

TA 140
Educational Assistant Professionalism
3 Credits

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TA 140 Version: 14



Educational Assistant Professionalism

Calendar Description

Students examine personal beliefs and values, professionalism and ethics and expectations of educational assistants in the constantly changing world of education.

This course focuses on developing skills and attitudes necessary for an educational assistant to work as an effective and professional team member in a school setting.

Rationale

This is a required course for Educational Assistant students. To work as a team, educational assistants require knowledge and understanding of their roles and responsibilities with students, and how these roles and responsibilities complement those of the teachers. This class equips educational assistants to function effectively and professionally within various settings from kindergarten through high school.

Prerequisites

None

Co-Requisites

None

Course Learning Outcomes

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

1. articulate personal beliefs, values, attitudes and behaviors to develop a philosophy in relation to diversity of students within an educational system.
2. examine and discuss knowledge of professional and ethical roles and responsibilities of educational assistants in relation to other members of the school team
3. describe expectations, responsibilities and competencies of the educational assistant in relation to principles of interpersonal communication.
4. demonstrate professionalism through activities, discussions, and presentations.
5. advocate for the profession.

Resource Materials

Required Text:

Students will read and view materials that are posted in the learning management system D2L.

Reference Materials:

Each unit has a list of current resource materials available in the learning management system D2L.

Conduct of Course

The course is conducted on-line using Desire 2 Learn and face-to-face in class.

Evaluation Procedures

The final grade is an aggregate of the following components:

Observation and Reflection	30%
Professionalism Assignment	30%
Final Project	25%
D2L Discussions/Activities	15%

Students must complete all components before the final grade is released.

Grade Equivalents and Course Pass Requirements

A minimum grade of D (50%) (1.00) is required to pass this course.

Letter	F	D	D+	C-	C	C+	B-	B	B+	A-	A	A+
Percent Range	0-49	50-52	53-56	57-59	60-64	65-69	70-74	75-79	80-84	85-89	90-94	95-100
Points	0.00	1.00	1.30	1.70	2.00	2.30	2.70	3.00	3.30	3.70	4.00	4.0

Students must maintain a cumulative average grade of C (GPA - Grade Point Average of 2.00) in order to qualify to graduate.

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 instructor. Frequent absences may result in the student being placed on probation. Further absences may result in suspension from the program.

On-line attendance is demonstrated by keeping up with readings and assignments, participation in dialogue on the discussion board and completing course work assignments to the satisfaction of the instructor.

In cases of repeated absences due to illness, the student may be requested to submit a medical certificate.

Course Units/Topics

I. Personal Values and Beliefs

- a. Roles and responsibilities of an objective professional
- b. Awareness of the self and emotional intelligence
- c. Cultural diversity
- d. Valuing the student

II. Concept of Professionalism

- a. Defining professionalism
- b. Code of ethics
- c. Ethical issues as a professional

III. Communicating as a Professional

- a. Interpersonal perception and communication
- b. Nonverbal communication
- c. Mindful listening
- d. Conflict management

IV. Presenting Oneself as a Professional

- a. Professional relationships
- b. Preparing for interviews
- c. Advocating for the profession



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