

DEPARTMENT OF EDUCATION

COURSE OUTLINE – Winter 2024

TA 1234(EC): The Role of the Paraprofessional in the Classroom – 2(2-0-0) 30 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation, and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land, and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR: Tanya Ray

PHONE: 780-539-2786

OFFICE: H229

EMAIL: tray@nwpolytech.ca

OFFICE HOURS: Email to set up a phone/zoom appointment

CALENDAR DESCRIPTION: This course develops knowledge, skills and attitudes necessary for teacher assistants to perform their roles and responsibilities as a member of an instructional team. Students are equipped to function effectively and professionally in a wide variety of educational settings from kindergarten through senior high school.

PREREQUISITE(S)/COREQUISITE: None

REQUIRED TEXT/RESOURCE MATERIALS: no required textbook, readings in myClass

DELIVERY MODE(S): This is an asynchronous distance course comprised of readings, audio-visual, discussion forums and activities.

LEARNING OUTCOMES:

Upon completion of the course learners will be able to:

- Define and explain the complexity of the role of the educational assistant within the context of the classroom in relation to the teacher, students, and other colleagues within the educational setting.
- Demonstrate professional conduct based on ethical standards of educational practice.
- Explore the knowledge, skills, and values necessary for working with students with varying abilities and cultural diversity.
- Demonstrate the ability to utilize appropriate strategies and techniques to provide instructional support in teaching.
- Research and explain the personal care and/or health related concerns of students with diverse needs.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page

<http://www.transferalberta.alberta.ca>.

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions.

Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability.

EVALUATIONS:

Quizzes	<ul style="list-style-type: none"> ● Weekly Quizzes (10) - (4% each)
Discussion Forums	<ul style="list-style-type: none"> ● Discussion Forums (30%)
Assignment	<ul style="list-style-type: none"> ● Tutoring Toolkit (5%) ● Tutoring Video Assignment (25%)

- Assignment details and specific instructions will be discussed in class and provided on myClass.
- Assignments must be submitted in the drop box on myClass by midnight on the due date.
- Any extensions must be discussed with the instructor ahead of time and are dealt with on an individual basis.
- All assignments must be completed to pass this course.

GRADING CRITERIA: A minimum grade of C- is required to pass this course.

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Grading Chart for courses with Alpha Grading:

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

Date	Topic	Assignments/Tests
Week 1	Welcome & Introductions	Quizzes & discussions each week
Week 2	History	
Week 3	Roles and Responsibilities	
Week 4	Professionalism / Ethics	
Week 5	Routines & Schedules Reading	
Week 6	Teamwork	
Week 7	Fall Break – catch up or work ahead	
Week 8	Building Independence	
Week 9	Instructional Skills / Tutoring	

Week 10	Differentiated Instruction	
Week 11	Subject Areas – Math, Writing	Tutoring Toolkit due
Week 12	The Hidden Curriculum	
Week 13	Learning Preferences	Tutoring Video due
Week 14	Managing Health Needs	
Week 15	Summary / Catch up	

STUDENT RESPONSIBILITIES:

NWP expects students' conduct to be in accordance with basic rights and responsibilities. Please refer to the NWP College calendar regarding rights and responsibilities.

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

**Note: all Academic and Administrative policies are available on the same page.