



DEPARTMENT OF HUMAN SERVICES

COURSE OUTLINE – SPRING 2011

TA 1238: Seminar

INSTRUCTOR: Theresa Suderman **PHONE:** 780 539-2041
OFFICE: H204 **E-MAIL:** tsuderman@gprc.ab.ca

OFFICE HOURS: Mondays / Wednesdays 1:00 – 3:00

PREREQUISITE(S)/COREQUISITE: Successful completion of courses.

CALENDAR DESCRIPTION: This practicum consists of six weeks of fieldwork in a school setting and 12 hours of an integration seminar on campus. Practicum experience gives students the opportunity to integrate the knowledge, skills and attitudes learned in their course with practical experience in school settings. College instructors and school personnel will supervise and evaluate practicum students.

CREDIT/CONTACT HOURS: 5 credits

CLASS FORMAT: The practicum consists of providing assistance to individuals and teachers within a school setting. Regular observation times and on-site meetings are held with College faculty supervisors.

Classes on Wednesday 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.

Each student will be responsible for leading a seminar session. They will take the role of creating an agenda and facilitating the discussion. (Examples of agenda items: questions related to clarification of course material/assignments, resolution of difficulties with classes or with field placements, etc.) Students are encouraged to identify other issues, relevant to the field, especially current issues raised by the media.

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 follows 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 develops 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.

GRADING CRITERIA:

This is a credit/no credit course. Successful completion of the practicum requires that the log book 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 or not the student receives credit for the course.

College instructors evaluate students based on observation of strengths and needs in the field and review of field experiences and reflection as per the log book. The extent to which the student uses supervision to maximize learning will be taken into account in the instructor's evaluation. Students are expected to be prepared to address specific issues during instruction supervision visits and have log books up-to-date.

Both the agency 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 – 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.

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.