

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

Semester Dates: January 6, 2025 to June 28, 2025

Education Assistant Practicum Facilitator/Advisor: Kris McNab and Sarah Burke	Email: kris.mcnab@columbia.ca & 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: Acceptance into the Education Assistant Certificate Program

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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 (meeting once per 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 delivered once a month for a total of 12 hours.

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 EAPR199 Classes 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:

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

## Course Format:

This 12-hour online course consists of a remote classroom component and a field placement (150-hour 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 practicum and virtual classroom) 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 program 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 will mirror your conduct in society and your future employment 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 Program Handbook - provided at orientation. |

## *Teachers and Educational Assistants: Roles and Responsibilities, Alberta Teacher's Association Homework Assignment* Due for the First Practicum Class:

- Read this EAPR199 outline.
- Prepare to submit Reflective Journal #1 –Topic: Why I am choosing 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.

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

Title of Assignment	Length	Due Date	Weight
Practicum Journals (Total: 6)	300 - 350 words per journal or alternative assigned formats	Submission dates vary	Pass/Fail
Practicum Evaluation	N/A	At 75 & 150 hours	Pass/Fail
Professional E-Portfolio	N/A	By end of program	Pass/Fail
Student Engagement	N/A	Every Class Participation	Pass/Fail

**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 and approach in all your classes 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 deemed ready to do so.

**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.
  - Complete 150 hours of practicum placement by the end of the program completion.
  - Attend and participate in all practicum classes - Total - 12 hours.
  - Complete all requirements as stated in this course outline.
  - Complete a Professional E-Portfolio.
  - Attend Non-violent Crisis Intervention Training (8 hours) as scheduled by the College.
  - Attend coaching sessions as required.
2. You are required to show initiative in finding you're a suitable practicum placement based on your interests and career plans. There are specific rules about where and how you can get a practicum. This information is provided in the Education Assistant Handbook and will be explained to you at Orientation and in EAPR199.
3. It is recommended that you schedule your practicum on a part-time basis of six to eight hours per week during their program. You are welcome to create an alternative schedule, but it must meet approval of the placement and the College.
4. Each student must first complete a satisfactory resume and cover letter. Post-presentation from Career Services, submit your resume for review and feedback to the Microsoft Team EAPR199 assignment box. The resume will be shown to the practicum host site when you meet them.
5. The Program Chair or 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 Advisor/Chair, 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. This form is available on you EAPR199 Moodle Site and from the Program Chair.
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 your EAPR199 Team site (the Microsoft Form is in the General Channel) 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 EAPR199 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 in a professional manner.

## **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:**

<i>Description</i>	<i>Date</i>
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 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.

**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 you have been given by the school daily for any messages from the Program Chair, Advisor, 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	<b>Thursday January 9, 2025 3:00 to 5:00 PM LIVE on Microsoft Teams</b>	<ul style="list-style-type: none"> <li>Review of EAPR199 course outline.</li> <li>Review of EA Student Practicum Handbook</li> <li><b>REFLECTIVE JOURNAL #1 DUE – Topic: Why I am choosing to become an Education Assistant.</b></li> </ul>
2	<b>Thursday, February 6, 2025 3:00 to 5:00 PM LIVE on Microsoft Teams</b>	<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><b>REFLECTIVE JOURNAL #2 DUE – Topic: Three goals I have set for myself to be successful in the EA program</b></li> </ul>
3	<b>Thursday, March 13, 2025 3:00 to 5:00 PM LIVE on Microsoft Teams</b>	<ul style="list-style-type: none"> <li>Sharing &amp; Questions</li> <li>Working with children with complex needs. How prepared are you?</li> <li><b>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?</b></li> </ul>
4	<b>Thursday, April 17, 2025 3:00 to 5:00 PM LIVE on Microsoft Teams</b>	<ul style="list-style-type: none"> <li>Sharing &amp; Questions</li> <li>How prepared are you to deal with discipline?</li> <li><b>REFLECTIVE JOURNAL #4 DUE – Topic: What is the most important role for the EA when working on an education team?</b></li> </ul>
5	<b>Thursday, May 15, 2025 3:00 to 5:00 PM LIVE on Microsoft Teams</b>	<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><b>REFLECTIVE JOURNAL #5 DUE – Topic: Practicum/Theory based- How has the knowledge of your theory classes supported you in your practicum?</b></li> </ul>
6	<b>Thursday, June 12, 2025 3:00 to 5:00 PM LIVE on Microsoft Teams</b>	<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><b>REFLECTIVE JOURNAL #6 DUE – practicum-based- Reflecting upon your first journal entry, describe your growth as a professional EA.</b></li> </ul>
	<b>Program End Date June 28, 2025</b>	<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>

**Appendix 1  
Assignment Outlines**

**All requirements in this course outline must be met to pass this course.**

**Reflective Journal**

**Due Date: As Assigned.**

**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 as assigned. You are asked to apply critical thinking by synthesizing knowledge, skills and behaviours from both the classroom experience and your practicum experience.

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: End of program date**

**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 you INTE125 course, you will receive specific information on how to develop a Professional Electronic Portfolio. Information is provided in your Education Assistant Handbook – Practicum Section.

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