

COURSE OUTLINE		
<b>TERM:</b> Summer 2018	<b>COURSE NO:</b> SEA 109	
<b>INSTRUCTOR:</b>	<b>COURSE TITLE:</b> Practicum/Capstone Project for the Education Assistant	
<b>OFFICE:</b> <b>E-MAIL:</b>	<b>SECTION NO(S):</b>	<b>CREDITS:</b> 6.0
<b>OFFICE HOURS:</b>		
<b>COURSE WEBSITE:</b>		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

### **COURSE FORMAT**

School based practicum	120 hours
In-class seminars	30 hours
<b>TOTAL</b>	<b>150 hours</b>

Over a seven-week period the student will complete 120 hours of full-time practicum. Thirty hours of in-class seminar assignments will be completed over the duration of the term, which is 15 weeks.

### **COURSE PREREQUISITES**

SEA 100, 101, 102, 103, 105, 106, 107, 108, 110

### **CALENDAR DESCRIPTION**

This student will gain the practical experience necessary to work effectively as an EA in the classroom supporting students K-grade 12 who present with a wide range of abilities. For those students already employed in EA role, a Capstone project will be completed.

### **COURSE NOTE:**

Students must have Current TB test, Criminal Records check and First Aid/CPR level C certificate and approval by EA Department

### **VISION STATEMENT**

The Education Assistant (EA) program prepares participants to work with children and adolescents who have diverse learning needs in inclusive educational settings Kindergarten - Grade 12. EA students are trained to support children who present with a wide range of abilities so that these children can become fully participating members of a community of learners.

### **COURSE OBJECTIVES**

**Practicum:** The student will gain the practical experience necessary to work effectively in an elementary or secondary school environment supporting students who present with a wide range of abilities. The student will have opportunity to integrate theory, strategies

and interventions learned, as well as gain practical, supervised on-the-job training in the role of an EA.

**Capstone Project:** The student who is currently employed as an EA will consolidate knowledge, skills and school-based values gained through the EA program courses by completing a capstone project. The project will encourage students to think critically, problem solve, develop, implement and analyze a practical hands-on project with an educational focus that serves as a culminating academic and intellectual experience.

### **Learning Outcomes**

Upon successful completion of this course, the student will be able to:

- a) Use critical thinking skills and the problem-solving process of planning and implementation as a basis for education assistant practice.
- b) Provide positive and valuing supports to promote participation, inclusion and satisfaction for individuals in educational, social and daily living activities.
  - Provide supports that are respectful of the personal, social and cultural diversity of individuals and families.
  - Identify events or environments that affect the communication, behavior, social or physical health of individuals
  - Provide individualized, person-centred supports in school settings
  - Demonstrate practices that create and maintain opportunities for meaningful participation and inclusion
  - Model and use positive teaching and learning strategies
  - Use effective augmentative/alternative communication strategies and supports;
- c) Demonstrate interpersonal competence in work with individuals, team and family members.
  - Use valuing and respectful written and expressive communication skills and strategies.
  - Demonstrate appropriate professional interpersonal skills in educational environments.
- d) Support the health, well-being and safety of self and others.
  - Provide and model safe and effective personal assistance (hygiene, eating, personal care)
  - Identify safety issues for self and others that contribute to a safe environment.
- e) Present and conduct self professionally as an Education Assistant practitioner.
  - Model and apply the principles of confidentiality and privacy
  - Reliably demonstrate the roles and responsibilities of the EA
  - Manage time and work expectations effectively
  - Reflect on, participate in and respond to feedback about performance
  - Describe the legislation/acts that guide practice in the educational setting
  - Participate in learning activities and opportunities.

### **REQUIRED TEXTS:**

None.

### **COURSE CONTENT:**

**Practicum /Capstone Project for Education Assistant**

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Pre-practicum intake	The student will attend intake sessions with the practicum instructor prior to beginning the practicum/capstone project to prepare for the practicum experience by completing a personal learning plan and reviewing learning objectives for the course.
Practicum/ Capstone Project	the student will participate in a 120 hour practicum experience that provides opportunities to integrate and consolidate theory and skills learning during the Education Assistant Certificate Program. Those students currently employed as EA will develop, implement and analyze a practical hands-on project with an educational focus. Under the guidance of the practicum instructor, the student takes part in the education assistant role in a school environment. Students are also expected to attend individual consultations, small group and large group seminars with the practicum instructor and school site supervisors regarding evaluation and observations or project outcomes.
Post Practicum	The student will complete an individual presentation, participate in program exit interview with 2 EA faculty members and submit program portfolio which integrates and consolidates theory and skills developed throughout the EA program.

**EVALUATION PROFILE:**

Evaluation of skills and specific professional competencies to meet professional standards/guidelines of practice as per the practicum final evaluation checklist

**Assignments:**

Students are expected to:

Set personal learning goals/capstone project proposal

Complete 120 hours

Prepare and participate in seminar sessions

Present findings from practicum

Complete and submit reflective journal

Submit program portfolio

Attend program exit interview with faculty

Students will receive Practicum/Capstone Project guidebook during first seminar session which profiles in great detail; all assignments and expectations.

**GRADING PROFILE:** This is a credit/non-credit course

To achieve credit the student must:

1. Attend and participate in all seminars and 1-1 meetings
2. Set personal learning goals/capstone project proposal
3. Complete 120 hours practicum
4. Present findings from practicum
5. Complete and submit reflective journal
6. Submit program portfolio
7. Attend program exit interview with faculty
8. Achieve credit grade on final evaluation checklist

A description of how participation will be assessed in this course will be presented in the first week of seminar.

### CONTINUATION REQUIREMENT

A student who fails any course may not be allowed to continue in the program.

### GRADUATION REQUIREMENT

To receive an EA certificate, students must pass all courses and practicum; achieving a CGPA of B or better.

### GRADING PROFILE

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

<b>Attendance</b>	Attendance is essential for the completion of this course
<b>Punctuality</b>	Punctuality is essential in both classroom courses and practicum given the professional nature of the program.
<b>Professionalism</b>	All students are expected to maintain the program's standards of academic achievement and professional behaviour. In practicum centres and in the classroom, students will adhere to their professional areas' Code of Ethics at all times.

### Incomplete Grades

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

### Late Assignments

All assignments are due at the beginning of class on the due date. Late assignments will be accepted if adequate documentation from a medical professional is provided upon request.

Without required documentation all other late assignments will not be graded, although all assignments must be submitted in order to receive a passing grade in the course.

**Extenuating Circumstances** - Submissions in writing will be reviewed by the Department. Based on the review, faculty may agree alternative arrangements with the following condition:

Loss of 10% per day

**Missed assignments, presentations, in-class projects**

Students will be allowed to make up assignments, presentations, in-class projects at the faculty member and department's discretion. Adequate documentation from a medical professional must be provided upon request.

**English Usage**

All assignments are marked for correct English usage, proofreading, and formatting. At the instructor's discretion, any assignment not reaching these standards may be returned for revision and resubmission. Maximum grade assigned for a revised assignment is "C".

**Electronic Devices**

Students may use electronic devices during class for note-taking only.

**On-line Communication**

Outside of the classroom, instructors will (if necessary) communicate with students using their official Capilano University email; please check regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

**UNIVERSITY OPERATIONAL DETAILS****Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <http://www.capilanou.ca/services/>

**Capilano University Security:** download the [CapU Mobile Safety App](#)

**Policy Statement (S2009-06)**

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

**Academic Integrity (S2017-05)**

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy S2017-05 for more information: <http://www.capilanou.ca/about/governance/policies/Policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

**Academic dishonesty** is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

**Cheating:** Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;

- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

**Fraud:** Creation or use of falsified documents.

**Misuse or misrepresentation of sources:** Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

**Plagiarism:** Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

**Self-Plagiarism:** Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

**Prohibited Conduct:** The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

#### **Sexual Violence and Misconduct**

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including [B.401 Sexual Violence and Misconduct Policy](#) and [B.401.1 Sexual Violence and Misconduct Procedure](#).

**Emergencies:** Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.