COURSE OUTLINE			
TERM: Spring 2025		**COURSE NO: EA 109**	
INSTRUCTOR:		**COURSE TITLE: Practicum/Capstone Project for the Education Assistant**	
OFFICE: LOCAL: **E-MAIL:** @capilanou.ca		**SECTION NO(S):**	**CREDITS: 6.0**
OFFICE HOURS:			
COURSE WEBSITE:			

Capilano University acknowledges with respect the Lil̓wat7úl (Lil'wat), xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Sḵwx̱wú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) people on whose territories our campuses are located.

COURSE FORMAT

School based practicum	120 hours
In-class seminars	30 hours
TOTAL	150 hours

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/CO-REQUISITES

EA 100, 101, 102, 103, 104, 105, 107 and 108 as prerequisites and EA 106 as a pre- or corequisite

CALENDAR DESCRIPTION

In this course, the 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

EA 109 is equivalent to SEA 109. Duplicate credit will not be granted for this course and SEA 109. Students must have a clear Criminal Records check, a valid First Aid/CPR level C certificate and approval by EA Department

REQUIRED TEXTS AND/OR RESOURCES

None

COURSE STUDENT LEARNING OUTCOMES

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
On successful completion of this course, students 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, cognitive, 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.

COURSE CONTENT	Practicum /Capstone Project for Education Assistant
Pre-practicum intake	The student will attend intake sessions with the practicum instructor prior to beginning the practicum/capstone project to prepare for the 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, 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 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/capstone project
- Complete and submit reflective journal

Students will receive Practicum/Capstone Project guidebook during first seminar session, which profiles in 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/capstone project

5. Complete and submit reflective journal
6. 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.

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

Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor at least three days prior to the due date. Marks will be deducted for the late submission of assignments, if no prior arrangement is made. The penalty for a late submission is 10% for each day. All assignments must be submitted in order to receive credit for the course. Please connect with your instructor in the event of an extenuating circumstance.

Missed Exams/Quizzes/Labs etc.

Make-up exams, quizzes and/or labs are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor. Accommodations can be made to honour community needs or traditional practices.

Attendance

Regular attendance is essential and will be reflected in your participation grade. Students are expected to attend all classes and associated activities. If a student misses a class due to extenuating circumstances, they are still responsible for the material covered during their absence, including announcements, assigned readings and hand-outs. Students who miss more than 10% of the course are at risk of failing the course.

English Usage

All assignments are marked for correct English usage, proofreading, and formatting.

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: https://www.capilanou.ca/student-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 and procedures S2017-05 Academic Integrity for more information:
https://www.capilanou.ca/about-capu/governance/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 (found on Policy page https://www.capilanou.ca/about-capu/governance/policies/)

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

DEPARTMENT OR PROGRAM OPERATIONAL DETAILS

Vision Statement

We believe that diversity is a human experience and requires our dedicated support. We value developing connectedness for ourselves, our students, and our community through collaborative, commitment to our program that focuses on relevant theory and excellence in practice.

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.

Course Content Awareness

Some of the topics that will be discussed in this course can be challenging and may cause discomfort or unease. Your instructor will let you know ahead of time when they plan to cover these topics, to ensure sufficient time to prepare yourself or to opt out, as necessary. For support, please reach out to your instructor, refer to the additional resources posted on your eLearn shell, or review Capilano University supports at: https://www.capilanou.ca/student-services/health-services/counselling--mental-health/

Punctuality

Punctuality is essential in both classroom courses and practicum given the professional nature of the program.

Professionalism

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.