



**DELIVERYMODE(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 (OPTIONAL):**

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%.

## **ASSIGNMENTS:**

**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

## **ATTENDANCE:**

Students will attend their practicum placements on Wednesdays from 8:30 – 3:30 (total 45 hrs). The seminar component will be held **Fridays from 9:00 to 9:50** on the following dates: January 13, January 27, February 10, March 2 & 16.

Each student will be assigned to a school in the region. **Seminars** will be in room **B201**.

**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.

## **EVALUATIONS:**

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:**

It is the right of the student and of the instructor to experience a favorable learning/teaching environment. It is the responsibility of the student and of the instructor to engage in appropriate adult behavior that positively supports learning. This includes, but is not limited to, treating others with dignity and being punctual.

**\*Attendance in this course is important as a significant amount of the course content is covered through in-class tasks and discussions. Students are strongly encouraged to regularly attend classes.**

Students withdrawing from a course or program within the first 60 percent of instructional days will normally be assigned a grade of "W" and are considered to be withdrawn with permission. Grades of "W" do not negatively affect grade point averages. Students officially withdrawing after the "W" period but before the final examination shall receive a "WF". Last day to withdraw with permission from this course is February , 2012.

## STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at [www.gprc.ab.ca/about/administration/policies/\\*\\*](http://www.gprc.ab.ca/about/administration/policies/**)

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

## COURSE SCHEDULE/TENTATIVE TIMELINE:

Date	Topic
Friday Jan. 13	Review conduct
Friday Jan. 27	Professionalism and “fitting in” to the school
Friday Feb. 10	“old school” vs. “new school” – styles of teaching
Friday March 2	Tips for guiding children’s behaviors
Friday March 16	Review learning journals and assignments