

TA 121
Educational Assistant Practicum I
5 Credits

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TA 121 Version: 13



Educational Assistant Practicum I

Calendar Description

This course is the first practicum for Educational Assistant students. Students gain experience as educational assistants in classroom settings. This practicum is a four-week block placement. P/F.

Rationale

This is a required course for Educational Assistant students. The practicum provides the student with on-the-job opportunity to observe, interact and assist individuals and teachers. Students work in the school system where they gain practical experience and have an opportunity to apply the knowledge they have acquired through their course work.

Prerequisites

None

Co-Requisites

Students must have completed or be in the process of successfully completing 4 courses including TA 140 with an overall GPA of 2.0 or greater.

Course Learning Outcomes

Upon successful completion of this course, students will be able to

1. demonstrate professional behaviour as it applies to the school system.
2. communicate appropriately with educational team members and others.
3. apply knowledge to support student needs.
4. support students in their learning process.
5. adhere to the classroom behaviour management plan.
6. assist with duties as requested.

Resource Materials

Students should be prepared to utilize all the materials they have created or used throughout the program.

Conduct of Course

Students are required to participate in practicum seminar during the term. Students are placed in a school setting for four weeks in areas where they express a particular interest. During the four weeks, students observe and carryout assigned duties in the setting.

Students complete assignments in the practicum booklet during the practicum. Practicum booklets are available for the assigned instructor to mark during the mid-term visit.

Evaluation Procedures

Students are evaluated through direct observation by Practicum Supervisors. Students engage in online discussions and submit assignments directly to their Assigned Instructor.

Mid-Term Evaluation

This evaluation is designed to give students and Practicum Supervisors an opportunity to discuss performance and suggestions for improvement. If a student is having *serious* difficulties by this time, he/she may be requested to withdraw from the practicum or may fail.

Final Mark

A Pass/Fail grade is awarded upon completion of the practicum.

Attendance

Regular attendance is essential for success in any course. Absence for any reason does not relieve a student of the responsibility of completing course work and assignments to the satisfaction of the Practicum Supervisor and Assigned Instructor.

Students are required to inform their Assigned Instructor and Practicum Supervisor of any missed time prior to the start of their work day. In cases of repeated absences due to illness, the student may be requested to submit a medical certificate. Students may be required to make up missed practicum hours. Poor attendance may result in the suspension of a student from the course.

Course Units/Topics

1. Initiative and motivation
 - a. look for opportunities to help
 - b. ask for direction
 - c. contribute skills, activities and knowledge obtained through class work
 - d. exhibit a positive attitude and enthusiasm.
2. Stamina
3. Program duties and Expectations
 - a. carry out duties assigned by Practicum Supervisor
4. Communication
 - a. with students
 - b. with staff
 - c. with Supervisor on practicum
 - d. with Assigned Instructor
5. Respect for individual
 - a. students
 - b. families
 - c. staff members
6. Professionalism
 - a. demonstrate work place skills
 - i. punctuality
 - ii. adhere to work place standards and policies
 - b. confidentiality

Course Requirements

Students please note:

You are to be actively involved in the school setting in which you are placed.

Your course requirements are to be completed after school hours. You are not to complete your requirements within your working day.

All course requirements must be complete to receive a "Pass" in the course.

The course requirements include the following:

1. Record of Daily Attendance
2. Assignments submitted directly to the Assigned Instructor:

Week One – Communications Assignment, Week Two – Self Evaluation, Week Three – Disturbing Event Assignment and Week Four – Goals and Expectations Assignment.

PLEASE NOTE: Professionalism and confidentiality are expected at all times.

Appendix A

Evaluation Form

(to be completed by Assigned Instructor)

Please place this page in the student's file when the practicum is complete.

Performance Summary

1. Practicum Booklet Completed
Pass _____
Fail _____

2. Attitude/Professionalism
Pass _____
Fail _____

3. Practicum Supervisor's Evaluation
Excellent _____
Very Good _____
Acceptable _____
Needs Improvement _____

4. Assigned Instructor's Evaluation
Pass _____
Fail _____

Overall Performance

Comments:

(Assigned College Instructor's Signature)



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