

## EDUCATION ASSISTANT AND COMMUNITY SUPPORT PROGRAM

### EACS 180 PRACTICUM: SCHOOL-BASED

#### SAMPLE COURSE OUTLINE

**Section:**

**Semester:**

**Instructor:**

**Office Hours:** By appointment

**Office Location:** TBA with confirmed appointment

**Office Phone:** Provide best phone number. Provide any instructor preferred communication methods. i.e. texting instructions, secondary phone number, etc. .

**E-mail:**

**Class Times:**

**Class Location:**

#### COURSE DESCRIPTION

##### *EACS 180 Practicum: School-Based*

This practicum offers the opportunity to integrate theory and skills in a supervised practice experience in a school setting (K-12). This practicum experience is a total of 105 hours.

*Prerequisite: Admission to EACS; min.12 credits of EACS courses, including EACS 130.*

## **COURSE LEARNING OBJECTIVES**

On successful completion of this course, students will be able to:

1. Apply theoretical knowledge to practice specifically in the areas of:
  - a. Teaching and learning strategies
  - b. Curriculum adaptations and modifications
  - c. Understanding and supporting behaviour effectively
  - d. Supporting health and wellness for self and others
  - e. Augmentative/alternate communication and practical application and ability to apply knowledge to practice;
2. Communicate effectively with principal, teachers, colleagues & students.
3. Demonstrate appropriate interpersonal relationships including effective conflict management skills
4. Identify barriers to the acquisition of skills and participate in effective problem solving
5. Use personal understanding of diversity/social justice issues to support and advocate for individuals in the school setting.
6. Practice skills in a work context and demonstrate capacity for continuous improvement;
7. Identify organizational philosophy, structure, and policy and procedure. Explain how these relate to quality practice.
8. Demonstrate professional and ethical practice at all times.
9. Deepen understanding of the role and expectations for working with students in K-12.
10. Demonstrate accurate self-awareness and reflective practice.
11. Observe and describe practices that demonstrate respect for diversity, inclusion, and full participation.
12. Assist individuals to meet their personal needs in ways that empower, give dignity and increase self-esteem
13. Utilize strategies for community building and community connecting
14. Review IEP and other relevant documentation. Organize and write concise, effective documents when requested. Use a variety of observation/assessment tools in an objective manner

## **REQUIRED TEXTS**

Instructor to decide

## METHOD OF STUDENT EVALUATION

Students will be evaluated based on mentor and instructor feedback as well as on the assignments and requirements itemized below and detailed in the VIULearn online classroom.

## ASSIGNMENTS / EVALUATION

Each component of the practicum will be completed successfully in order for credit to be granted.

1. Documentation of 105 hours. Completion of required practicum hours signed off by mentor or designate as well as confirmation of regular on time attendance and participation as per agreed schedule. Appropriate communication with Mentor and Instructor/Supervisor if any schedule changes occur.
2. Attendance at ALL mandatory online or in class sessions as scheduled by Instructor/Supervisor
3. Timely completion and submission of Learning Journal to standard required by instructor.
4. Satisfactory completion and timely submission of Learning Activities and Summative Assignment – Designing Solutions by Developing Your Inquiry Skills.
5. Interactions at practicum that demonstrate capacity to achieve learning outcomes.
6. Feedback from mentor that supports #5. Submission and discussion of mentor's midpoint and final feedback. Appropriate conduct during appointments and during meetings with Mentor and Instructor/Supervisor.
7. Accurate self-evaluation demonstrating continuous learning cycles and supports #5. Submission of midpoint and final self-evaluation.
8. Appropriate communication with Instructor at all times and specifically if issues emerge or incidents occur.

Students are expected to review the following policy with respect to grade appeals:

<http://www.viu.ca/calendar/GeneralInformation/generalregulations.asp>

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## GENERAL REGULATIONS AND STUDENT CONDUCT

Students are expected to review and adhere to the General Regulations and Student Conduct Code (Policy 32.05): <http://www.viu.ca/calendar/GeneralInformation/generalregulations.asp>

Students are expected to review and adhere to the *Faculty of Health and Human Services* Policies and Procedures listed here: <https://www2.viu.ca/hhs/HHSPoliciesandProcedures.asp>

## ACADEMIC INTEGRITY

Academic integrity is to be maintained at all times. There are five values that underpin academic integrity (these are also consistent with professional standards): honesty, trust, fairness, respect, and responsibility. Please read through the Student Academic Code of Conduct policy

([www.viu.ca/policies](http://www.viu.ca/policies)) to ensure that you are familiar with our university's expectations. Any violations of the academic code of conduct will be taken seriously and acted upon according to this policy.

## **CLASS FORMAT AND ASSIGNMENTS**

An interactive approach is used. Students are expected to come to class prepared. This includes completing required reading prior to class so that you are ready for class participation and completion of assignments.

## **EXPECTATIONS FOR WRITTEN WORK**

Students are expected to submit work that is generated by a word processor. Please use Microsoft Word for all electronic submissions. Microsoft office is available to students for free. Follow the instructions at this link. <https://www.microsoft.com/en-ca/web/i-want-office/> A VIU email address is required to access free Microsoft office. VIU does not provide student emails but can provide you with a virtual email address for this purpose. Learn more here. <https://www2.viu.ca/technology/students/email.asp>

Students are expected to use APA format and style and to demonstrate grammar and spelling at a first year university level.

## **HANDLING OF STUDENT WORK**

1. Students are responsible for retaining a copy of all submitted work and for submitting all assignments by their due date.
2. All assignments are to be submitted to the Assignment dropbox located in the VIULearn (D2L) course shell unless other arrangements are made by the instructor. *See late submission consequences.*
3. Every effort will be made to return assignments to students within two weeks.
4. Students can make an appointment with their instructor to review and discuss their assignments or course grade.
5. Final grades will be submitted to the student and located in their online student record prior to the VIU deadline.

## **LATE SUBMISSION OF ASSIGNMENTS AND MISSED TESTS:**

All assignments are to be submitted by the due date and all tests are to be written on the date specified. In online environments some quizzes will have a date range. Quizzes must be completed by the end date/time. If extenuating circumstances arise such as illness or emergency and assignment submission by the due date will not be possible, or completion of tests not possible on the scheduled date, please discuss this with the instructor **prior to** the date the assignment is due or test scheduled. A new submission date and/or a make-up test may be scheduled at the discretion of the instructor.

### **Penalties for Late Submission of Assignments**

1. Up to and including three calendar days past deadline, deduct 1/2 letter grade (e.g., B to B-).

- Four to seven calendar days past deadline, deduct one full letter grade (e.g. B to C+).

Any assignment more than seven calendar days late may not be accepted. If accepted, the late penalty will be determined by the instructor.

## STUDENT SUPPORTS

- Vancouver Island University Calendar: <http://www.viu.ca/calendar/>
- VIU Learning Matters: <https://learningmatters.viu.ca/>
- The VIU Writing Center provides support to students so that you can write effectively. Help is available face to face AND online. Here is the link to book a 25 minute appointment with an experienced writing tutor. <http://sites.viu.ca/writingcentre/>. The Powell River Campus Writing Center also provides face to face support on a drop in or appointment basis. <http://www.pr.viu.ca/writingcentre/index.asp>
- Student Affairs Department: <https://www2.viu.ca/student-services/>
- Vancouver Island University student information: <https://www.viu.ca/students>
- Online APA style referencing sites provided through the VIU Library: <http://libguides.viu.ca/c.php?g=188863&p=1247242>
- VIULearn/D2L learning management system: <https://d2l.viu.ca/> Log in using same user name and password that you use to access your VIU student record.

## ATTENDANCE/PARTICIPATION

Attendance and participation in classes and seminars is mandatory. Students are required to contact the instructor in advance if they are unable to attend classes. If a student misses more than three classes, the instructor may assign a UW grade. OR for blended classes If a student misses the mandatory face to face classes and/or participates in less than 70% of the online content the instructor may assign a UW grade.

## GRADES

Grades will be assigned according to the Vancouver Island University GRADE SCALE.

**Note: this course is graded on a Pass/fail basis**

Grade	Point Description
CR	<b>Course Passed</b> Requirements completed, but not calculated in G.P.A.
F	<b>Fail</b> Objectives of the course have not been attained. Enrolment in a sequential practicum or completion of the certificate will not be permitted.
I	<b>Incomplete</b> If course requirements not met within three months from the start of the next semester "I" becomes "F".