

DEPARTMENT of Education

COURSE OUTLINE – Winter 2025

**HS2100 (EC): Supporting Inclusion in Early Learning Environments – 3 (3-0-0) 45 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: Ashley Sales

OFFICE: N/A

OFFICE HOURS: Any time after
8am or before 5:30 pm Monday –
Friday

PHONE: N/A

E-MAIL: asales@nwpolytech.ca

CALENDAR DESCRIPTION: Various types of exceptionality are examined in this course. Resources, assessment procedures and inclusion of individuals with exceptionalities are explored. The roles of families and professionals are examined.

PREREQUISITE(S): None

COREQUISITE(S): None

REQUIRED MATERIALS:

Eileen Allen, K., Cowdery G. E., Paasche, C.L., Langford, R., Nolan, K. & Cipparrone B. (2020). *Inclusion in early learning programs*. Nelson Education Ltd.

Assorted Digital Reading (Found on Brightspace D2L)



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): Online

LEARNING OUTCOMES:

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

1. Describe the language, physical, and attitudinal barriers encountered by children with exceptionalities and their families.
2. Compare and contrast the uses and abuses of labeling children with exceptionalities.
3. Describe the roles of professionals supporting children with exceptionalities.
4. Identify resources and program options for children for children who require additional supports.
5. Identify the unique qualities, needs, and concerns of families of young children with exceptionalities and abilities.
6. Describe the major categories of exceptionalities of children.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>.

**** For courses with alpha (letter) grading, a 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:

40% Learning Activities

60% Assignments

GRADING CRITERIA:

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

Grading Chart for courses with Alpha Grading:

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
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

COURSE SCHEDULE/TENTATIVE TIMELINE:

MODULE	TOPIC	ASSIGNED WORK
Welcome!	Course Outline Introduction	<ul style="list-style-type: none"> Introduce Yourself Due on the general "meet Your Classmates" Forum in the "Course Introduction and Units" in myClass. Due January 8th *Formative*
Unit 1	Introduction to Exceptionalities	<ul style="list-style-type: none"> Learning Activities Due January 12th Unit 1 Assignment Due January 19th
Unit 2	Early Childhood Education	<ul style="list-style-type: none"> Learning Activities Due January 26th Unit 2 Assignment: Due February 2nd
Unit 3	Partnership with Families	<ul style="list-style-type: none"> Learning Activities Due February 9th Unit 3 Assignment Due February 16th
Unit 4	Developmental Differences	<ul style="list-style-type: none"> Learning Activities Due March 2nd Unit 4 Assignment Due March 9th
Unit 5	Inclusive Support and Transitions	<ul style="list-style-type: none"> Learning Activities Due March 16th

Unit 6	Inclusive Learning Environments	<ul style="list-style-type: none"> • Learning Activities Due April 6th • Unit 6 Assignment Due April 11th
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STUDENT RESPONSIBILITIES:

- **Student Writing:** To synthesize the information learned in class, and to enhance your learning, it's important that you do your own writing, without using Chat-GPT or any other AI or language bot. Assignments found to have been created using AI/bots will not be graded. Whether students are permitted to rewrite/resubmit these assignments is at the instructor's discretion. AI-written papers may be subject to further penalties under the Student Rights and Responsibilities policy. Additional penalties may also be applied to your participation grade.
- **Grades:** Although it is not impossible to receive a 100% on a major assignment, the likelihood is very small. I believe we are never done learning and reaching 100% means there is no room for improvement. Please understand that I am more interested in your learning than your grades, as you should be too.
- **Due Dates:** Assignments are due at 11:59pm on the date listed in the course schedule.
- **Late Penalty:** Unless arrangements have been made with the instructor prior to the due date, late assignments will be **docked 5% per day**. If the assignment is not received within **10 days** of the due date, a grade of **0** will be given.
- **Communication:** Please keep communication lines open. Email me with any questions seek and let me know if you are struggling with class content. I am more than willing to help you in your learning so you can soak up all that there is to learn. However, I cannot help you if I do not know you need help. Communication is key!

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: Each unit has an assignment that is required. The due date for each of these assignments are listed on the course schedule within this course outline.

STATEMENT ON ACADEMIC MISCONDUCT:

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

Additional Information:

- **Preferred Names and Pronouns:** If you would like to be called a by a different name, abbreviation, or nickname, please let me know. Same applies to pronouns. I am more than willing to accommodate your choices, however, please remember I am human and will do my best to remember and honor your choices.
- **Learning Activities:** For each unit, you are only required to complete **ALL** learning activities, however, only **ONE** will be graded. This one will be chosen at random by your instructor.

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.