



**DEPARTMENT OF HUMAN SERVICES**

**COURSE OUTLINE – FALL 2018**

**TA1234 A2 The Role of the Paraprofessional in the Classroom  
2 (2-0-0) 30 HOURS FOR 15 WEEKS**

**INSTRUCTOR:** Tanya Ray

**PHONE:** 780-539-2786

**OFFICE:** H203

**E-MAIL:** tray@gprc.ab.ca

**OFFICE HOURS:** Drop by, email or call (I may ask you to make an appointment)

**LOCATION/TIME:** Room E304, Wednesday, 1:00 - 2:50 PM

**CALENDAR DESCRIPTION:**

This course develops knowledge, skills and attitudes necessary for teacher assistants to perform their roles and responsibilities as a member of an instructional team. Students are equipped to function effectively and professionally in a wide variety of educational settings from kindergarten through senior high school.

**PREREQUISITE(S)/COREQUISITE:** None

**REQUIRED TEXT/RESOURCE MATERIALS:** Materials provided in class or on Moodle

**DELIVERY MODE(S):** Classes will be comprised of lecture, labs, independent and small group tasks and class discussions

## **COURSE OBJECTIVES:**

This course intends to provide students with:

- an understanding of the knowledge, skills and attitudes necessary for educational assistants to perform their roles and responsibilities as a member of an instructional team.
- the tools necessary to function effectively and professionally in a wide variety of educational settings from kindergarten through senior high school.

## **LEARNING OUTCOMES:**

Upon completion of this course students will demonstrate:

- 1) an understanding of, and describe the complexity of, the role of the educational assistant within the context of the classroom in relation to the teacher, students and other colleagues within the educational setting.
- 2) professional conduct based on ethical standards of educational practice.
- 3) the knowledge, skills, and values necessary for working with students with varying abilities and cultural diversity.
- 4) the ability to utilize appropriate strategies and techniques to provide instructional support in teaching.
- 5) an awareness of personal care and/or health related support.

## **ATTENDANCE:**

Regular attendance is essential for student success. You must be present to gain marks for attendance and in class tasks.

## **EVALUATIONS:**

In Class Tasks or Assignments (must be present): 15%

Reading Lab: 10%

Spelling Lab: 10%

Personal Care Lab/Assignment: 10%

Tutoring Lab: 30%

Final Quiz: 25%

**LATE POLICY:** Assignments are to be submitted by midnight on the due date. Unless arrangements have been made with the instructor **prior** to the assignment due date, late assignments will be docked 5% per week. If the assignment is not received within two weeks of the initial due date, a grade of zero will be given.

**GRADING CRITERIA:**

Please note: A minimum grade of C- is required to pass this course.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100		C+	2.3	67-69
A	4.0	85-89		C	2.0	63-66
A-	3.7	80-84		<b>C-</b>	<b>1.7</b>	<b>60-62</b>
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

**UNIVERSITY TRANSFER (If applicable):**

Please refer to the Alberta Transfer guide for current transfer agreements:

[www.transferalberta.ca](http://www.transferalberta.ca)

**STUDENT RESPONSIBILITIES:** The College expects students' conduct to be in accordance with basic rights and responsibilities. Refer to the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or <http://www.gprc.ab.ca/about/administration/policies/>

**STATEMENT ON PLAGIARISM AND CHEATING:**

Refer to the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or <http://www.gprc.ab.ca/about/administration/policies/>

These are serious issues and will be dealt with severely.

## COURSE SCHEDULE/TENTATIVE TIMELINE:

This schedule is tentative, and is subject to change.

<b>Date</b>	<b>Topic</b>	
<b>Sept 5</b>	Course Outline Moodle History of EA	
<b>Sept 12</b>	Roles and Responsibilities	
<b>Sept 19</b>	Professionalism / Ethics	
<b>Sept 26</b>	Characteristics of the EA	
<b>Oct 3</b>	Teamwork, School Schedules	Reading practice - books supplied by instructor
<b>Oct 10</b>		<b>Reading Lab</b>
<b>Oct 17</b>	Building Independence	
<b>Oct 24</b>	Instructional Skills / Tutoring	
<b>Oct 31</b>	Differentiated Instruction	Tutoring practice?
<b>Nov 7</b>	Writing / Spelling	Spelling list practice
<b>Nov 14</b>	The Hidden Curriculum	<b>Spelling Lab</b>
<b>Nov 21</b>	Math	
<b>Nov 28</b>	Learning Preferences, Multiple Intelligences & Gender	<b>Tutoring Video due</b>
<b>Dec 5</b>	Universal Precautions Managing Health Needs	<b>Personal Care Lab (Handwashing &amp; Feeding)</b>
<b>Dec 12</b>		<b>Final Quiz</b>