



**DEPARTMENT OF HUMAN SERVICES**

**COURSE OUTLINE – FALL 2015**

**TA1234 – The Role of the Paraprofessional in the Classroom 2(2-0-0) 30hrs**

**INSTRUCTOR:** Cassandra Kostuk      **PHONE:** 780-539-2041  
**OFFICE:** H203      **E-MAIL:** ckostuk@gprc.ab.ca

**OFFICE HOURS:** Thursdays, 10 a.m. – 1p.m. or by appointment

**LOCATION/ TIME:** Room E304, Mondays @1:00- 2:50 PM

**DELIVERY MODE(S):** Classes will be comprised of lecture, labs, independent and small group tasks and class discussions

**PREREQUISITE(S)/COREQUISITE:** None

**REQUIRED TEXT/RESOURCE MATERIALS:** Materials provided in class

**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.

## **COURSE OBJECTIVES:**

This course intends to provide students with:

- An understanding of the knowledge, skills and attitudes necessary for educational assistants to perform their roles and responsibilities as a member of an instructional team.
- The tools necessary to function effectively and professionally in a wide variety of educational settings from kindergarten through senior high school.

## **LEARNING OUTCOMES:**

Upon completion of this course students will demonstrate:

1. an understanding of, and describe 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.
2. professional conduct based on ethical standards of educational practice.
3. the knowledge, skills, and values necessary for working with students with varying abilities and cultural diversity.
4. the ability to utilize appropriate strategies and techniques to provide instructional support in teaching.
5. an awareness of personal care and/or health related support.

## **COURSE SCHEDULE/TENTATIVE TIMELINE:**

This schedule is tentative, and is subject to change.

<b>Date</b>	<b>Topic</b>
Sept 7	No Class Labour Day
Sept 14	Intro to Course Course Outline Assignment Package Roles & Responsibilities Reading Lab
Sept 21	Professionalism Reading Lab
Sept 28	Team Work, Personal Characteristics & Schedule Book Reading Practice
Oct 5	Reading Aloud Lab
Oct 12	No Class Thanksgiving
Oct 19	Building Independence
Oct 26	Differentiated Instruction
Nov 2	Instructional Skills
Nov 9	In Schools Tutoring
Nov 16	Writing/Spelling Spelling Words Lab
Nov 23	Math Playing with Manips Lab
Nov 30	Learning Preferences, MI's, Gender Handwashing Lab
Dec 7	Managing Health Needs Feeding Lab

## **ATTENDANCE:**

Regular attendance is essential for student success. More than 20% absenteeism may constitute a failure except for medical or extenuating circumstances in which a doctor's letter may be required

**EVALUATIONS:**

Reading Lab: 10%

Spelling Lab: 10%

Tutoring Lab: 40%

Exceptionalities Assignment: 10%

Final Quiz: 20%

In Class Tasks: 10%

**LATE ASSIGNMENTS:**

- 1) Late assignments will only be accepted if prior arrangements have been made with the instructor in writing, at least one week prior to the assignment due date.
- 2) Late assignments will be docked 5% per week. If the assignment is not received within two weeks of the initial due date, a grade of zero will be given.
- 3) Should a student be allowed to re-submit an assignment a grade of 60 % is the highest grade the student can receive.

**GRADING CRITERIA:**

Please note: A minimum grade of C- is required to pass this course.

GRANDE PRAIRIE REGIONAL COLLEGE			
GRADING CONVERSION CHART			
Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A <sup>+</sup>	4.0	90 – 100	EXCELLENT
A	4.0	85 – 89	
A <sup>-</sup>	3.7	80 – 84	FIRST CLASS STANDING
B <sup>+</sup>	3.3	77 – 79	
B	3.0	73 – 76	GOOD
B <sup>-</sup>	2.7	70 – 72	
C <sup>+</sup>	2.3	67 – 69	SATISFACTORY
C	2.0	63 – 66	
C <sup>-</sup>	1.7	60 – 62	
D <sup>+</sup>	1.3	55 – 59	MINIMAL PASS
D	1.0	50 – 54	
F	0.0	0 – 49	FAIL
WF	0.0	0	FAIL, withdrawal after the deadline

***UNIVERSITY TRANSFER (If applicable):***

**\*\* 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.**

Please refer to the Alberta Transfer guide for current transfer agreements:

[www.transferalberta.ca](http://www.transferalberta.ca)

## **STUDENT RESPONSIBILITIES:**

Refer to the College Policy on Student Rights and Responsibilities at [www.gprc.ab.ca/d/STUDENTRIGHTSRESPONSIBILITIES](http://www.gprc.ab.ca/d/STUDENTRIGHTSRESPONSIBILITIES)

## **USE OF MOBILE DEVICES, LAPTOPS AND OTHER ELECTRONIC DEVICES DURING CLASS**

As research on learning shows, unexpected noises and movement automatically divert and capture people's attention, which means you are affecting everyone's learning experience if your cell phone, pager, laptop, etc. makes noise or is visually distracting during class. For this reason, I ask you to turn off your mobile devices during class. If there is a specific reason you need to have your mobile device turned on in class you may request permission in writing (i.e. sick child).

## **STATEMENT ON PLAGIARISM AND CHEATING:**

Refer to the College Student Misconduct: Academic and Non-Academic Policy at [www.gprc.ab.ca/d/STUDENTMISCONDUCT](http://www.gprc.ab.ca/d/STUDENTMISCONDUCT)

\*\*Note: all Academic and Administrative policies are available at [www.gprc.ab.ca/about/administration/policies/](http://www.gprc.ab.ca/about/administration/policies/)