

## DEPARTMENT OF EDUCATION

### COURSE OUTLINE – Fall 2022

#### **TA 1234 (A2): The Role of the Paraprofessional in the Classroom – 2 (2-0-0) 30 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:** H 230

**PHONE:** (780) 539-2041

**OFFICE HOURS:** Mondays 11 a.m. - 12 p.m.

or Wednesdays by Zoom appointment

**EMAIL:** [kiclark@nwpolytech.ca](mailto:kiclark@nwpolytech.ca)

**CALENDAR DESCRIPTION:** This course develops knowledge, skills and attitudes necessary for educational 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.

**LOCATION/TIME:** Room A 213, Mondays 8:30-10:20 (September 1-December 16, 2022)

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

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

**DELIVERY MODE(S):** In-person - classes will consist of lectures, labs, group-work and discussions, as well as the integration of technology to enhance learning.

**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 the course learners will demonstrate knowledge and application of:

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

**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.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:**

<b>Daily Work 25%</b>	<ul style="list-style-type: none"> <li>• Five Short Open-Book Quizzes (5% each)</li> </ul>
<b>Labs and Assignments 50%</b>	<ul style="list-style-type: none"> <li>• Reading Lab (10%)</li> <li>• Tutoring Toolkit (5%)</li> <li>• Tutoring Video (25%)</li> <li>• Final Reflection (10%)</li> </ul>
<b>Tests 25%</b>	<ul style="list-style-type: none"> <li>• Take-home Final (25%)</li> </ul>

*Assignment details and specific instructions will be discussed in class and provided on MyClass. Assignments must be submitted in the dropbox on MyClass by the date and time specified. **ALL** assignments, labs, and tests **MUST** be completed and turned in to pass the course.*

*Unless arrangements have been made with the instructor prior to the due date, late assignments will be docked 2% per day. If the assignment is not received within 10 days of the due date, a grade of 0 will be given.*

**GRADING CRITERIA:**

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

### COURSE SCHEDULE/TENTATIVE TIMELINE:

Class	Date	Topic	Important Info.
Class 1	September 12	Introduction and History	
Class 2	September 19	Roles and Responsibilities <ul style="list-style-type: none"> <li>• Guest Speaker: Leanne Novosal, Inclusion Alberta</li> </ul>	
Class 3	September 26	Professionalism and Ethics	• Quiz 1
Class 4	October 3	Teamwork and Characteristics of the EA	
	October 10	<b>Fall Break -No Classes</b>	
Class 5	October 17	Reading with Children and School Schedules <ul style="list-style-type: none"> <li>• Guest Speaker from Grande Prairie Public Library</li> </ul>	<ul style="list-style-type: none"> <li>• Reading Practice</li> <li>• Quiz 2</li> </ul>
Class 6	October 24	Reading Lab	• Reading Lab
Class 7	October 31	Building Independence	
Class 8	November 7	Flipped Classroom: Instructional Skills and Tutoring	<ul style="list-style-type: none"> <li>• Escape Room</li> <li>• Tutoring Practice</li> <li>• Quiz 3</li> </ul>
Class 9	November 14	Writing/Spelling	
Class 10	November 21	The Hidden Curriculum	<ul style="list-style-type: none"> <li>• Quiz 4</li> <li>• Tutoring Toolkit Due</li> </ul>
Class 11	November 28	Math	
Class 12	December 5	Learning Preferences, Multiple Intelligences, and Gender	<ul style="list-style-type: none"> <li>• Learning Preferences Lab</li> <li>• Tutoring Video Due</li> <li>• Quiz 5</li> </ul>
Class 13	December 12	Universal Precautions and Managing Health Needs	• Personal Care Lab
No Class	December 19	N/A	<ul style="list-style-type: none"> <li>• Take-home Final Due</li> <li>• Final Reflection Due</li> </ul>

## **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 PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the College Calendar at <https://www.nwpolytech.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.nwpolytech.ca/about/administration/policies/index.html>

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

## **DEPARTMENT OF EDUCATION EXPECTATIONS FOR STUDENT LEARNING**

It is the right of the student and of the instructor to a favorable learning/teaching environment. It is the responsibility of the student and the instructor to engage in appropriate adult behaviors that positively support learning. This includes treating others with dignity and respect and following the expectations outlined below.

### **CLASSROOM**

#### **Regular, PUNCTUAL attendance for classes**

- Learning from other students' notes or from MyClass is not optimal.
- You must be present in TA 1234 to write quizzes and the final test, and to complete in-class labs
- If you are late to a class, you miss important information about assignments, homework and quizzes. It is also disruptive to other students' learning
- If you miss a class, refer to MyClass or check in with another student.

*Children are not considered to be part of the learning environment, please make alternate arrangements for your child(ren).*

#### **Turn off cell phones and close other tabs/applications on your device**

- Studies indicate that cell phones not only interfere with your learning, but also the students around you.

### **QUIZZES/EXAMS**

#### **Write quizzes on the date and time they are scheduled.**

- If an emergency arises that causes you to be unable to write the quiz, please call or email your instructor to leave a message BEFORE the exam begins.

### **ASSIGNMENTS**

Hand in assignments via MyClass on the date indicated.

- Instructors reserve the right to make exceptions to this rule in extenuating circumstances on a case by case basis.
- ALL assignments will be typed, double-spaced (or follow the provided template) and will include a cover page with your name, course number and assignment name.

### **OUTSIDE OF CLASS**

- Complete assigned readings and assignments, regularly review material, check MyClass frequently.