



DEPARTMENT OF HUMAN SERVICES

COURSE OUTLINE – Fall 2021

TA 1234 A2: THE ROLE OF THE PARAPROFESSIONAL IN THE CLASSROOM

2 (2-0-0) 30 hours for 15 weeks

Grande Prairie Regional College respectfully acknowledges that we are located on Treaty 8 territory, the traditional homeland and gathering place for many diverse Indigenous peoples. We are honoured to be on the ancestral lands of the Cree, Dene/Beaver and Métis, whose histories, languages, and cultures continue to influence our vibrant community. We are grateful to have the opportunity to work, learn, and live on this land.

INSTRUCTOR: Kirsten Clark

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OFFICE: H203

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OFFICE HOURS: Mondays 10:15 - 11:15
a.m., Tuesdays 2:30 - 3:30 p.m.

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 B206, Wednesdays 1:00 - 2:50 (September 3 -December 20)

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:

Daily Work 10%	<ul style="list-style-type: none"> Five Short Quizzes (2% each)
Labs and Assignments 65%	<ul style="list-style-type: none"> Reading Lab (10%) Spelling Lab (10%) Personal Care Lab/Assignment (10%) Tutoring Lab/Video (25%) Final Reflection: Discussion Post and Responses (10%)
Tests 25%	<ul style="list-style-type: none"> Final Test (25%)

*Assignment details and specific instructions will be discussed in class and provided on MyClass. Assignments must be submitted in the dropbox on MyClass by 11:59 p.m. on the due date. ALL assignments 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:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**. **A minimum grade of C- is required to pass this course.**

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

COURSE SCHEDULE/TENTATIVE TIMELINE:

		TOPIC	LABS AND DUE DATES
Class 1	September 1	Introduction / Course Outline History of EA	
Class 2	September 8	Roles and Responsibilities	
Class 3	September 15	Professionalism / Ethics	Quiz 1
Class 4	September 22	Characteristics of the EA	
Class 5	September 29	Teamwork, School Schedules	Reading practice Quiz 2
Class 6	October 6 <i>*last class before fall break</i>		READING LAB
	October 13	Fall Break - No Classes	
Class 7	October 20	Building Independence	
Class 8	October 27	Instructional Skills / Tutoring	Quiz 3
Class 9	November 3	Differentiated Instruction	Tutoring practice
Class 10	November 10	Writing / Spelling	Spelling list practice Quiz 4
Class 11	November 17	The Hidden Curriculum	Spelling Lab
Class 12	November 24	Math	

Class 13	December 1	Learning Preferences, Multiple Intelligences & Gender	Tutoring Video due Quiz 5
Class 14	December 8	Universal Precautions Managing Health Needs	Personal Care Lab (Handwashing & Feeding) and Assignment
Class 15	December 15		Final Test Final reflection due

STUDENT RESPONSIBILITIES:

The College expects students' conduct to be in accordance with basic rights and responsibilities. Please refer to the GPRC College 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 <http://www.gprc.ab.ca/programs/calendar/> or the College Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

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

HUMAN SERVICES 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.