



DEPARTMENT OF HUMAN SERVICES

COURSE OUTLINE – WINTER 2011

TA 1235 – PRACTICUM

SEMINAR**PHONE:** 780-539-2708 office**INSTRUCTOR:** Andrea Wilkinson**OFFICE:** H129**E-MAIL:** awilkinson@gprc.ab.ca**OFFICE****HOURS:** TBD and by Appointment**PRACTICUM INSTRUCTORS:**

Tanya Ray

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Dolly McArthur

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TA 1234 and nine additional credits from the Teacher Assistant Program

REQUIRED TEXT/RESOURCE MATERIALS:

You will be emailed a learning journal which you will be required to hand in/email to your college instructor supervisor on a weekly basis.

CALENDAR DESCRIPTION:

This practicum consists of 45 hours of field work in a school setting and 5 hours of integration seminar on campus. Practicum gives students the opportunity to integrate the skills and knowledge learned in their courses with experience in classroom environments.

CREDIT/CONTACT HOURS:

1 credit

TIME: Students will attend their practicum placements on Wednesdays from 8:30 – 3:30 (total 45 hrs)

The seminar component will be held **Thursdays from 9:00 to 9:50** on the following dates:

January 13, January 27, February 3 & 17, March 3 & 17.

LOCATION: Each student will be assigned to a school in the region.

Seminars will be in room **A209**.

DELIVERY MODE(S):

The practicum consists of providing assistance to individuals and teachers within a school setting. Regular observation times and on-site meetings are held with College faculty supervisors.

Classes on Thursday mornings 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 involved in developing an agenda for the seminar session at the beginning of each class meeting. (Examples of agenda items: questions related to clarification of course material/assignments, resolution of difficulties with classes or with field placements, etc.) Students are encouraged to identify other issues, relevant to the field, especially current issues raised by the media.

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.

OBJECTIVES:

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) be 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.
5. Follow directions given by supervisor and respond appropriately to feedback.
6. Demonstrate skills, attitudes, and knowledge acquired in course work.
7. Communicate with supervisors, parents, and other professionals on practicum related issues.
8. Communicate with students at an age appropriate level.
9. Respect the individuality and diversity of each child, family, and staff member.
10. Express points of view, feelings, and concerns regarding courses and issues in the field of teacher assisting.
11. Evaluate their performance on practicum and work with their classmates to develop strategies for improvement.
12. Take a leadership role in facilitating discussion of seminar topics.

TRANSFERABILITY:

**** 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.**

GRADING CRITERIA:

Practicum is a Credit/No Credit course. In order to receive credit all journal entries and assignments must receive at least a 50%.

CREDIT REQUIREMENTS AND STUDENT EVALUATION

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

School personnel complete a practicum evaluation form for each student they supervise.

College instructors evaluate students based on observation of strengths and needs in the field and review of field experiences and reflection as per the learning journal. 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 learning journals up-to-date.

STUDENT RESPONSIBILITIES:

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– 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. You must submit your journal entries to your college supervisor each Friday by 4:00 p.m. You must achieve a grade of at least 50% on each journal submission. If you do not receive 50% you will have the opportunity to resubmit. Journals will be marked according to the following rubric.

Content/Application of Theory (5x2) /10

- (5) Summaries: clear, concise, and detailed. Application: demonstrates clear understanding of content with appropriate descriptions/examples.
- (3) Summaries: generally clear. Application: demonstrates some understanding of concepts with relevant descriptions/examples.
- (1) Summaries: provided, with minimal details. Application: confused understanding of concepts/theory
- (0) Summaries: too short, unclear, lacking details. Application: clear understanding of content is not demonstrated.

Timeliness /2

- (2) Handed in on time
- (0) Not handed in on time

Spelling and Grammar

/3

- (3) Almost no errors in spelling punctuation and grammar.
- (2) Few errors in spelling punctuation and grammar; these do not reduce clarity of communication.
- (1) Frequent errors reduce clarity but seldom interfere with communication.
- (0) Numerous, noticeable errors in spelling punctuation and grammar; these often interfere with clarity/communication

EXAMINATIONS:

There are no formal examinations in this course.

STATEMENT ON PLAGIARISM AND CHEATING:

Please refer to pages 49-50 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Date	Topic
Thursday Jan. 13	Review conduct
Thursday Jan. 27	Professionalism and “fitting in” to the school
Thursday Feb. 3	“old school” vs. “new school” – styles of teaching
Thursday Feb. 17	Tips for guiding children’s behaviors
Thursday March 3	Review learning journals and assignments
Thursday March 17	TBD

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.

RULES AND REGULATIONS

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 (4.5 hours) 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 will 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.

Extenuating circumstances may be considered on an individual basis.