



## EAP Practicum 1 – EAP 104

Child, Youth and Family Studies Program/Education Assistant Specialty

### Course Outline

COURSE IMPLEMENTATION DATE: September 2008  
OUTLINE EFFECTIVE DATE: September 2021  
COURSE OUTLINE REVIEW DATE: April 2026

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#### GENERAL COURSE DESCRIPTION:

The content of this course is specific to developing the skills, knowledge, and values of an Education Assistant in a school setting. Students have the opportunity to begin integrating theory and skills learned in the classroom within a school setting

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**Program Information:** This course is a required course for the CYFS Education Assistant Specialty certificate.

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**Delivery:** This course is delivered online.

**COTR Credits:** 4

**Hours for this course:** 120 hours

#### Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	120
Other Contact Hours	
<b>Total</b>	120

#### Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	120
Formal Work Experience	
Other	
<b>Total</b>	120

**Course Outline Author or Contact:**

Heather Wik, MET

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Signature

**APPROVAL SIGNATURES:**

Department Head  
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Department Head Signature

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Valid from: September 2021 – April 2026

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Education Council Approval Date

**COURSE PREREQUISITES AND TRANSFER CREDIT:**

**Prerequisites:** Minimum 65% in either English 12, English Studies 12, English First Peoples 12, ENGL 090, or equivalent (refer to Course Equivalency Information on the College Website) and EAP 112, CYFS 101, and CYFS 102.

**Prerequisite or Corequisite:** CYFS 103

**Flexible Assessment (FA):**

Credit can be awarded for this course through FA

Yes  No

**Transfer Credit:** For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

**Prior Course Number:** TA 104

**Date changed:** September 2008

## **Textbooks and Required Resources:**

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Haig, J., & MacMillan, V. (2018). *Cites & sources: An APA documentation guide* (5<sup>th</sup> ed). Toronto, Ontario: Nelson Publishing.

*Please see the instructor's syllabus or check COTR's online text calculator <http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.*

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## **LEARNING OUTCOMES:**

Upon the successful completion of this course, students will be able to

- describe the contents of an Individualized Education Plan for a K-12 student, and how it connects to professional practice;
  - identify the various government funding categories and the implications in schools and classrooms;
  - support K-12 students, academically, socially, and emotionally, using a range of strategies;
  - demonstrate initiative when working with K-12 students and teachers in the classroom setting;
  - demonstrate persistence, positivity, accountability, and enthusiasm in the school environment;
  - differentiate the various roles and responsibilities of the teacher versus the EA;
  - observe and record students, as directed by the classroom teacher or student services teacher, to provide professional documentation;
  - work collaboratively as part of a Learning Services team within the school to support student learning;
  - establish rapport with staff and K-12 students;
  - integrate and demonstrate strong interpersonal communication skills across all settings in the school environment; and
  - self-reflect on their practice, and set goals for continued development of EA skills, knowledge, and attitude.
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## **COURSE TOPICS:**

- Students complete 120 hours of practicum in a school setting.

*See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.*

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## EVALUATION AND ASSESSMENT:

Assignments	% Of Total Grade
Journal	30%
Observing and Recording	10%
Personal Learning Plan	15%
Evaluation (Supervisor and Instructor)	30%
Discussion Forums	<u>15%</u>
Total	100%

Note: Students must pass each of the assignments listed above with a minimum of 60% in order to receive a passing grade of COM for the course.

*Please see the instructor's syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments and use of electronic aids.*

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## EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

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## COURSE GRADE:

Course grades are assigned as follows:

COM	Completed to defined standard
NCG	No Credit Granted

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## ACADEMIC POLICIES:

See [www.cotr.bc.ca/policies](http://www.cotr.bc.ca/policies) for general college policies related to course activities, including grade appeals, cheating and plagiarism.

Late Policy: Assignments received up to one week past their due date will receive a penalty of 10%. Assignments received after the first week late will not be marked and the student will receive a zero for that assignment. Weekly discussion forums and journals must be completed in the designated week and late postings will not be marked. Note that no assignments will be accepted after the last day of the semester.

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**COURSE CHANGES:**

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment and marketing needs. The instructor will endeavour to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.