

## DEPARTMENT OF EDUCATION

### COURSE OUTLINE – Winter 2025

#### TA1238 (EC): Practicum II – 5 (0-1.5-35) 220 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:** Kirsten Clark

**OFFICE:** H212

**OFFICE HOURS:** By appointment

**PHONE:** 780-539-2041

**E-MAIL:** kiclark@nwpolytech.ca

**CALENDAR DESCRIPTION:** This practicum consists of 6 weeks of fieldwork in a school setting and 15 hours of an integration seminar on campus. Practicum experience gives students the opportunity to integrate the skills and knowledge learned in their courses with practical experience in classroom environments. Polytechnic instructors and school personnel will supervise and evaluate practicum students.

*\*Please note that this description is outdated, but I am required by NWP policies to put it here. Please look below under "Additional Information" for the correct, updated version.*

**PREREQUISITE(S)/COREQUISITE:** TA 1234

**REQUIRED TEXT/RESOURCE MATERIALS:** There is no required textbook for this course. All necessary materials will be provided through MyClass.

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):** The self-secured practicum consists of providing assistance to individuals and teachers within a school setting. Regular observation times and on-site meetings are held with Polytechnic faculty supervisors either in-person or by Zoom. Mandatory evening classes held over



Zoom will be conducted in seminar style, requiring student's active participation in discussions. The practicum seminar provides a forum for students to reflect and explore issues related to the field of teacher assisting, their studies, and their practicum experiences. Students are required to **ACTIVELY PARTICIPATE** in discussions.

Students will be responsible for leading a discussion or mini-lesson for the first 15- 20 minutes of seminar. For example: topics or issues of relevance to EAs or education, resolution of difficulties with team members, brainstorming sessions for specific issues etc.

A portion of each seminar will focus on discussion of practicum experiences. Students are expected to bring comments related to the highlights of their experience, what they learned, and what they need to learn in preparation for their next practicum. Sharing experiences will provide students the opportunity to explore how concepts and skills learned in classes are effectively/ appropriately applied to a variety of practical settings.

Students are reminded that information about the people with whom they work is **HIGHLY CONFIDENTIAL** and as such must not be discussed or repeated outside the seminar.

**LEARNING OUTCOMES:** Upon successful completion of this practicum, students will be able to:

**1. Demonstrate professionalism by responding appropriately to school routines, discipline policies, fire drills, and established practices.**

- a) become aware of classroom and school routines
- b) contribute successfully and follow school's discipline policies and procedures
- c) arrive on time to workplace
- d) demonstrate confidentiality

**2. Demonstrate initiative and self-motivation.**

- a) Look for opportunities to assist teacher and/or students.
- b) Ask for directions as required.

**3. Demonstrate a positive attitude and develop rapport with staff and students.**

**4. Set up or prepare necessary materials to facilitate activities.**

- a) Prepare and clean up materials associated with classroom activities

**5. Follow directions given by supervisor.**

**6. Demonstrate skills, attitudes, and knowledge acquired in course work.**

**7. Communicate with supervisors, parents, and other professionals on practicum related issues.**

8. Respect the individuality and diversity of each child, family, and staff member.
9. Express points of view, feelings, and concerns regarding courses and issues in the field of teacher assisting.
10. Evaluate their performance on practicum and work with their classmates to develop strategies for improvement.
11. Take a leadership role in facilitating discussion of seminar topics.

## **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:**

This is a credit/no credit course. Successful completion of the practicum requires that the logbook be complete and all evaluations are satisfactory.

School personnel complete a practicum evaluation form for each student they supervise. A midterm evaluation will be completed to provide the student with formative feedback on their progress. This evaluation does not factor into the decision to grant or not grant credit. The evaluation will be repeated at the end of the practicum. This evaluation will be important in determining whether the student receives credit for the course.

Polytechnic instructors evaluate students based on observation of strengths and needs in the field and review of field experiences and reflection as per the logbook. The extent to which the student uses supervision to maximize learning will be taken into account in the instructor's evaluation. Students are expected to be prepared to address specific issues during instruction supervision visits and have logbooks up-to-date.

Both the school supervisor and the student are required to notify the college instructor immediately if serious performance and/or related difficulties should arise so that an attempt can be made to rectify the situation prior to final evaluation of the student and/or withdrawal of the placement.

Student Learning Journal and Tutoring Assignments – This assignment allows the student to reflect on the attitudes, skills and knowledge experienced within the practicum placement. It is to be completed after school hours, not during the working day. Learning journals and the associated tutoring assignments must be submitted to the dropbox on MyClass by noon on the due dates assigned by the instructor.

Late assignments will be penalized by a deduction of 2% per day up to a maximum of seven days upon which they will receive a “0.”

\*Please note that all of the above must be completed without the use of Generative Artificial Intelligence tools.

## GRADING CRITERIA:

Please note that most institutions 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:

Please see MyClass.

\*all work is due by 11:59 p.m. on the dates indicated on MyClass.

## STUDENT RESPONSIBILITIES:

PRACTICUM ATTENDANCE IS MANDATORY. If for any reason students are unavailable to participate in the practicum on any given day, both the supervising teacher and the faculty supervisor must be notified in advance. Appointments (e.g. dental, medical) must be booked outside of practicum hours.

Illness or absence in excess of ten percent of the hours required for the practicum will require a medical certificate and will be made up at a time mutually agreed upon by the school, student, and the College. Failure to comply with the above will result in unexcused absences. Three unexcused absences may result in course failure.

INTEGRATION SEMINAR IS MANDATORY. Absence in excess of 2 hours of seminar class will necessitate the negotiation of a learning contract with the instructor. Should the student fail to meet the terms of the contract, credit for this course may not be granted.

## 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:

**Correct Course Description as of January 2025:** This practicum consists of 205 hours of fieldwork in a school setting and 15 hours of seminar. A self-secured practicum experience gives



students the opportunity to integrate the skills and knowledge learned in their courses with practical experience in classroom environments. Polytechnic instructors will supervise and evaluate practicum students by Zoom, or in-person if located in the Grande Prairie area. School personnel will also be involved in evaluating the student.

- ❖ **Statement on the Use of AI in this Course:** Completing learning journals and other assignments are a critical part of learning and essential to the development of your practice as a paraprofessional. Therefore, in this course, all learners will pledge to use AI tools in ethical and appropriate ways.

For example, it *would not be* ethical or appropriate to use Generative Artificial Intelligence applications such as ChatGPT to write a draft of a journal entry or assignment and submit it as your own work. The use of Generative Artificial Applications such as ChatGPT without proper citation will be considered plagiarism and treated as such using Northwestern Polytechnic's Academic Misconduct Procedures.

In comparison, it *would be* ethical and appropriate for you to use AI tools such as Spell Check or Grammarly to identify spelling and grammar errors in your own work so you can correct them before submission.

If you require additional clarity on the use of AI in this course, please reach out to 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.