



COURSE OUTLINE		
TERM: Fall 2024	COURSE NO: EA 102	
INSTRUCTOR:	COURSE TITLE: Interpersonal Skills for Education Assistants	
OFFICE: LOCAL: E-MAIL: @capilanou.ca	SECTION NO(S):	CREDITS: 1.5
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Lil'wat7úl (Lil'wat), x^wməθk^wəyəm (Musqueam), shíshálh (Sechelt), Sḵwḵwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tseil-Waututh) people on whose territories our campuses are located.

COURSE FORMAT

This course will be delivered over a one-week period. Six hours of class time per day for 5 days, in-person lecture/mixed mode/*online, per week or as outlined in the course schedule.

* Online sessions will not exceed 25% of allocated course time, as per departmental guidelines

COURSE PREREQUISITES/CO-REQUISITES

None

CALENDAR DESCRIPTION

In this course, the students will practise the application of basic communication principles, interpersonal and problem-solving skills, as it relates to the role of the education assistant in an educational setting.

COURSE NOTE

EA 102 is equivalent to SEA 102. Duplicate credit will not be granted for this course and SEA 102.

REQUIRED TEXTS AND/OR RESOURCES

No required text – course material will be provided by the instructor.

COURSE STUDENT LEARNING OUTCOMES

On successful completion of this course, students will be able to do the following:

- a) Participate in the creation of a collaborative learning environment in the classroom.
- b) Explore team-building strategies relevant to K-12 educational settings.
- c) Demonstrate the skills needed for effective communication in the K-12 environment.
- d) Demonstrate discrete listening skills and become adept at giving and receiving feedback in the role of the EA.

- e) Explain how personal experiences, attitudes and beliefs may affect an individual's contribution and feelings toward co-workers in the school setting.
- f) Understanding of the importance of honouring the values of class members (cultural sensitivity) and applying this learning into the educational workplace.
- g) Demonstrate conflict resolution skills required in the role of the EA.
- h) Discuss programs used in K-12 school settings that deal with stress reduction for both staff and students.
- i) Identify values of the Indigenous worldview and apply these values to create safe spaces for Indigenous learners.
- j) Discuss the EA's role on a support team for students.

COURSE CONTENT

Session	Topics	Assignments/Learning Activities
1	Cooperative Learning/Communication Skills in Elementary and Secondary Settings	Reflective Thinking and Growth assignment #1 – in class
2	Exploring Group Dynamics and Their Effect on Roles as an EA in Elementary and Secondary School Settings	
3	Team Building Values Conflict Resolution Skills/ Integrated Case Management Skills/ Protocols Relevant to School Settings	Reflective Thinking and Growth assignment #2 – completed in class Reflective Thinking and Growth assignment #3 for homework Application of Skills Assignment #1 – in class
4	Perceptions/Needs/Rights: Cultural Sensitivity Within the Schools Managing Crises Group Practice	Application of Skills Assignment #2
5	Presentation of Group Projects Self-Care for EAs Celebration of Learning	Complete and Present Group projects in class.

EVALUATION PROFILE

Marks will be based on completion of assignments, projects, presentations, and class participation.

Participation	10%
Reflective Thinking and Growth – 3 assignments	30%
Application of Skills – 2 assignments	30%
Group Project	30%
Total	100%

ASSIGNMENT DESCRIPTIONS

Participation

This mark is based on both the frequency and quality of the student's comments, questions, observations, and involvement, with the emphasis on quality. The quality is determined by among other things, the relevance, insight and clarity of remarks. Reading the required readings in advance will support a student's ability to participate. Not attending, being late to class or being late returning from breaks, will impact the overall participation grade.

Group Project

Designed to allow each student to demonstrate their understanding of the roles in an integrated case management meeting and practice their role as an EA in this type of meeting.

Reflective Thinking and Growth Assignments

Written Assignments designed to assist students in making sense of concepts, strategies, and issues of concern that they may encounter as they explore topics and activities presented in class. This writing experience allows students to explore how personal beliefs, experiences, and attitudes influence an individual's response to group dynamics, as it relates to their role as an EA in schools.

Application of Skills

Two role-plays designed to give students opportunities to integrate and practice practical application of interpersonal and group communication skills relevant to their role as an EA in school environments.

GRADING PROFILE

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

Incomplete Grades

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments

Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor at least three days prior to the due date. Marks will be deducted for the late submission of assignments, if no prior arrangement is made. The penalty for a late submission is 10% for each day. All assignments must be submitted in order to receive credit for the course. Please connect with your instructor in the event of an extenuating circumstance.

Missed Exams/Quizzes/Labs etc.

Make-up exams, quizzes and/or labs are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor. Accommodations can be made to honour community needs or traditional practices.

Attendance

Regular attendance is essential and will be reflected in your participation grade. Students are expected to attend all classes and associated activities. If a student misses a class due to extenuating circumstances, they are still responsible for the material covered during their absence, including announcements, assigned readings and hand-outs. Students who miss more than 10% of the course are at risk of failing the course.

English Usage

All assignments are marked for correct English usage, proofreading, and formatting.

Electronic Devices

Students may use electronic devices during class for note taking only.

On-line Communication

Outside of the classroom, instructors will (if necessary) communicate with students using their official Capilano University email; please check regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS**Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-services/>

Capilano University Security: download the [CapU Mobile Safety App](#)

Policy Statement (S2009-06)

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information:

<https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.

DEPARTMENT OR PROGRAM OPERATIONAL DETAILS**Vision Statement**

We believe that diversity is a human experience and requires our dedicated support. We value developing connectedness for ourselves, our students, and our community through collaborative, commitment to our program that focuses on relevant theory and excellence in practice.

Continuation Requirement

A student who fails any course may not be allowed to continue in the program.

Graduation Requirement

To receive an EA certificate, students must pass all courses and practicum; achieving a CGPA of B or better.

Course Content Awareness

Some of the topics that will be discussed in this course can be challenging and may cause discomfort or unease. Your instructor will let you know ahead of time when they plan to cover these topics, to ensure sufficient time to prepare yourself or to opt out, as necessary. For support, please reach out to your instructor, refer to the additional resources posted on your eLearn shell, or review Capilano University supports at: <https://www.capilanou.ca/student-services/health-services/counselling--mental-health/>

Punctuality

Punctuality is essential in both classroom courses and practicum given the professional nature of the program.

Professionalism

All students are expected to maintain the program's standards of academic achievement and professional behaviour. In practicum centres and in the classroom, students will adhere to their professional areas' Code of Ethics at all times.