



THE UNIVERSITY OF WINNIPEG

PROFESSIONAL, APPLIED AND
CONTINUING EDUCATION

COURSE OUTLINE

COURSE NUMBER:	DEA 15126 1801
COURSE NAME:	OBSERVATION SKILLS & RECORD KEEPING
INSTRUCTOR:	Leah Share
INSTRUCTOR CONTACT:	Phone or Text: (204) 990 – 4658 Email: l.share@uwinnipeg.ca
DATES AND TIME:	July 16 - 20, 2018 5 Classes – Monday - Friday 9:00-12:00 pm
FINAL EXAM:	Friday – July 20, 2018

MATERIALS:

The instructor provides important handouts in-class. Participants are responsible for having a classmate pick-up their handouts if they are absent on the date that these handouts are distributed as the instructor may not have these readily available afterwards.

NEXUS:

Course materials, resources and assignments will be posted on Nexus, the online course management system, supporting the delivery of this course. Please use your WebAdvisor username and password to log in to Nexus system to retrieve these materials and to access important class communication.

COURSE DESCRIPTION:

This course helps to build basic skills of Educational Assistants in a practical manner. Emphasis is placed on the Educational Assistant's role in observation, methods of observation and recording, and formats of record keeping. Time is also devoted to communication skills for the Educational Assistant.

COURSE OBJECTIVES

Upon completion of this course, participants will be able to:

- list the purposes of observation
- explain observation guidelines
- define types of record keeping formats
- compare and contrast methods of observation
- select observation methods for use in specific situations
- examine communication techniques

LEARNING OUTCOMES

- Development of basic EA skills in a practical and meaningful way
- Understanding of EA's role in observation, methods of observation and recording and record keeping formats

DISCLAIMER:

Please consider this course outline as a general guide. Time constraints and other unforeseen factors may require some adaptation of the course materials.

LECTURE SCHEDULE:

SCHEDULE DATES	LECTURE TOPICS
July 16, 2018	<ul style="list-style-type: none">– Observation & Record Keeping Methods Overview– Purpose of Observation & Record Keeping in the school setting– Antecedent, Behaviour, Consequence (ABC) Charting
July 17, 2018	<ul style="list-style-type: none">– FACTS & Positive Behaviour Support Plans– Documenting Student-Specific Outcomes– Behaviour Assessments
July 18, 2018	<ul style="list-style-type: none">– Effective & Positive Communication with Students Introduction <p><i>Quiz</i></p>
July 19, 2018	<ul style="list-style-type: none">– Effective and Positive Communication with Students Continued– Effective and Positive Communication with Teachers
July 20, 2018	<i>Final Exam</i>

VOLUNTARY WITHDRAWAL:

Students can voluntarily withdraw from a course up to the 75% point in a course without any academic penalty. Note that this does not include the hours for the invigilated exams. It is the student's responsibility to withdraw this course to ensure no academic penalty is incurred. Please consult the Registration Office or Program Area for a Request for Voluntary Withdrawal form.

METHOD OF EVALUATION:

VALUE	ITEM OF WORK	DETAILS	DUE DATE
5%	Discussion and Activity Input	During most classes students will be asked to contribute to discussions about best practices in student observation and provide examples/analysis from personal experience, resource books, teachers and consultants within the school system, or Educational Assistant support websites. Grade is based on daily verbal and physical in-class activities. See Participation Grading Rubric.	daily
10%	Observation Practice Exit Slips	During the first four classes, students will gain practice using a variety of observation strategies/methods that is to be completed and submitted in-class (ie. not for homework).	July 16, 17, 18, 19
25%	ABC Chart Analysis Paper	Working in groups of 2 or 3, create an ABC chart based on one of the scenarios provided in class. Your analysis should include all of the disruptive behaviours (B) identified along with the corresponding antecedent (A) and consequence (C), if any are described in the scenario. Based on the data you recorded from the observations provided, determine some testable reasons for the behaviours (ie. what are the unintentional "rewards" for the student?). This assignment should be one to two pages, double spaced using Times New Roman 12 pt font	July 17
15%	Quiz	Open Book; In the final hour of class July 18	July 18
25%	Student Scenario Analysis Paper	<ul style="list-style-type: none"> a) Create a fictitious student, providing background information on the student (first name, age, gender, grade, any additional relevant information including behaviours that have led to the need for in-class observations). b) Provide ABC Chart Data for a four day period (use a full form ABC Chart that includes columns for the <i>Date, Environment, Antecedent, Behaviour, Consequences, and Perceived Function/Further Comments</i>). c) Choose one target behaviour to learn more 	Saturday, July 21 email completed assignment or hand in hard copy in class July 20

VALUE	ITEM OF WORK	DETAILS	DUE DATE
		<p>about by providing observations/data.</p> <p>d) Determine what dimensions of the behavior you will measure/record (e.g. occurrence or nonoccurrence; frequency, duration, or latency). Use an appropriate observation system (observation/data recording sheet) and provide plausible observations/data for a one week period.</p> <p>This assignment should be five to seven pages, double spaced using Times New Roman 12 pt font</p>	
20%	Final Exam	Comprehensive Exam	July 20

All applicable assignments must be typed, as well as formatted and referenced according to APA 6th Edition specifications. See the policy on the UWINNIPEG Academic Writing Standards.

MINIMUM GRADE:

Students must receive a minimum grade of “C”, or better, in all courses within the program requirements to graduate.

PARTICIPATION:

Participation is an important component of a meaningful learning process. Contributions to class activities, group work, and class discussion will enhance your academic success and contribute to a more positive and productive learning environment. Participation is a reflection of actively engaging in class room work and attentiveness to the contributions of others and the instructor. Participation is also a reflection of being present in the classroom in a timely fashion and not distracting others.

PARTICIPATION GRADE RUBRIC:

GRADE	CHARACTERISTICS / DESCRIPTION
1	Displays most or many of the following: Does not participate in class discussion. Does not ask questions. Does not listen when others speak or interrupts discussion. Is distracted during class (i.e. uses social media, cell phone, computer, sidebar conversations etc.). Is almost never prepared. Misses all or nearly all classes, is late for all, or nearly all, start of the class, or is late returning from breaks.
3	Displays most or many of the following: Is present, but responds minimally when asked directly. Is adequately prepared for class, but does not analyze or provide interpretation. Rarely asks questions, and does not always listen when others speak; is sometimes distracted during class (i.e. uses social media, cell phone, computer, sidebar conversations, etc.). Is rarely absent, or late, for the start of the class or returning to class after break

5	<p>Displays all or nearly all of the following: Very well prepared – read materials and relates it to other materials (readings, course material, discussions, experiences, etc.). Evaluates and analyzes material, and offers new and insightful approaches. Significantly contributes to discussion – listens to classmates and provides further analysis to maintain discussion. Very active discussion. Attends every class, is never late for the start of class or returning from break. Is always, or nearly always, attentive to class discussions and the instructor, never uses cell phone, computer or engages in sidebar conversation.</p>
---	--

RESEARCH POLICY:

Students who plan to conduct research interviews, focus groups, surveys, or any other method of collecting data from any person, even a family member, must obtain the approval of the appropriate ethics committee before commencing data collection. Exceptions are research activities as a learning exercise to satisfy course requirements with no intent to publish as research.

POLICY FOR LATE ASSIGNMENTS:

- All assignments will be given a due date.
- Individuals who cannot meet the deadline and have a legitimate reason (i.e., illness supported by a medical certificate relative to the due date), must request an extension in writing from the instructor no later than the 24 hours before the deadline.
- Students who do not receive an extension from the instructor will receive a grade of zero on the assignment if the assignment is not submitted by the due date.
- It is the student's responsibility to retain an electronic copy of ALL assignments submitted for grading.

STUDENT HANDBOOK AND ACADEMIC REGULATION AND POLICY INFORMATION:

Refer to the [Student Handbook](#) for academic and general PACE policies. This information is also available on the UWinnipeg PACE website.

It is the students’ responsibility to read the policies outlined in the PACE Student Handbook for all University of Winnipeg Academic regulation and policy information.

ACADEMIC MISCONDUCT:

Please refer to the Academic Misconduct Policy in the most recent version of the University of Winnipeg General Calendar, under Student Discipline, Section 8a, or see:

- [Academic Misconduct Policy](#)
- [Procedures: Academic Misconduct Policy](#)

UWINNIPEG RESPECTFUL LEARNING POLICY:

All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at www.uwinnipeg.ca/respect.

ACADEMIC ACCOMMODATIONS:

Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential. <http://www.uwinnipeg.ca/accessibility>.

UWPACE GRADING SYSTEM:

Letter Graded	Percentage	GPA	
A+	96-100	4.50	<u>Pass/Fail</u>
A	91-95	4.00	P Pass
A-	83-90	3.75	F Fail
B+	75-82	3.50	<u>Non-Graded</u>
B	70-74	3.00	CP Certificate of Participation (75% Attendance)
C+	66-69	2.50	NC No Certificate of Participation
C	57-65	2.00	<u>Special Designations</u>
D	50-56	1.00	I Incomplete
F	<50	0.00	TC Transfer Credit
			S Standing

DISCLAIMER:

Please retain a copy of this course outline for reference purposes and/or future academic endeavor.

Note: PACE archives course outlines in PDF format for a period of five years and charges an administrative fee for archived course outline requests.