model and apply the principles of confidentiality and privacy.
 - b. Reliably demonstrate the roles and responsibilities of the EA.
 - c. Manage time and work expectations effectively.
 - d. Reflect on, participate in and respond to feedback about performance;
 - e. Describe the legislation/acts that guide practice in the Capstone project setting.
 - f. Participate in learning activities and opportunities.

REQUIRED TEXTS: None.

RECOMMENDED READINGS: Provided at first class meeting.

| COURSE CONTENT | Practicum | Capstone Project |
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| <i>Intake</i> | The student will attend intake sessions with the university practicum supervisor prior to beginning SEA 109 in order to prepare for the practicum, complete a personal learning plan, and outline learning objectives. | The student will attend intake sessions with the university supervisor prior to beginning SEA 109 in order to prepare for the Capstone project, complete a personal learning plan, outline learning objectives along with verifying 120 employable hours in a specific school district. |
| <i>During the Course off campus</i> | The student will participate in an intensive 120 hour practicum period that provides opportunities to integrate and consolidate theory and skills developed throughout the EA program; in a regular/specialized classroom setting K- gr 12 working | The student will incorporate the required 120 hours of employable work time in addition to completing a Capstone project within the specified SEA 109 timeframe. This project will integrate and consolidate theory and skills developed throughout the EA program. The Capstone project |

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| | <p>with children or adolescents who present with a wide range of abilities; under direct supervision of site supervisor.</p> <p>Under the guidance of the supervising teacher and university practicum supervisor, the student will function in the role of EA and take part in regular school-based activities, typically expected of an educational assistant. Students are also expected to attend 1-1 consultations with supervising teachers, mid-point evaluations, observations and any other required meetings.</p> | <p>must include a tangible outcome from which a learning plan has been developed and applied; along with a reflections paper guided by three key principles.</p> <p>Under the guidance of the university supervisor, the student will complete the Capstone project while continuing to function as a paid employee in a particular school district. Students are also expected to attend 1-1 consultations with the university supervisor as required.</p> |
| <i>During the Course on campus</i> | Students will participate in seminars, presentations, exit interview, portfolio preparation and presentation | Students will participate in seminars, presentations, exit interview, portfolio preparation and presentation. |
| | Practicum | Capstone Project |
| EVALUATION PROFILE | <p>Students will:</p> <ol style="list-style-type: none"> 1. complete a personal learning plan prior to the start of the practicum. 2. complete daily journal entries while on practicum 3. attend 1-1 consultations during practicum with the university supervisor. 4. demonstrate a mastery level (competent + rating) of ability, performance and/or understanding of skills on the attached EA Practicum Evaluation Form. The student will be evaluated by the university supervisor and the supervising teacher(s). 5. submit all documentation by required deadlines. 6. complete EA program portfolio, participate in exit interview with faculty and submit EA portfolio for marking by required deadline. | <p>Students will:</p> <ol style="list-style-type: none"> 1. submit employment verification of paid status. 2. complete a personal learning plan prior to the start of the Capstone project outlining project details and end product. 3. complete daily journal entries while working on Capstone project. 4. attend 1-1 consultations during Capstone project with the university supervisor. 5. successfully complete special project achieving B average (or above). 6. submit all documentation by required deadlines. 7. complete EA program portfolio, participate in exit interview with faculty and submit EA portfolio for marking by required deadline. |

| | Practicum | Capstone Project |
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| GRADING PROFILE | <p>This is a credit/non-credit course. To achieve credit, the student must:</p> <ol style="list-style-type: none"> 1. attend all required meetings with university supervisor 2. complete learning plan 3. successfully complete 120 hour practicum 4. complete daily journal entries or other tasks such as reports, research papers etc, assigned by the university supervisor and submit at end of practicum 5. provide current evidence of first aid/CPR certification, criminal records check, and TB test to the EA department 6. demonstrate mastery (competent +) rating of skills on the attached EA Practicum Evaluation Form. The student will be evaluated by the supervising teacher and the university supervisor. 7. complete EA program portfolio, participate in exit interview with faculty and submit portfolio for marking by required deadline. | <p>This is a credit/non-credit course. To achieve credit, the student must:</p> <ol style="list-style-type: none"> 1. attend all required meetings with university supervisor 2. complete learning plan 3. successfully complete 120 paid employee hours within the SEA 109 course timeframe and successfully complete Capstone project achieving B average (or above) on marking matrix, and submit project by required deadline to the university supervisor 4. complete daily journal entries or other tasks such as reports, research papers etc, assigned by the university supervisor 5. provide current evidence of first aid/CPR certification, criminal records check, and TB test to the EA department 6. complete EA program portfolio, participate in exit interview with faculty and submit portfolio for marking by required deadline. |
| | Practicum | Capstone Project |
| REASON FOR WITHDRAW /NON CREDIT | <p>Any student who, in the opinion of the university supervisor or supervising teacher, demonstrates questionable behaviour in relation to the delivery of safe and ethical practice or to the maintenance of professional standards of the EA program while on practicum, may be asked to leave immediately. At the university supervisor's and Coordinator's discretion, the student may not be allowed to continue in the program.</p> <p>Students who fail one practicum will receive a non-credit course grade and will have their position in the program at risk. If the student fails a second practicum , he/she <u>must</u></p> | <p>Any student who, in the opinion of the university supervisor or supervising teacher, demonstrates questionable behaviour in relation to the delivery of safe and ethical practice or to the maintenance of professional standards of the EA program while on Capstone project, may be asked to leave immediately. At the university supervisor's and Coordinator's discretion, the student may not be allowed to continue in the program.</p> <p>Students who fail one special project in SEA 109 will receive a non-credit course grade and will have their position in the program at risk. If the student fails a second special project, he/she <u>must</u> withdraw from the program.</p> |

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| | withdraw from the program. | |
| | Practicum | Capstone Project |
| ASSIGNMENTS | Students are expected to complete all required assignments and submit on time for evaluation. | Students are expected to complete all required assignments and submit on time for evaluation. |

CONTINUATION REQUIREMENT A student who fails any course may not be allowed to continue in the program.

GRADUATION REQUIREMENT To receive an EA certificate, students must pass all courses& practicum; achieving a CGPA of B or better.

OPERATIONAL DETAILS

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.

Attendance Regular attendance is essential. If a student misses a class due to extenuating circumstances, they are still responsible for the material covered during their absence, including announcements, assigned readings and hand-outs. Make up work may be assigned by the instructor. It is the student's responsibility to arrange this with the instructor. Students who miss more than 10% of the course are at risk of failing the course.

Participation This mark is based on both the frequency and quality of the student's comments, questions, observations, and involvement, with the emphasis on quality. The quality is determined by, among other things, the relevance, insight and clarity of remarks. Reading the required readings in advance will support a student's ability to participate. Not attending, being late to class or being late returning from breaks, will impact the overall participation grade.

Punctuality Punctuality is essential in both classroom courses and practicum given the professional nature of the program.

Academic Responsibility Each student is responsible for the material covered in class and for any work required for the following class. If a student misses a class, they have the responsibility to contact a peer and obtain the notes, handouts and work for future classes.

The quality of work should provide both adequate depth and breadth so as to demonstrate a commitment to your professional development and that the competencies required of the course have been successfully met.

Missed Assignments, Presentations, In-class Projects, Exams and Quizzes Students will be allowed to make up assignments, presentations, in-class projects, exams and quizzes at the faculty member and department's discretion. Adequate documentation from a medical professional must be provided upon request.

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| Late Assignments: | <p>All assignments are due at the beginning of class on the due date. Late assignments will be accepted if adequate documentation from a medical professional is provided upon request.</p> <p>Without required documentation all other late assignments will not be graded, although all assignments must be submitted in order to receive a passing grade in the course.</p> |
| Extenuating Circumstances | <p>Submissions in writing will be reviewed by the Department. Based on the review, faculty may agree alternative arrangements with the following condition:</p> <ul style="list-style-type: none"> - Loss of 10% per day |
| Cheating & Plagiarism: | <p>Cheating is an act of deceit, fraud, distortion of the truth, or improper use of another person's effort to obtain an academic advantage.</p> <p>Plagiarism is the presentation of another person's or source's words and/or ideas as if they were one's own. It ranges from an entire assignment which is not the student's own work to specific passages within an assignment taken from a source without appropriate acknowledgement.</p> <p>Students are responsible for ensuring that they understand and follow the principles of proper documentation and scholarship. If in doubt about these matters, students should consult their instructor, the Writing Centre, or the Library. Students are responsible for ensuring that they understand what constitutes cheating and plagiarism and that these violations of proper academic practice have serious consequences</p> <p>The instructor has the right to assign a grade of "0" on the examination or assignment, or, at the instructor's discretion, a letter grade "F" / No Credit on the course.</p> <p>Second incidents of cheating or plagiarism, or first incidents deemed by a department/instructor to be particularly serious, will be dealt with according to the University policy available on the University website.</p> |
| Incomplete Grades | <p>"I" Grades will be given only when prior arrangement has been made in writing between the instructor and the student specifying the exact nature of the work to be done and the date it is to be received.</p> |
| English Usage: | <p>All assignments are marked for correct English usage, proofreading, and formatting. At the instructor's discretion, any assignment not reaching these standards may be returned for revision and resubmission. Maximum grade assigned for a revised assignment is "C".</p> |
| Professionalism | <p>All students are expected to maintain the program's standards of academic achievement and professional behaviour. In practicum centres and in the classroom, students will adhere to their professional areas' Code of Ethics at all times.</p> |
| Emergency Procedures | <p>Please read the emergency procedures posted on the wall of the classroom.</p> |