



COURSE OUTLINE

COURSE NUMBER:	DEA 15126 1903
COURSE NAME:	Observation Skills & Record Keeping
INSTRUCTOR:	Patricia Barr
INSTRUCTOR CONTACT:	pbarr@wsd1.org
DATES AND TIME:	October 24 – November 28, 2019 5 Thur, 6:00 p.m. – 9:00 p.m. No class Oct 31
EXAMINATION DATES:	Final Exam: (Instructor Supervised) November 28, 2019 7:30 p.m. – 9:00 p.m.

Authorized equipment for all exams will be pens, pencils, and eraser. Unauthorized equipment or material will include all electronic devices, including cell phones and written course material. Your instructors may authorize additional material or equipment for this course.

Photo ID will be required for all PACE exams.

REQUIRED READINGS: No textbook required

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. Not all part-time courses are posted on Nexus; if not, materials, if applicable, are available in class.

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.

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	REQUIRED READINGS
Oct 24, 2019	Course Interview Definition and Purpose of Observation Observational Guidelines In Class Activity # 1 Exit Slip # 1	Distributed by Instructor in class
Nov. 7, 2019	Focused Observation Observational Methods (part 1) In Class Activity # 2 Exit Slip # 2	Distributed by Instructor in class
Nov. 14, 2019	Observational Methods (part 2) In Class Activity # 3 Exit Slip # 3	Distributed by Instructor in class
Nov. 21, 2019	IEPs and SMART Outcomes In Class Activity # 4 Exit Slip # 4	Distributed by Instructor in class
Nov.28, 2019	Other Record Keeping Responsibilities for EAs Challenges Communication Skills Review Final Exam – 2 nd half of class Exit Slip # 5	Distributed by Instructor in class

Remember to complete your course evaluation immediately after this course is complete. We take your feedback very seriously and use it to continually improve our courses and programs.

- **Full time course evaluations are available on NEXUS**
- **Part time and online course evaluations will be emailed to you**

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 Academic Advisor for a **Request for Voluntary Withdrawal** form.

METHOD OF EVALUATION:

VALUE	ITEM OF WORK	DUE DATE
25% (5 x 5)	1 Exit Slip per class (6 marks each x 5 classes)	Due at the end of each class: Oct. 24, Nov. 7, 14, 21 and 28.
40% (4 x 10)	In class Assignments: Observations, recording, reflections and group work based on topic of the day <ul style="list-style-type: none">Oct. 24: Observational GuidelinesNov. 7: Observational Methods (part 1)Nov. 14: Observational Methods (part 2)Nov. 21: IEPs and SMART Outcomes Specific instruction and criteria provided before each assignment	Due at the end of class Oct. 24, Nov. 7, Nov. 14, Nov. 21.
35%	Final Exam	November 28 th (second half of class)

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.

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