

**Columbia College**  
**Education Assistant Professional Certificate Practicum (EAPR199)**

**Lecture 1**  
**Course Outline**

Semester Dates: January 8, 2024 to June 29, 2024

Education Assistant Practicum Facilitator:  
Kris McNab and Sarah Burke

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sarah.burke@columbia.ca

Class Time: Scheduled via Microsoft Teams once per month of program.

Room: Microsoft Teams Site and EAPR199 Moodle Page -

Credits: 3  
150 Hour Practicum (2) and EAPR199 Classes (1)

Prerequisite: Successful completion of appropriate courses as identified by the Education Assistant Department

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Note: It is the student's responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the facilitator.

**Course Description:**

This 6-month course offers students an opportunity to learn from experience – “learn by doing”. Students will take part in a combination of field-based practicum experience and monthly practicum classes. Students are required to complete 150 hours of practicum placement. In addition, students will be engaged in 6 online practicum classes held once a month for a total of 12 hours. Each student will be writing a reflective journal piece due each practicum class. Throughout the program the student will be building a Professional Electronic Portfolio to use in their job search. Students will be meeting with the Practicum Facilitator as requested to review progress. Each student will be under the supervision of the Program Chair and a Practicum Advisor at their respective practicum site. Attendance at all scheduled workshops and practicum appointments are compulsory.

Prerequisite: In order to be approved for a practicum placement, the student must maintain a standing Grade Point Minimum Average (GPA) of 2.0. Other factors will also be considered such as preparedness for practicum and professional behavior. Part-time students will be approved for practicum only after they have successfully completed enough courses as identified by the Education Assistant Professional Program.

**Learning Outcomes:**

As a result of active participation in these sessions, a student can expect to:

- Explain the duties and responsibilities associated with being an education assistant.
- Demonstrate knowledge of organizational objectives and processes used in the workplace setting.
- Columbia's Code of Professional Behavior as it applies to an Education Assistant.
- Demonstrate how to deal with ethical dilemmas in an appropriate professional manner.
- Understand principles guiding your practice, including legal implications of practice.
- Articulate relationships between classroom topics and situations encountered during the practicum.
- Communicate in a professional manner and use methods appropriate to a professional environment.
- Think critically to solve problems, anticipate outcomes, use and organize information.
- Demonstrate appropriate workplace attitudes and behaviors (responsibility, accountability, initiative, trustworthiness, diligence, friendliness, empathy, etc.).
- Work effectively and harmoniously with others to achieve results: show leadership, initiative, conflict resolution skills, etc.
- Describe developing insights into one's own preferences, aptitudes, work habits, style of interaction, and learning processes (developing self-awareness).

- Develop resume writing and job search skills; learn interviewing techniques and job application strategies

### **Course Format:**

This 12-Hour online course consists of a remote classroom component and a field placement (practicum). You will experience a variety of teaching/learning methods including discussion, personal reflection, experiential exercises, student presentations, role-plays, group activities and case studies. Our faculty aims to create a learning environment where the learner is actively engaged in inquiry, critical thinking and problem solving. The classroom (in person and online) provides you with a place where you can learn with and from others in a cooperative and collaborative manner. Your field placement (practicum) provides you with an opportunity to become immersed in the real world of functioning as an education assistant. You will begin your field experience early in your program and gradually gain practical knowledge, apply theory you learn in class, and meet the challenges of everyday practical experiences, gaining self-awareness and confidence.

You are expected to take a very active part in **class discussions (online)** and take responsibility for your own learning in addition to being a positive and co-operative team member. Columbia College uses a facilitation model of instruction where the facilitator's role is to facilitate your learning. The expectation is that you will come to class prepared with reading and assignments completed. An enthusiastic, positive, and respectful approach in the classroom will create an atmosphere that will help every student develop the knowledge, skills and attitudes that are needed for success as a professional.

The **practicum classes** are designed to bring about your self-awareness and professional growth. You must be ready to embrace change. You are expected to talk about your practicum experiences, asking questions of your facilitator and your colleagues, and engaging in relevant and important topics on being an educational assistant. An important component is to understand your roles and responsibilities and the legal implications of being an educational assistant. To help you prepare for interviewing for a job, you will be actively responding to interview questions in most of your classes to help you feel comfortable in doing this.

How you **conduct yourself in your classes (engagement)** will, to a large extent, mirror your conduct in society and your future work site. For example, if you tend to ask questions, challenge the ideas of others in a respectful manner, draw out the best from your colleagues, and encourage both group development and task accomplishment in this class, it is likely you will do the same at work. A high level of student involvement and **developing professionalism** is expected in the classroom as you work towards your goal. This demonstration of professional growth is important as it will form the basis from which your practicum facilitator will consider if they provide you with a job reference if requested and help determine to what degree you have met the course requirements. Many aspects go into this picture such as: your attendance and participation at practicum classes, the quality of your reflective journals, the quality of your portfolio and the professionalism of your communication, both electronic and in class.

### **Required Textbooks and Equipment:**

Columbia Education Assistant Handbook – to be provided at orientation.

*Teachers and Educational Assistants: Roles and Responsibilities, Alberta Teacher's Association*

### **Recommended Readings and Resources:**

Alberta Teachers' Association – <https://www.teachers.ab.ca>  
Diversity, Equity and Human Rights

- Indigenous Education – Education is our Buffalo
- Gender Equity
- Intercultural Education
- Sexual Orientation and Gender Identity

Alberta Education - <https://education.alberta.ca>

*Students may access the following sources from the College and from home.*

Career Cruising

- [www.careercruising.com](http://www.careercruising.com)

Username: columbia

Password: discovery

ALIS – Alberta Learning Information Service

- [www.alis.alberta.ca](http://www.alis.alberta.ca)

Alberta Wage Info (OCCinfo) – Occupations and Educational Programs

**Homework Assignment Due for the First Practicum Class:**

- Read this outline.
- Prepare to submit Reflective Journal #1 –Topic: Why I chose to become an education assistant.

**Evaluation - Assessment of Student Performance:** The final assessment in the course will be based on the following elements. Please refer to Appendix 1 for assignment descriptions and further Assessment Information. Detailed information is provided in your Education Assistant Handbook.

Title of Assignment/Examination	Length	Due Date	Weight
Practicum Journals (Total: 6)	300 - 350 words per journal	Every practicum class after. Submission dates to be sent	Pass/Fail
Practicum Evaluation	N/A	At 75, 150 hours	Pass/Fail
Professional E-Portfolio	N/A	June 2024	Pass/Fail
Student Engagement	N/A	Every Class Participation	Pass/Fail

The student should demonstrate growth through the practicum experience attained and at the practicum classes.

**To take part in a practicum placement or to continue in the placement, please note that you are required to:**

- Satisfactorily complete all academic coursework and maintain a minimum 2.0 GPA.
- Maintain a professional behavior in all your classes, on campus, and on field placement.
- Maintain excellent attendance. Be on time and remain for the entire session.

Students who do not meet the above requirements may be withdrawn from their practicum or not permitted to begin their practicum until ready to do so. All requirements in this course outline must be met in order to pass this course.

**Overview - Practicum Information: Please note that detailed information is provided in the Education Assistant Handbook and will be reviewed with you at Orientation and throughout your practicum classes.**

1. Students are required to satisfactorily complete the following:
  - Attend Orientation – be engaged and committed; fulfil the requirements.
  - Complete 150 hours of practicum placement throughout the program.
  - Attend and participate in all practicum classes - Total - 12 hours.
  - Complete all requirements as stated in this course outline.
  - Complete a well thought out Professional E-Portfolio.
  - Attend Non-violent Crisis Intervention Training (7 hours) as scheduled by the College.
  - Attend coaching sessions as required.
2. You are required to show initiative in finding your own practicum placement based on your interests and career plans. There are specific rules about where and how you can get a practicum. Each school district has a different process for securing a practicum placement. This information is provided in the Education Assistant Handbook and will be explained to you at Orientation.
3. It is recommended that you schedule your practicum on a part-time basis of six to eight hours per week during their program.
4. Each student must first complete a satisfactory resume and cover letter. Submit your resume to the Career Services/Advisor for review and feedback. The resume will be shown to the practicum host site.
5. The Program Chair/Advisor must approve your placement site before you can begin your practicum. You do so at your own risk (you will not be covered by Workers' Compensation).
6. If you begin your practicum before receiving approval from the Practicum Coordinator, these hours will not count towards your practicum hours.
7. Upon completion of your practicum, you are to provide the Program Coordinator with the original signed Performance Reviews (at 75 hours and 150 Hours) and the original signed Log Hours Form. This must be done within the program timelines.
8. Practicum Extension: If you do not complete your practicum course by the end of the program, you will not be able to receive your Education Assistant Professional certificate and graduate. You may request an extension by filling out a Practicum Extension Form and submitting it to the Program Chair prior to the end of the course. Please be sure to provide specific details as to why you are seeking a practicum extension. The fee for the extension is \$300. Payment must be made to the Registrar's office unless the student is requesting that the fee be waived. The Accounting Department will determine if the fee should be waived. This form is available on Columbia's website under Forms, the Main Office in Building 802, and on the course Moodle Site.
9. If a student does not complete their practicum course by the end of the extension period, the student will be required to repeat the course and pay the tuition fee assessed by the program. In unusual circumstances, a further extension may be permitted.

**Submission and Completion of Assignments:**

You are expected to submit assignments by the due date. If you are unable to submit an assignment on the due date, you must request an extension 48 hours **before** the due date by filling out an *Application for Assignment Extension form (SSPP-F012)* that is to be submitted to the Program Coordinator for approval. This form is available on Columbia's website and from the Program Chair.

### **Attendance Requirements:**

Columbia College believes that students are committed to their program and learning experiences. However, it is understood that there are times when students may be absent. Any absences can be viewed as a potentially serious disruption of the learning process and necessary achievement of the learning objectives. Being late to class is also considered unacceptable as it interferes with the learning opportunities of others. Please refer to Columbia College's *Attendance Policy and Regulations (ADM-P151)* for detailed information on Attendance Requirements. Attendance at monthly workshops is compulsory. Non-attendance and lates for monthly practicum classes and/or practicum experience may result in the student being placed on Academic Alert and/or Academic Probation and could result in failure of the course and/or withdrawal from the course.

If you are going to be absent or late from your practicum class or coaching session, please inform your Professionalism Facilitator by email of your absence as soon as possible. If you are going to be absent or late from your practicum site, you must notify your Practicum-site Supervisor. This is part of being a professional.

### **Academic Integrity:**

Academic dishonesty is a serious offence and can result in suspension or expulsion from Columbia College.

There is no tolerance for academic dishonesty and any student caught plagiarizing is subject to serious sanctions as outlined in the *Student Code of Conduct Policy (ADM-P229)*. Students are encouraged to familiarize themselves with this policy and avoid any behavior that could possibly be seen as cheating, plagiarizing, misrepresenting, or putting into question the integrity of one's academic work.

Inaccurate reporting of practicum hours completed is considered a serious offense which may result in including criminal charges.

### **Student Conduct:**

It is the responsibility of each student to uphold the expectations and responsibilities outlined in the *Student Code of Conduct Policy (ADM-P229)*, *Columbia's Commitment to Human Rights and Diversity Policy (ADM-P029)*, and any additional requirements established by your program.

Generally, each student will:

- be respectful and courteous toward others.
- demonstrate appropriate and supportive communication skills, and coach, assist, advise, and otherwise support other students in their studies.
- manage any personal stress and conflict in a positive and resourceful manner and assist others to do the same.
- be dressed in a manner appropriate for their workplace or learning environment, as established by the program.
- conduct themselves in a professional manner regarding their communication with others and their behavior in class, on campus, at off-campus events, and at a practicum placement.
- conduct themselves with academic integrity in all of their learning activities, tests, exams, and assignments.
- keep up with day-to-day classroom and course expectations.

**Important Dates:**

<b>Description</b>	<b>Date</b>
Last to add/drop courses	5 school operating days from the start of the semester OR before the third scheduled class, whichever is greater
Last day to withdraw without academic penalty	50% or less of the semester has been completed

**Appeals:**

Please refer to the *Student Appeal Policy (ADM-P177)*.

**Students with Temporary or Permanent Disabilities or Medical Condition:**

Students with temporary or permanent disabilities or medical condition may apply for accommodations. To be considered for an accommodation, a student must register with Columbia College's Accessibility Services by making an appointment with an Accessibility Services Advisor – Main Office – Bldg. 802 or emailing [accessibilityservices@columbia.ca](mailto:accessibilityservices@columbia.ca). The Department Chair or facilitator is not able to provide you with any accommodations without you taking this step. Please refer to Columbia College's website to review *the Student Accommodation Policy (ADM-P188)* and *the Student Guide to Accessibility Services (SSCM-001)*.

**Student Support:**

Students should be aware that Life Coaching, Career and Accessibility Services, and Learning Support Services (i.e. tutoring, learning coach, academic strategists, etc.) are provided by Columbia College. Inquire how to request these services at the Main Office in building 802 or contact Kris McNab at [kris.mcnab@columbia.ca](mailto:kris.mcnab@columbia.ca)

It is the student's responsibility to discuss their specific learning needs with the appropriate service provider.

**HOW TO TRANSFER EDUCATION ASSISTANT COURSES TO THE COLUMBIA COLLEGE SOCIAL SERVICES DIPLOMA****Get an Education Assistant Professional Certificate & a Social Services Professional Diploma**

Should you wish to complete a Social Services Professional Diploma, all successfully completed courses in the Education Assistant Certificate program are transferable to the Diploma program. You will continue to learn more and more in specific areas, strengthening your knowledge as a human services worker. You will be able to earn an Education Assistant Professional Certificate and a Social Services Professional Diploma.

**Advantages to completing a Social Services Professional Diploma after completing the Education Assistant Professional Certificate:**

- The Social Services Professional Diploma positions you in a flexible job market in the education, social work assistant, and youth worker fields. It enhances your career advancement possibilities and demonstrates your commitment to life-long learning. Should there be changes to your

present employment field, you will have advanced learning in other human services fields that you can turn to.

- The Social Services Professional Diploma is an advanced credential for Education Assistant. students who wish to work as community support workers with adults with disabilities or community workers. School districts are also requesting a diploma accreditation for education assistants who wish to work as Behaviour Support Workers.

Courses in the Columbia College Social Services Professional Diploma that you would be taking:(subject to change)

- PHIL275 – Policies, Issues, Ethics and Professional Practices
- HSPD200 - Interviewing & Counselling Skills for Human Services Workers
- COMM125 – Understanding Cultural and Emotional Intelligences
- HSPD114 – Theory and Methods in Human Services
- HSPD103 – Understanding and Working with Individuals with Exceptionalities
- SOCI110 – Introduction to Sociology
- PSYH110 – Basic Concepts of Psychology
- SOCI255 – Introduction to Gender Studies
- HSPD250 – Community Development & Advocacy
- HSPD243/4 – Social Services Diploma Practicum Part B (150 hours)

If you are considering continuing with the diploma, please speak to your Admission Advisor and Program Chair.

**Class Schedule/Overview:**

Please note that this schedule is subject to change. Any changes or cancellations will be emailed to you. It is your responsibility to check the Columbia College email address you have been given by the school daily for any messages from the Program Chair, Program Coordinator, facilitator, or College Administration. It is the student's responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the facilitator.

Class	Date	Topics
1	Thursday, January 18 3:00 to 5:00 PM LIVE on Microsoft Teams	<ul style="list-style-type: none"> <li>Review of course outline</li> <li>Review of EA Student Practicum Handbook</li> <li>REFLECTIVE JOURNAL #1 DUE – Topic: Why I am choosing to become an Education Assistant.</li> </ul>
2	Thursday February 15, 2024 3:00 to 5:00 PM LIVE on Microsoft Teams	<ul style="list-style-type: none"> <li>Sharing &amp; Questions</li> <li>Practicum Request List Finalized</li> <li>Importance and influence of goal setting- Self Awareness</li> <li>REFLECTIVE JOURNAL #2 DUE – Topic: Three goals I have set for myself to be successful in the EA program</li> </ul>
3	Thursday, March 14, 2024 3:00 to 5:00 PM LIVE on Microsoft Teams	<ul style="list-style-type: none"> <li>Sharing &amp; Questions</li> <li>Working with children with complex needs. How prepared are you?</li> <li>REFLECTIVE JOURNAL #3 DUE – Topic: Topic: What do you feel you need to prepare you for the role of working with learners with exceptional needs? What skills do you feel you already possess?</li> </ul>
4	Thursday, April 11, 2024 3:00 to 5:00 PM LIVE on Microsoft Teams	<ul style="list-style-type: none"> <li>Sharing &amp; Questions</li> <li>How prepared are you to deal with discipline?</li> <li>REFLECTIVE JOURNAL #4 DUE – Topic: What is the most important role for the EA when working on an education team?</li> </ul>
5	Thursday, May 9, 2024 3:00 to 5:00 PM LIVE on Microsoft Teams	<ul style="list-style-type: none"> <li>Sharing &amp; Questions</li> <li>How do you maintain professional workplace relationships? What are workplace Dos and Don'ts? Where does ethics fit into your decision making?</li> <li>REFLECTIVE JOURNAL #5 DUE – Topic: Practicum/Theory based- How has the knowledge of your theory classes supported you in your practicum?</li> </ul>
6	Thursday, June 20, 2024 3:00 to 5:00 PM LIVE on Microsoft Teams	<ul style="list-style-type: none"> <li>Sharing &amp; Questions</li> <li>Preparing for the job interview – Career Services presentation &amp; interview practice</li> <li>REFLECTIVE JOURNAL #6 DUE – practicum-based- Reflecting upon your first journal entry, describe your growth as a professional EA.</li> </ul>
	June 29, 2024	<ul style="list-style-type: none"> <li>End of the course. Final Evaluation and Practicum Log Hours Due.</li> <li>Anyone who has not completed their practicum may apply for a <i>Practicum Extension</i> if they meet the requirements. Apply <u>prior</u> to the end of the course. Submit the Practicum Extension Form to the Program Chair for approval.</li> </ul>



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## Appendix 1 Assignment Outlines

### Reflective Journal

**Due Date:** Every practicum class after Orientation – (Total: 6)

**Weight:** Pass/Fail at the end of course evaluation.

You will be submitting an electronic copy of a reflective journal to Microsoft Teams Assignments (minimum of 300 - 350 words) typed, double-spaced, spell and grammar checked in a word document **each time you come to your practicum class**. You are asked to apply critical thinking by synthesizing knowledge, skills and behaviours from both the classroom experience and your practicum experience.

John C. Maxwell, a New York Bestselling Author, and author of the book, “How Successful People Think”, states that, “Reflective thinking is like the Crock-Pot of the mind. It encourages your thoughts to simmer until they’re done...By mentally visiting past situations, you can think with greater understanding. (p.72).

The rationale for this exercise is that you will understand yourself better and gain solid knowledge, professional attitudes, and skills that are required for success as an Education Assistant. The Practicum Facilitator will give you feedback on your journals. This is the method your facilitator will be using to communicate with you on the progress you are making at self-awareness and reflective thinking.

### Professional E-Portfolio

**Due Date:** December 2023

**Weight:** Pass/Fail at the end of course evaluation.

Employers are seeking Educational Assistants who are knowledgeable in both global and specific areas. These individuals can provide evidence of learning and growth through a Professional Portfolio that they will use at their job interview or when seeking a future new position. In this course, you will receive specific information on how to develop a Professional Electronic Portfolio. Information is provided in your Education Assistant Handbook – Practicum Section.

While your E-Portfolio will be graded on a Pass/Fail basis, you will also receive an evaluation that indicates whether it is outstanding, good, satisfactory, developing or unsatisfactory (fail). Please see the attached rubric.

You will present your E-Portfolio in a Fireside Chat one-on-one with Program Chair using Microsoft Teams.

### Participation and engagement in practicum classes

**Due Date:** Final evaluation

**Weight:** Pass/Fail at the end of course evaluation.

Students are expected to be prepared for each practicum class and be actively and thoughtfully engaged. This is an opportunity for you to develop your professional skills in a safe setting. Please see the attached Student Engagement Evaluation rubric.

**EDUCATION ASSISTANT PROFESSIONAL CERTIFICATE PROGRAM  
PROFESSIONAL E- PORTFOLIO EVALUATION RUBRIC**

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Electronic Format \_\_\_\_\_

Revised Apr. 2018

	<b>Exceeded Expectation (4 pts.)</b>	<b>Met Expectations (3 pts.)</b>	<b>Working Towards Expectations (2 pts.)</b>	<b>Yet to Meet Expectations (1 or 0 pts.)</b>
<b>Organization</b>	Organization is clearly and explicitly evident; organizational aids used throughout. Includes a Title Page, Table of Contents, and dividers.	Organization is generally satisfactory and evident; Organizational aids are used. Includes a Title page, Table of Contents and dividers.	Organization is somewhat evident. Some use of organizational aids, though not consistently. A limited Table of Contents may be included. May contain a Title Page and dividers.	Organization is unclear or generally inconsistent. No organizational aids are used. Lack of order. No Title page, Table of Contents. And dividers.
<b>Resume</b>	Resume meets all requirements to address the job description for an education assistant. Personalized and creative with almost no errors. Resume updated with practicum experience.	Resume is satisfactory in meeting requirements to address the job description for an education assistant. Resume updated with practicum experience.	Resume show development, but is missing some areas to meet requirements. Resume update as to practicum experience is quite brief or may not be evident.	Resume is missing some key areas and others are incomplete. Shows little development. Missing practicum experience update.
<b>Artifacts (evidence)</b>	Artifacts represent a wide variety of examples and sources. They demonstrate excellent progress towards mastery of requisite skills and competencies.	Artifacts represent a fairly wide variety of examples and sources. They demonstrate general progress towards mastery of requisite skills and competencies.	Artifacts represent a limited number and variety of examples and sources. They demonstrate some progress towards mastery of requisite skills and competencies.	Few artifacts or none. Little evidence of progress towards mastery of requisite skills and competencies.
<b>Rationale &amp; Support</b>	Notations are provided throughout the portfolio that clearly explains the contents and the reason for inclusion. Choice of information is excellent.	Notations are provided in a number of places that explain reason for inclusion. Choice of information is usually well selected.	Notations are provided on a limited basis. Reason for inclusion is not always clearly expressed.	Notations are missing or very limited. Reason for inclusion is missing or unclear.
<b>Visual Appeal</b>	Attention to visual detail highly evident (type of binder, colours used in binder, font, etc.) Few, if any, insignificant grammar and mechanical errors.	Attention to visual detail is evident (type of binder, colours used in binder, font, etc.). Generally, correct mechanics, though there are some grammar and/or mechanical errors.	Some attention to visual detail (type of binder, colours used in binder, font, etc.) evident, though inconsistent. Grammar and/or mechanical errors are evident and begin to interfere with the appearance and readability of the content.	Little to no attention to visual detail (type of binder, colours used in binder, font, etc.) evident. Not very neat. Many grammar and/or mechanical errors interfere with readability.

**Total Score:    20/        %**

Outstanding: 20-19 - Portfolio is exceptionally professional in format, content, and in appearance.

Good (Proficient): 18-16 - Portfolio is generally professional in format, content, and in appearance.

Satisfactory: 15-14 - Portfolio is acceptable, but could be improved with a bit more work.

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**\*Students who score below the Satisfactory level will need to make changes and resubmit their Professional Portfolio.**

Developing:\* 13-10 - Portfolio is beginning to become professional in format, content, and appearance, but needs more work. **NEEDS TO BE RESUBMITTED.**

Fail:\* (Unacceptable) 9 and below - Portfolio is poorly developed/presented. **NEEDS TO BE RESUBMITTED.**

**Comments:**