

**DEPARTMENT OF EDUCATION
COURSE OUTLINE – Spring 2023
TA 1238 A4: PRACTICUM II
5 (0-1.5-35) 12 hours for 6 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: Shawna Bate

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OFFICE: H230

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OFFICE HOURS: By appointment

CALENDAR DESCRIPTION: This practicum consists of 6 weeks of fieldwork in a school setting and 15 hours of an integration seminar on campus. Practicum experience gives students the opportunity to integrate the skills and knowledge learned in their courses with practical experience in classroom environments. Polytechnic instructors and school personnel will supervise and evaluate practicum students.

LOCATION/TIME: School placement and Tuesdays 6:00 to 7:50 p.m. in E302 (April 17th – May 26th)

PREREQUISITE(S)/COREQUISITE: Successful completion of all EA program courses

REQUIRED TEXT/RESOURCE MATERIALS: N/A

DELIVERY MODE(S): The practicum consists of providing assistance to individuals and teachers within a school setting. Regular observation times and on-site meetings are held with Polytechnic faculty supervisors. Classes on Tuesday evenings will be conducted in seminar style, requiring student's active participation in discussions. The practicum seminar provides a forum for students to reflect and explore issues related to the field of teacher assisting, their studies, and their practicum experiences. Students are required to **ACTIVELY PARTICIPATE** in discussions

Students, in assigned teams of 2 or 3, will be responsible for leading a discussion or mini-lesson for the first 15- 20 minutes of seminar. For example: topics or issues of relevance to EAs or education, resolution of difficulties with team members, brainstorming sessions for specific issues etc.

A portion of each seminar will focus on discussion of practicum experiences. Students are expected to bring comments related to the highlights of their experience, what they learned, and what they need to learn in preparation for their next practicum. Sharing experiences will provide students the opportunity to explore how concepts and skills learned in classes are effectively/ appropriately applied to a variety of practical settings.

Students are reminded that information about the people with whom they work is **HIGHLY CONFIDENTIAL** and as such must not be discussed or repeated outside the seminar.

OBJECTIVES: Upon successful completion of this practicum, students will be able to:

1. Demonstrate professionalism by responding appropriately to school routines, discipline policies, fire drills, and established practices.

- a) become aware of classroom and school routines
- b) contribute successfully and follow school's discipline policies and procedures
- c) arrive on time to workplace
- d) demonstrate confidentiality

2. Demonstrate initiative and self-motivation.

- a) Look for opportunities to assist teacher and/or students.
- b) Ask for directions as required.

3. Demonstrate a positive attitude and develop rapport with staff and students.

4. Set up or prepare necessary materials to facilitate activities.

- a) Prepare and clean up materials associated with classroom activities

5. Follow directions given by supervisor.

6. Demonstrate skills, attitudes, and knowledge acquired in course work.

7. Communicate with supervisors, parents, and other professionals on practicum related issues.

8. Respect the individuality and diversity of each child, family, and staff member.

9. Express points of view, feelings, and concerns regarding courses and issues in the field of teacher assisting.

10. Evaluate their performance on practicum and work with their classmates to develop strategies for improvement.

11. Take a leadership role in facilitating discussion of seminar topics.

EVALUATIONS: This is a credit/no credit course. Successful completion of the practicum requires that the logbook be complete, and all evaluations are satisfactory.

School personnel complete a practicum evaluation form for each student they supervise. A midterm evaluation will be completed to provide the student with formative feedback on their progress. This evaluation does not factor into the decision to grant or not grant credit. The evaluation will be repeated at the end of the practicum. This evaluation will be important in determining whether the student receives credit for the course.

Polytechnic instructors evaluate students based on observation of strengths and needs in the field and review of field experiences and reflection as per the logbook. The extent to which the student uses supervision to maximize learning will be considered in the instructor's evaluation. Students are expected to be prepared to address specific issues during instruction supervision visits and have logbooks up to date.

Both the school supervisor and the student are required to notify the college instructor immediately if serious performance and/or related difficulties should arise so that an attempt can be made to rectify the situation prior to final evaluation of the student and/or withdrawal of the placement.

Student Learning Journal and Tutoring Assignments – This assignment allows the student to reflect on the attitudes, skills and knowledge experienced within the practicum placement. It is to be completed after school hours, not during the working day. Learning journals and the associated tutoring assignments must be submitted to the drop box on MyClass by noon on the due dates indicated.

STUDENT RESPONSIBILITIES: PRACTICUM ATTENDANCE IS MANDATORY. If for any reason students are unavailable to participate in the practicum on any given day, both the supervising teacher and the faculty supervisor must be notified in advance. Appointments (e.g., dental, medical) must be booked outside of practicum hours.

Illness or absence in excess of ten percent of the hours required for the practicum will require a medical certificate and will be made up at a time mutually agreed upon by the school, student, and the College. Failure to comply with the above will result in unexcused absences. Three unexcused absences may result in course failure.

INTEGRATION SEMINAR IS MANDATORY. Absence in excess of 2 hours of seminar class will necessitate the negotiation of a learning contract with the instructor. Should the student fail to meet the terms of the contract, credit for this course may not be granted.

**Extenuating circumstances may be considered on an individual basis.*

The Polytechnic expects students' conduct to be in accordance with basic rights and responsibilities. Please refer to the NWP Calendar regarding rights and responsibilities.

STATEMENT ON PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the NWP Calendar at <http://www.gprc.ab.ca/programs/calendar/> or NWP's Policy on Student Misconduct: Plagiarism and Cheating at <https://www.gprc.ab.ca/about/administration/policies>

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

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.transferralberta.ca>.