NORTHWESTERN POLYTECHNIC

DEPARTMENT OF EDUCATION

COURSE OUTLINE – Fall 2026

TA1234 (EC): The Role of the Educational Assistant – 3 (2-0-0-3) 45 hours practicum - 75 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/off campus
OFFICE HOURS: By appointment

PHONE: 780-539-2041
E-MAIL:kiclark@nwpolytech.ca

CALENDAR DESCRIPTION: This course develops knowledge, skills and attitudes necessary for educational assistants to perform their roles and responsibilities as members 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. Students will have the opportunity to integrate the skills and knowledge learned in their courses with practical experience in classroom environments.

***Note:** *All practicums **must** be arranged through practicum coordinator Lindsay Campbell. If a student is already working as an EA, this will be accommodated. Lindsay will reach out to each student at the beginning of the semester. She can also be contacted at LCampell@nwpolytech.ca.*

PREREQUISITE(S)/COREQUISITE: None.

REQUIRED TEXT/RESOURCE MATERIALS: All materials provided on 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

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DELIVERY MODE(S): Online through MyClass(asynchronous) along with an in-person through practicum placement, September 2-December 11, 2026

LEARNING OUTCOMES: Upon completion of the course learners will be able to:

- Define and explain 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.
- Demonstrate professional conduct based on ethical standards of educational practice.
- Explore the knowledge, skills, and values necessary for working with students with varying abilities and cultural diversity.
- Demonstrate the ability to utilize appropriate strategies and techniques to provide instructional support in teaching.
- Research and explain the personal care and/or health related concerns of students with diverse needs.

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.

** 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: Your final grade for this course will be based on:

Quizzes: 30%	• 10 Open-Book Quizzes, each worth 3%
Assignments: 50%	• Tutoring Toolkit: 10% • Tutoring Video Assignment: 30% • Practicum Reflection: 10%
Discussion Posts: 20%	• 10 Posts, each worth 2% (includes a response to at least one classmate)

***Students must complete 45 practicum hours in a school environment to receive credit in this course.**

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

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**. You must receive a final mark of a C- or above to pass this course.

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

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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:

Modules & Dates	Assigned Tasks	Due Date
Week 1: Welcome and Introductions September 2-6	• Discussion Post: Introduce Yourself	September 6
Week 2: History September 7-13	• Discussion Post: History - the Classroom • Quiz: History • Optional Zoom Meeting about Practicum Expectations and Requirements	September 13
Week 3: Roles and Responsibilities September 14-20	• Discussion Post: Rethinking the Role of the EA • Quiz: Roles and Responsibilities	September 20
Week 4: Professionalism/Ethics September 21-27	• Discussion Post: Professionalism and Ethics • Quiz: Professionalism and Ethics	September 27
Week 5: Routines and Schedules; Reading September 28-October 4	• Discussion Post: Reading • Quiz: Schedules, Routines, and Reading	October 4
Week 6: Instructional Skills/ Tutoring October 5-11		N/A
Week 7: Catch-up October 12-18		N/A
Week 8: Teamwork October 19-25	• Discussion Post: Teamwork • Quiz: Teamwork • Assignment: Tutoring Toolkit Due	October 25
Week 9: Differentiated Instruction	• Discussion Post: Differentiated	November 1

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October 26-November 1	Instruction • Quiz: Differentiated Instruction	
Week 10: Building Independence November 2-8	• Discussion Post: Building Independence • Quiz: Building Independence • Assignment: Tutoring Due	November 8
Week 11: Subject Areas November 9-15	• Discussion Post: Handwriting • Quiz: Subject Areas	November 15
Week 12: The Hidden Curriculum November 16-22	• Quiz: The Hidden Curriculum	November 22
Week 13: Learning Preferences November 23-29	• Discussion Post: Learning Styles	November 29
Week 14: Managing Health Needs and Wrap-up November 30-December 6 *(Plus bonus days of December 7-11)*	• Quiz: Managing Health Needs • Assignment: Practicum Reflection Due • Proof of Practicum Hours	December 11 **no late submissions accepted*

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

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

STUDENT RESPONSIBILITIES: Northwestern Polytechnic expects students' conduct to be in accordance with basic rights and responsibilities. Please refer to the NWP calendar regarding rights and responsibilities.

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 https://www.nwpolytech.ca/about/polytechnic-leadership/policies-directory.

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

ADDITIONAL INFORMATION:

- **Statement on the Use of AI in this Course:** Completing learning activities, assignments, and other course components is 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.

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For example, it *would not be* ethical or appropriate to use Generative Artificial Intelligence applications such as ChatGPT to write a draft of a learning activity 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 personal information collected through ProctorU is collected under the authority of the *Post-Secondary Learning Act* (s. 65) and the *Protection of Privacy Act* (ss. 4(a) & (c)). This information is used to verify your identity, monitor exam conditions, and address potential academic integrity concerns during your online exam.

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NWP may input the collected personal information into automated systems to fulfill the purposes stated above. This may include activities such as flagging potential academic integrity concerns for review.

Questions regarding the collection of this personal information can be directed to: The Office of the Vice-President Academic – Northwestern Polytechnic – VPAR@NWPolytech.ca

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.

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