



DEPARTMENT OF HUMAN SERVICES

COURSE OUTLINE – FALL 2017

**TA1234 A2 The Role of the Paraprofessional in the Classroom
2 (2-0-0) 30 HOURS FOR 15 WEEKS**

INSTRUCTOR: Tanya Ray

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OFFICE: H203

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OFFICE HOURS: Thursdays 10 -12 or drop by/schedule an appointment

LOCATION/TIME: Room B201, Wednesday, 1:00 - 2:50 PM

CALENDAR DESCRIPTION:

This course develops knowledge, skills and attitudes necessary for teacher 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.

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS: Materials provided in class or on Moodle

DELIVERY MODE(S): Classes will be comprised of lecture, labs, independent and small group tasks and class discussions

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 this course students will demonstrate:

- 1) an understanding of, and 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.
- 2) professional conduct based on ethical standards of educational practice.
- 3) the knowledge, skills, and values necessary for working with students with varying abilities and cultural diversity.
- 4) the ability to utilize appropriate strategies and techniques to provide instructional support in teaching.
- 5) an awareness of personal care and/or health related support.

ATTENDANCE:

Regular attendance is essential for student success. You must be present to gain marks for attendance and in class tasks.

EVALUATIONS:

Attendance/Participation: 10%

In Class Tasks/Assignments: 10%

Reading Lab: 10%

Spelling Lab: 10%

Personal Care Lab/Assignment: 10%

Tutoring Lab: 30%

Final Quiz: 20%

LATE POLICY: Assignments are to be submitted by midnight on the due date. Unless arrangements have been made with the instructor **prior** to the assignment due date, late assignments will be docked 5% per week. If the assignment is not received within two weeks of the initial due date, a grade of zero will be given.

GRADING CRITERIA:

Please note: 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

UNIVERSITY TRANSFER (If applicable):

Please refer to the Alberta Transfer guide for current transfer agreements:

www.transferralberta.ca

STUDENT RESPONSIBILITIES: The College expects students' conduct to be in accordance with basic rights and responsibilities. Refer to the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or <http://www.gprc.ab.ca/about/administration/policies/>

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the College Admission Guide at <http://www.gprc.ab.ca/programs/calendar/> or <http://www.gprc.ab.ca/about/administration/policies/>

These are serious issues and will be dealt with severely.

COURSE SCHEDULE/TENTATIVE TIMELINE:

This schedule is tentative, and is subject to change.

Date	Topic	
Aug 30	Course Outline Moodle History of EA	
Sept 6	Roles and Responsibilities	
Sept 13	Professionalism / Ethics	Bring book for next class
Sept 20	Characteristics of the EA	Practice reading in class
Sept 27	Teamwork, School Schedules	Reading practice - books supplied by instructor
Oct 4		Reading Lab
Oct 11	Building Independence	
Oct 18	Instructional Skills / Tutoring	
Oct 25	Differentiated Instruction	Tutoring practice
Nov 1	Writing / Spelling	Spelling list practice
Nov 8	The Hidden Curriculum	Spelling Lab
Nov 15	Math	
Nov 22	Learning Preferences, Multiple Intelligences & Gender	Tutoring Video due
Nov 29	Universal Precautions Managing Health Needs	
Dec 6	Managing Health Needs	Personal Care Lab (Handwashing & Feeding)
Dec 13		Final Quiz