

## DEPARTMENT OF EDUCATION

### COURSE OUTLINE – Winter 2025

#### CD2145 (EC): Practicum IV – 6 (0-2-15) 254 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

**INSTRUCTOR:** Melanie Barry  
**OFFICE:** n/a  
**OFFICE HOURS:** By appointment

**PHONE:** n/a  
**E-MAIL:** [mbarry@nwpolytech.ca](mailto:mbarry@nwpolytech.ca)

#### CALENDAR DESCRIPTION:

Students will attend weekly seminars throughout the semester in preparation and support of this practicum. Students will design and operate an eight-week program for preschool children. With the support of program instructors, students will be responsible for all aspects of a program for young children and their families.

#### PREREQUISITE(S):

All first and second-year courses in the Early Learning and Child Care Diploma program and a standard first aid certificate or consent of the Department. (Students must successfully complete CD2020 immediately prior to taking CD2145.)

#### REQUIRED TEXT/RESOURCE MATERIALS:

CD2145 Practicum Handbook

Materials for planned Group Times, Experiences, and Learning Centers

Students are responsible for all fees associated with ProctorU, a live proctoring service for online exams. Fees are paid when you schedule your exams through ProctorU.

Pricing per exam is as follows:  
60 minutes or less - \$16 USD



61-120 minutes - \$25 USD

121 - 180 minutes - \$31 USD

## **DELIVERY MODE(S):**

Zoom Meetings: Observation of the student's interactions with young children. Seminar links found in myClass.

Discussion Forum: Link found in myClass

## **LEARNING OUTCOMES:**

Upon successful completion of this practicum, the student will be able to:

1. Develop a positive rapport with young children.
2. Interact with children in a nurturing and supportive manner.
3. Use a positive approach to setting and maintaining limits.
4. Support children in their development of autonomy and initiative.
5. Ensure the nutritional health, and safety needs of young children.
6. Facilitate, extend and enrich children's play in a variety of curriculum areas.
7. Establish and maintain a physical environment for young children which is aesthetically pleasing and developmentally appropriate.
8. Demonstrate the use of the physical environment as the third teacher.
9. Plan curriculum that supports children's development in all areas.
10. Plan, implement and evaluate experiences, learning centers and group times based on the observed developmental needs and interests of the children with whom he/she is working.
11. Communicate effectively and work collaboratively with other adults in the program.
12. Communicate effectively and develop a positive relationship with the parents in the program.
13. Demonstrate professional behaviour in regard to attendance, punctuality, confidentiality, and dress.
14. Demonstrate competence in assessing his/her professional strengths and the ability to identify areas for professional growth.

## **TRANSFERABILITY:**

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page

<http://www.transferalberta.alberta.ca>.

\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions.

**Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.**

## **EVALUATIONS:**

Feedback will be provided on observations, planning sheets, and logbook entries.

## GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is less than C-.

Alpha Grade	4-Point Equivalence	Percentage Conversion (unless otherwise specified in the Course Outline)	Descriptor
CR	N/A	50-100	Credit
NC	N/A	0-49	No Credit

## COURSE SCHEDULE/TENTATIVE TIMELINE:

Zoom Introduction Seminar                      January 15, 2025, at 7:00 p.m.

Forum Zoom Discussion                         February 21, 2025 – March 3, 2025

Final Seminar                                        March 26, 2025 at 7:00 p.m.

## STUDENT RESPONSIBILITIES:

It is the right of the student and of the instructor to experience a favorable learning/teaching environment. It is the responsibility of the student and of the instructor to engage in appropriate adult behavior that positively supports learning. This includes, but is not limited to, treating others with dignity and being punctual.

\*Attendance in this course is mandatory – seminars and practicum hours.

## STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

\*\*Note: all Academic and Administrative policies are available on the same page.

Additional Information:

## USING PROCTORU:

This course uses ProctorU Live for online exams. To utilize this service, you are required to complete the following steps:

- Create a ProctorU account by clicking the ProctorU link in the course.

- Download and install the Guardian Web Browser, Google Chrome, and the ProctorU extension.
- Schedule each exam at least 3 days (72 hours) in advance. If you miss this deadline, you cannot take the exam.
- Pay for the proctoring service. The fees are exclusively your responsibility and in no event shall be the responsibility of Northwestern Polytechnic.

For more detailed instructions [click here](#), and for video instructions [click here](#).

Before each exam, you must complete a room scan with your web camera, during which you will show your surroundings to a live proctor.

The invigilator will ask to view (but not collect or store) your student identification to verify your identity and will remotely access your computer to unlock the exam. When monitoring your actions via video streaming, the invigilator may possibly record your actions if they suspect academic integrity behavioural issues. You will be verbally notified if/when recording begins.

The collection of and access to the personal information listed above is permitted under subsection 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, which states, “No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body.” In addition, subsection 39(4) states, “A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner.”

Records Retention: Any video records of you created by ProctorU will be kept by ProctorU for a maximum of 7 days in order to make a decision about any possible academic integrity infraction, after which time it shall be permanently deleted. All other personal information collected and stored by ProctorU within your profile account will be permanently deleted if the account has not been used after one year.

## Consent to Store Personal Information Outside Canada

ProctorU is an American company. An agreement is in place between ProctorU and Northwestern Polytechnic by which ProctorU will take reasonable steps to protect your personal information from unauthorized access and disclosure. Information about how ProctorU protects your privacy can be found in their [Privacy Policy](#).

By using the ProctorU service via Northwestern Polytechnic, you consent to the storage of and access to your personal information outside of Canada.

This consent is in effect from the day you register with ProctorU and expires one year after completion of your exam.

Additional privacy and liability information regarding the use of ProctorU is available on the NWP website.

