

COURSE OUTLINE		
TERM: Summer 2018	COURSE NO: SEA 101	
INSTRUCTOR:	COURSE TITLE: Working in Schools	
OFFICE: LOCAL: E-MAIL:	SECTION NO(S):	CREDITS: 1.5
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

COURSE FORMAT

Three hours of class time x 10 sessions over 6 weeks

COURSE PREREQUISITES/CO-REQUISITES

None

VISION STATEMENT

The Education Assistant (EA) program prepares participants to work with children and adolescents who have diverse learning needs in inclusive educational settings Kindergarten - Grade 12. EA students are trained to support children who present with a wide range of abilities so that these children can become fully participating members of a community of learners

CALENDAR DESCRIPTION

The student will gain an understanding of the school system and the EA role within that setting.

REQUIRED TEXTS AND/OR RESOURCES

Course packs will be distributed first week of class.

COURSE STUDENT LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to do the following:

- a) Understand the overall structure of the public education system in B.C.
- b) Gain knowledge of provincial policies as they pertain to special education.
- c) Acquire knowledge of district-based services.
- d) Comprehend the operation of school-based services and operations.
- e) Acquire a thorough knowledge of the role of the SEA in both elementary and secondary schools.

- f) Achieve an awareness of community agencies and services.
- g) Gain a general awareness of the curriculum in schools.
- h) Understand issues and concerns that relate to employment as a SEA.
- i) Assimilate Ministry policy re abuse disclosure.

COURSE CONTENT:

Session	Content
1	Overall structure of the education system * The role of the Ministry of Education * District Policies and Services Discussion and Review Of EA 100 topics
2	The neighbourhood school: EA roles and responsibilities Brainstorm and other activities on EA roles Group activity on BCTF/CUPE document
3	The role of the SEA in the elementary school: Panel discussion and follow up
4	The role of the SEA in secondary schools: Panel discussion and follow up
5	Observing in schools: Discuss assignment and share out HR guest speakers from local districts on hiring practices
6	Child Abuse: Identification and reporting: guest speaker
7	Community Services I Oral Presentations
8	Community Services II: Oral Presentations
9	Ethical Practices; Series of group activities and discussions
10	Summary of issues and concerns: Worksheet in Group-share out Final Activity: Summative Essay

EVALUATION PROFILE:

Marks will be based on completion of assignments, projects, presentations, and class participation. Description of assignments, projects, presentations and class participation assessment in this course will be presented in the first week of class.

Attendance	5%
Participation	10%
Observation Assignment	25%
Community Services Project	25%
Binder of Community Services	10%
Summary Activity	25%
Total	100%

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.

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

All assignments are due at the beginning of class on the due date. Late assignments will be accepted if adequate documentation from a medical professional is provided upon request.

Without required documentation all other late assignments will not be graded, although all assignments must be submitted in order to receive a passing grade in the course.

Extenuating Circumstances - Submissions in writing will be reviewed by the Department. Based on the review, faculty may agree alternative arrangements with the following condition:

Loss of 10% per day

Missed Exams/Quizzes/Labs etc.

Students will be allowed to make up assignments, presentations, in-class projects, exams and quizzes at the faculty member and department's discretion. Adequate documentation from a medical professional must be provided upon request.

Attendance

Regular attendance is essential. 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. Make up work may be assigned by the instructor. It is the student's responsibility to arrange this with the instructor. 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. At the instructor's discretion, any assignment not reaching these standards may be returned for revision and resubmission. Maximum grade assigned for a revised assignment is "C".

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: <http://www.capilanou.ca/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 S2017-05 for more information: <http://www.capilanou.ca/about/governance/policies/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](#).

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

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.