



# EARLY CHILDHOOD EDUCATION DISTANCE DIPLOMA PROGRAM

## STUDENT HANDBOOK

Fall 2023

**LOYALIST  
COLLEGE**

Updated: Aug. 31, 2023

# EARLY CHILDHOOD EDUCATION DISTANCE DIPLOMA PROGRAM

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## INTRODUCTION

Welcome to the Early Childhood Education Distance Diploma Program (ECED).

**Please read your Student Handbook carefully each semester. This contains program information and any program changes. If you have outstanding questions after reviewing your Student Handbook, please do not hesitate to ask.**

**If you are currently a Loyalist College student, please provide your student number, relevant course code and CRN (4-digit number) when emailing or calling, this will ensure prompt service.**

Students must use a desk computer or laptop. Chromebooks are now compatible but not the best option.

<https://loyalistcatl.ca/wp-content/uploads/2020/10/Installing-and-Using-Respondus-LockDown-Browser-Chromebook.pdf>

Note: We use MS Word, Excel and PDF formats. You will need an adequate Internet connection. You cannot use a cell phone to complete this course.

We sincerely hope that your studies with Loyalist College will provide you with both professional and personal growth.

Visit [www.loyalistfocus.com](http://www.loyalistfocus.com) for course registration and course listings.

*Please note: Students have 7 years to complete the ECE Distance Diploma Program. In addition, external credit will not be granted for courses that were completed more than 7 years ago. [AOP 224 Procedure](#)*

## CONTACT INFORMATION

**CLLAE - ECE Distance** Phone: (613) 969-1913, Toll Free: 1-888-569-2547

### Loyalist College

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## WHERE DO I GET HELP?

**Registration or Withdrawals:** 1-866-344-9944 or 613-969-7900

**Accounting Inquiries:** [accounts@loyalistcollege.com](mailto:accounts@loyalistcollege.com) or 1-888-569-2547 ext. 2301

**Email your facilitators:** [Facilitator email](#) address is found in Canvas courses. Facilitators may take 48 business hours to respond to email. Example: If student emails 6pm on Friday, student may receive a response by Tuesday.

**Technical Assistance:** <https://loyalistcollege.topdesk.net/> or 1-888-569-2547 ext. 2420 Include the following when conversing by email with the service desk. Student Name: Course Code and CRN number: Course Name: Describe Issue:

The Service Desk has launched a new Service Management (ticketing) system that will replace Track-it.



### What are some of the features of TOPdesk??

- ❖ Self-service portal:
  - A service catalogue detailing the services available to you.
  - A knowledge base for you to find solutions to common questions and issues.
  - A repository of your requests so that you can easily find statuses and resolutions.
- ❖ Streamlining of processes resulting in improved resolution times.
- ❖ Ability for you to provide feedback on closed requests so that we are able to continually improve our services and support.

Here is a link to a [video overview](#).

### How do I access the TOPdesk self-service portal??



Log into myLoyalist portal, there is an app to click and open.

## Multi-factor authentication at Loyalist College

As part of Loyalist's ongoing commitment to Cyber Security and the protection of our students, staff and their data, the College is pleased to provide Multi-Factor Authentication (MFA) for all users.

You will be required to have MFA set up on your Loyalist account to access any College information systems. MFA requires you to provide more than one form of identification at the time of login to certain applications to verify your identity and protect against your account becoming compromised.

You will also be prompted to provide information to verify your identity in the event you forget your password and need to recover it.

Loyalist College Information Technology Services highly recommends the use of the 'Microsoft Authenticator' app for best experience. This guide describes the setup process for using the Microsoft Authenticator app.

For assistance please contact the Loyalist College Service Desk via the TOPDesk form at <http://mfahelp.loyalistcollege.info>

### Video Instructions

The following videos are available for assistance:

1. Setting up MFA: <http://HelpMeSetupMFA.loyalistcollege.info>
2. Using MFA: <http://HelpMeUseMFA.loyalistcollege.info>
3. Reset your password: <http://HelpMeResetMyPassword.loyalistcollege.info>

## Program Overview

Here's an overview of the ECE Distance program. ECE Student Handbook with details about program

[https://www.loyalistbanner.com/ceweb/doc/ECER\\_HANDBOOK.pdf](https://www.loyalistbanner.com/ceweb/doc/ECER_HANDBOOK.pdf)

**How to register** [www.loyalistfocus.com](http://www.loyalistfocus.com) or [cerreg@loyalistcollege.com](mailto:cerreg@loyalistcollege.com)

Funding must be approved before contacting Registration Dept. Also, choose your GNEED course instructions on page 8 of handbook and provide Registration Dept. they GNEED course code and GNEED course name if you are taking a GNEED course this term.

Note: **OSAP students** will need to register by e-mailing your registration request to [cerreg@loyalistcollege.com](mailto:cerreg@loyalistcollege.com) provide your full name, student number, phone number, and the courses you would like to register for. If you need to contact the OSAP Dept. [FinancialAidOffice@loyalistcollege.com](mailto:FinancialAidOffice@loyalistcollege.com) If you would like to know more information about OSAP or how to apply, please click here: OSAP: Ontario Student Assistance Program:

<https://www.loyalistcollege.com/future-students/paying-for-college/osap-and-financial-assistance/>

<https://www.loyalistcollege.com/future-students/paying-for-college/distance-education-and-osap/>

Note: **ECE Grants students** If you decide you want ECE Grants, <https://ecegrants.on.ca/> and follow their process

The Process for ECE Grants must be started in advance:

1. Email intent letter to your contact at ECE Grants for review.
2. ECE Grants may approve it and send funds directly to Loyalist
3. Loyalist will contact you once your ECE Grants letter is approved.
4. Once you are registered email me again asking for enrollment letter. Then send letter to ECE Grants.

Overview of ECE Distance general information:

- The pre-requisite for the ECE Distance program is your high school official transcript show grade 12 English. Refer to Admission Requirement on page 7 in student handbook. If you need to schedule your pre-test, email [act@loyalistcollege.com](mailto:act@loyalistcollege.com)
- To choose your GNEED courses and how to register and log in, refer to page 8 in handbook.
- Important dates [https://www.loyalistbanner.com/ceweb/doc/ECED\\_DATES.pdf](https://www.loyalistbanner.com/ceweb/doc/ECED_DATES.pdf)
- Most students complete the program within 2 years if they take full course load.
- ECED students have a maximum of 7 years to complete the program by part-time studies.
- Full-time course load is 4 or more courses per term. You can decide how many courses you want to take.
- The ECE Distance program costs approx. \$9000, which is approx. \$250 - \$600 per course (Prices are subject to change.) You are only required to pay for courses as you take them.
- Textbooks may be purchased separately from the bookstore. You can order by clicking on weblink; <https://www.bkstr.com/loyaliststore/shop/textbooks-and-course-materials>
- When you register for the program, you will **not have access to your courses until the start date of the term** in Canvas. All course information including lessons, due dates, expectations, invigilated exams, etc. will be available in your course after the start date.
- Print your "Course Schedule" for each course that you register for. Course schedule includes assignment due dates for assignments, tests, midterms, final exams. Final tests can be taken at home.
- Courses are asynchronous which means you do not need to be online at a certain time. The lessons are available 24/7.
- You will have due dates to submit assessments.
- Do not use cell phone to complete this course. You will need an adequate Internet connection.
- We encourage students to check their Loyalist email so students do not miss emails from facilitators.
- Accessibility – contact our Accessibility Centre if you require special accommodations and need to have an Individual Service Plan (ISP) set up for you.
- You are welcome to watch our ECE open house YouTube video; <https://www.youtube.com/watch?v=tY9a3HcsT7M&t=3s>
- This program can be completed online, with the exception of observations in many courses and Practicum placements in Ontario. You will need to complete practicums in approved childcare and school environments. Refer to practicum information in the student handbook weblink below on page 22-24. **\*\*\*Practicum requires approval from the Placement Coordinator and Facilitator before you begin your hours.\*\*\*** At this time, we cannot confirm if Practicum will be offered due to the inability of childcare and schools to accommodate students. May require additional vaccines as per request of the practicum site.

## PROGRAM DESCRIPTION

The ECE Distance Diploma Program consists of 20 theory courses, 3 practicum courses, 2 seminar courses, and 3 GNED courses. All courses are completed through distance education. Practicum 1 and 2 must be completed at an Ontario Licensed childcare setting in your community and Practicum 3 must be completed in a JK/SK Ontario elementary school classroom. More detailed information concerning practicum courses is provided at the end of the handbook under PRACTICUM INFORMATION.

**In the ECE Distance Diploma Program, students will be expected to access Ontario licensed childcare facilities for observations and practicum courses.**

Success in the distance education delivery model depends upon your ability to plan and manage your time efficiently. While distance education offers convenience and flexibility, you should expect to dedicate at least 5 hours per week on each course you are registered in.

## ADMISSION REQUIREMENTS

In order to take courses in the ECE Distance Diploma Program, students must meet the following admission requirements. An **official** OSSD/OSSGD transcript or equivalent with courses at the general, advanced, (C), (U), (M), or (O) level, and Grade 12 English (C) level or equivalent, or mature applicant (19 years of age or older) with successful pre-entry testing. Internationally educated students will need to provide proof of equivalency or will be required to write the pre-entry testing.

- Students must submit proof of the above admission requirements within the first semester of enrollment. The official transcript can be mailed to Loyalist College 376 Wallbridge-Loyalist Rd., Belleville, ON K8N 5B9 Attention: ECE Distance. Or the high school can e-mail transcript to [ceece@loyalistcollege.com](mailto:ceece@loyalistcollege.com)
- Students will not be allowed to register for their second semester until proof of the above admission requirement is met.

Please contact [act@loyalistcollege.com](mailto:act@loyalistcollege.com) for information about pre-entry testing.

- [Accuplacerpractice.com](http://Accuplacerpractice.com)
- [Accuplacer Sample Questions for Students](#)

**Students are responsible for meeting prerequisites and co-requisites.**

<b>Block 1</b> starting after Winter 2021	Students are responsible for meeting prerequisites and co-requisites.  <b>Take courses and practicums in order as listed</b>
<b>Course Code</b>	<b>Course Name</b>
COMM1048	College Writing Skills
CADW1007	Intro. to Child Development
ECEP1006	Introduction to ECE
CADW1005	Creative Play
ECEP1010	Observing Early Development
	GNED Elective
<b>Block 2</b>	
<b>Course Code</b>	<b>Course Name</b>
CADW1006	Infant Toddler Development
ECEP1008	Infant Toddler Learning Env.
ECEP1012	Responsive Relationships 1
ECEP1013	Health, Safety and Nutrition
PROF1010	Practicum Seminar 1
WKPL1032	Practicum 1 - Infant Toddler
	GNED Elective
<b>Block 3</b>	
<b>Course Code</b>	<b>Course Name</b>
ECEP2008	Child, Family & Community
CADW2001	Preschool Development
ECEP2002	Preschool Learning Environment
ECEP2009	Responsive Relationships 2
PROF2017	Practicum Seminar 2
WKPL2049	Practicum 2 - Preschool
	GNED Elective
<b>Block 4</b>	
<b>Course Code</b>	<b>Course Name</b>
CADW2002	Children with Exceptionalities
CADW2003	School-Age Development
ECEP2005	School-Age Learning Environment
ECEP2010	Policy, Advocacy and Professionalism
ECEP2007	Evidence-Based Practices
WKPL2050	Practicum 3 - School Age Elementary School Setting (Offered Sept, Jan and March starts as schools closed for summer break).
COMM1037	Interpersonal Communications If you started prior to Winter 2021 COMM 1037 Interpersonal Communication will also be needed.

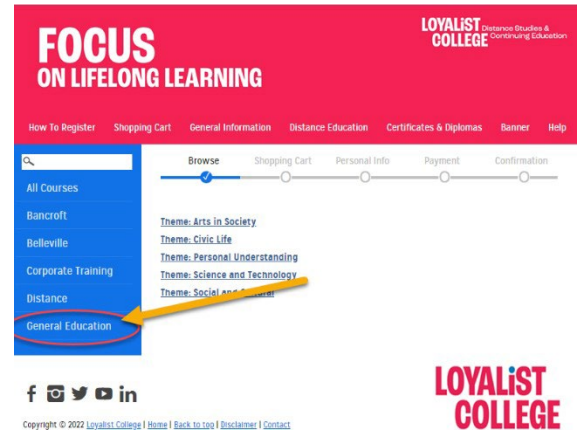
**There may be additional costs for invigilated exams if you choose to complete exams at approved testing centre site. Loyalist does not cover this cost. Read the Exam Announcements in your Canvas course. Final exams at home with Respondus Monitor webcam.**

## General Elective Courses

General Elective courses (GE) are to enhance a student's sense of self and broaden their knowledge base. Each student is required to complete three General Elective courses to fulfill graduation requirements. These courses are offered through Loyalist College's General Education Office. Students may register at [www.loyalistfocus.com](http://www.loyalistfocus.com). General Education courses are chosen from the 5 categories below. For more information on how to log into your GNED course refer to [https://www.loyalistbanner.com/PROD/cewkcrrs.P\\_DistanceEducation#LOGIN](https://www.loyalistbanner.com/PROD/cewkcrrs.P_DistanceEducation#LOGIN)

General Elective courses need to fall into categories listed below;

- Personal Understanding
- Arts in Society
- Civic Life
- Social & Cultural Understanding
- Science & Technology



For any information regarding the General Education Courses please contact

Ontario Learn Technical support – call 1-888-569-2547 ext: 2185 [Distance@loyalistcollege.com](mailto:Distance@loyalistcollege.com)

Questions about GNED exams e-mail Karen McKeown, [KMckeown@loyalistcollege.com](mailto:KMckeown@loyalistcollege.com)

## WHAT YOU NEED TO BE SUCCESSFUL

Technology:

- The use of a reliable PC or Mac laptop or desktop (do not use cell phone for uploading assignments, etc.)
- A connection with a reliable high speed internet service
- Access to a multi-page scanner
- Download of Chrome as your primary web browser
- Download of Lockdown Browser for tests/exams in Respondus
- Safari (Mac) internet browsers

Computer Skills:

- Basic use and knowledge of using Word, PDF, saving, creating, and uploading documents
- Converting word documents to PDF
- Ability to scan and submit documents
- Sending/receiving emails and submitting assignments through Canvas
- Upload multiple pictures and merge them into one document

Other:

- Time management (approximately five hours per course per week)
- \$25.00 per semester for supplies, postage, paper, laminating, and markers

## PROGRAM STANDARDS

The below link is the approved program standard for four-semester Early Childhood Education Programs approved by the Ministry of Training, Colleges and Universities. These outlines Vocational, Generic Skills and General Education Standards for the ECE programs in Ontario.

<http://www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/humserv/51211-early-childhood-education.pdf>



## COURSE INFORMATION

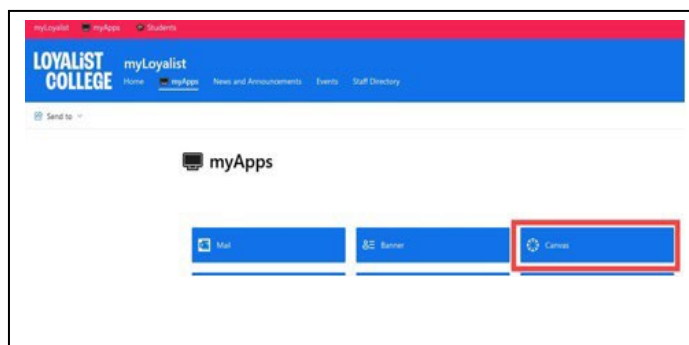
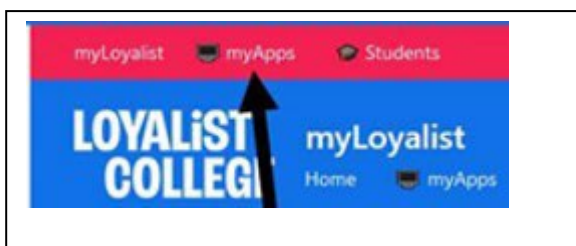
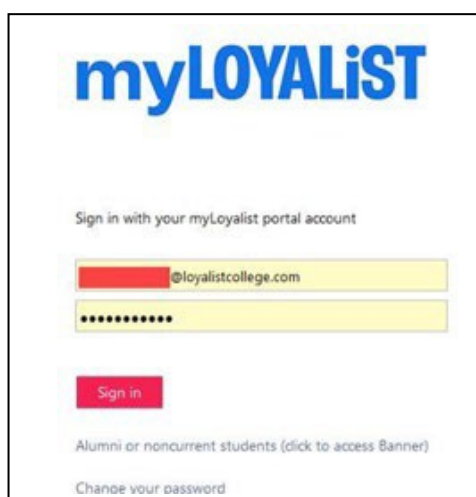
Course outlines, lessons, and assignments will be available in Canvas on the **course start date**. Course facilitators will be monitoring Canvas discussion board where students can post pertinent course questions. Students are required to submit all assignments through Canvas. Students should expect to spend 5 hours working on each course registered for per week. Students may see an increase in the amount of time spent working on their course when assignments are due. It is the responsibility of the student to check Canvas and Loyalist email frequently for updates and new information posted. Loyalist e-mail. [FirstnameLastname@loyalistcollege.com](mailto:FirstnameLastname@loyalistcollege.com)

## HOW TO LOGIN MYLOYALIST (CANVAS, EMAIL, BANNER)

Students will have access to myLoyalist.com to access e-mail, Banner and Canvas within 48 hours after registering for a course.

To access Loyalist College e-mail, Canvas, Banner etc., please review the following instructions:

1. In your web browser, go to [www.myloyalist.com](http://www.myloyalist.com)
2. Your username is your: firstnamelastname (no spaces) @loyalistcollege.com
3. Your password is your date of birth in the format of YYMMDD
4. Click on the appropriate icon for either Mail, Banner or Canvas under myApps



If you have trouble or issues logging into your course(s), contact **TOPdesk** <https://loyalistcollege.topdesk.net/> or call 1-888-569-2547 ext. 2420. Please expect at least a 48 (2 business days) turnaround time. If you are experiencing an emergency Canvas issue on off hours, please contact the College Security at 1-613-969-1913.

Students are only able to login to see courses in Canvas if they are currently registered in a course and the course has begun according to the course start date.

**\*Please note Canvas currently runs smoothly using the internet browser Chrome.**

Canvas currently runs smoothly using the internet browser **Chrome** <https://www.google.ca/chrome/browser/desktop/>

Once you are logged on, you will see a list of courses you are registered in. Please read the student handbook before you start your courses each semester. You will also find a welcome message, the course outline, assignment information, facilitator information, important dates and possibly other specialized information pertaining to the course. Courses will not be available until the course start date.

Available in Canvas is text-to-speech accessibility technology called ReadSpeaker. For information on how to use, click [here](#)

## Technologies Not Supported

The following technologies are not supported in SP 11:

- \* Internet Explorer 6, 7
- \* Mac OSX 10.3, 10.4, 10.5
- \* Safari 2.0, 3.x and any version on Windows
- \* Java 5, although it may continue to work
- \* Windows XP 64-bit

Do not use cell phone to complete this course. You will need a computer/laptop. We use MS Word, Excel and PDF formats. You will need an adequate Internet connection.

## Community Hub

Here students will have access to a community hub which will host information such as student handbooks, important dates, placement forms, contact information, exam information etc. New students will be required to self-enroll to access for the first time. Once this has been completed, as long as you are a registered student, you will have access to this course.

## EXAMS/TESTS

**Read the exam announcement posted in Canvas courses each term. There may be additional costs for invigilated exams if you choose to complete exams at approved testing centre site. Loyalist does not cover this cost.**

Students must use a desk computer or laptop. Note: Chrome Notebooks and Apple products are **not** compatible with our Canvas system/Lockdown Respondus Browser/Monitor with webcam. We use MS Word, Excel and PDF formats. You will need an adequate high speed Internet connection. You cannot use cell phone to complete this program.

Midterm Tests are completed on your own computer and require the use of Respondus Lockdown Browser. Final Invigilated Exams are completed on your own computer and require the use of Respondus Lockdown Browser with Monitor webcam.

**Tests and exams are due at 4:00 p.m. on the due date (no exceptions, unless approval and documentation are provided). Refer to your course schedule.**

## Viewing Exam Results

1. Students are only able to access feedback and results from their exam that was written in Respondus LockDown Browser/Monitor through Respondus.
2. Students will login to Respondus/Monitor and Canvas in the same way as when they wrote their test. Students should **navigate** to their course, **Click My Grades**, click on the test and they will be able to see their results.

## Respondus LockDown Browser/Monitor Webcam exams

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Respondus LockDown Browser is required to be downloaded on your computer to access the tests, midterms and final Monitor webcam exams. Click on the following weblink and download Respondus Lockdown.

<https://www.loyalistbanner.com/ceweb/doc/LockDownBrowser.pdf> Respondus Lockdown continually updates their software, as a result, students may need to update their version before starting test.

## How much bandwidth is required for Respondus Monitor to run?

There isn't a specific kb/s requirement for using a webcam with Respondus Monitor because the recording quality automatically adjusts when a slower connection is detected.

Generally speaking, if the user has a broadband connection that doesn't result in significant delays when accessing the learning system, the bandwidth will be fine for Respondus Monitor. If using a shared Internet connection, students should ensure that others on the same connection don't use bandwidth-hungry services during the exam (such as online movies, games, file sharing, etc.).

Below are some tips to help ensure the best results:

- \* If possible, plug an Ethernet cable into the computer to ensure the best possible network connection/speed. Otherwise, be as close to the Wi-Fi router as possible.
- \* Shut down all other applications other than LockDown Browser. This will help reduce the bandwidth being used by other applications running in the background.
- \* Avoid repeated saving of questions. A request is sent to the LMS every time a question is saved. If there are lots of these in a short time and the student doesn't have a lot of bandwidth, it's possible that all those requests will consume all the available bandwidth. This could result in a video interruption.
- \* A minimum 4gb of available RAM is necessary when using LockDown Browser to take an exam that also uses a webcam.

### If the Internet connection is lost during an exam, how does that affect the video?

If the Internet (or wi-fi) connection is lost for an extended period of time, the student won't be able to continue with the exam, just as if they were only using LockDown Browser. They would need to first restore their internet connection, restart LockDown Browser and attempt the exam again.

However, if disconnections to the Internet are brief, Respondus Monitor will attempt to re-establish the connection every 5 seconds. If the Internet connection is re-established, the video for that portion of time will be missing in the video review. The instructor will see an automated note in the "Comments" section indicating that a break occurred in the video (a thumbnail will indicate where the break occurred). Students will likely be unaware of a brief interruption because the webcam will automatically re-establish the connection once the Internet connection is restored.

### What are the system requirements for Respondus Monitor?

#### System Requirements (Students)

**Windows:** 11, and 10\*

\* Includes x86 32 and 64bit processors and ARM 64bit processors using x86 emulation.

\* Windows 10/11 "S mode" is not a compatible operating system, nor can LockDown Browser be obtained via the Windows App Store. At present, support for Windows 10/11 "S Mode" isn't on the roadmap for LockDown Browser.

**Mac:** macOS 10.13 to 13.0+.

**ChromeOS:** LockDown Browser for Chromebook minimally requires the version of ChromeOS that Google makes available via their Long Term Support (LTS) channel. For more information, visit: <https://chromereleases.googleblog.com/search/label/LTS>

Respondus recommends keeping your Chromebook updated to the most recent version that is available via Google's ChromeOS "Stable" channel: <https://chromereleases.googleblog.com/search/label/stable>

**iOS:** 11.0+ (iPad only). Must have a compatible LMS integration.

The LockDown Browser iPad app is not compatible with Sakai LMS servers. All Sakai users will need to use a computer with a compatible operating system.

A minimum 4gb of available RAM is necessary when using LockDown Browser to take an exam that also uses a webcam.

**LockDown Browser and Respondus Monitor may continue to run in older operating systems that have reached "end-of-life" but students may encounter unexpected results.**

## ASSESSMENTS/ASSIGNMENTS

All assignments, unless otherwise stated in your assignment details, must be submitted through **Canvas**. All assignments must be computer generated using Microsoft Word (.doc or .docx format), double spaced and paginated with font size 12pt and 1 inch margins. All assignments must have a title page with your full name, course facilitator's name, course name, title of the assignment and the date. **Use one PDF document, if using pictures embed into assignment. Do not scan/send individual files.** Any pictures that include children need permission forms attached. Better to not include faces at all. **Please back up your documents using an external hard drive, USB, iCloud, or Google doc/drive. Extensions will not be granted for computer issues.**

Save your assignment as your name, course code and assignment title.

Example: MSmith\_CADW1000\_Assignment 1

All assignments have marks allocated for **professional presentation**. This includes spelling, grammar and punctuation, clear, concise expression of ideas and proper use of A.P.A 7<sup>th</sup> Edition style references.

**Late assignments** will receive a 10% deduction from the grade for the first week, no request, excuse or documentation required. If an assignment is more than one week late it may not be accepted and will be given a grade of "0". Requests for an extension due to extenuating circumstances will be considered by the coordinator when accompanied by documentation such as a doctor's note.

**Discussion Board** assignments do not have this 1-week extension. They are time sensitive communication with your classmates.

**Tests/Exams** do not have this 1-week extension.

### Assignment Guidelines

Assignments are designed to assess whether you have accomplished the course outcomes. Assignments take a variety of forms that will require you to demonstrate your ability to:

- Communicate clearly, concisely and correctly.
- Locate, analyze and present relevant information, from a variety of sources, in your own words.
- Implement theory into practice
- Understand, integrate and reflect on content.

**All assessments are to be submitted on or before the due date and time as posted in the course schedule (no exceptions, unless documentation is provided).**

If an assignment requires you to:	Do:	Do Not:
<b>Compare and or contrast</b> (philosophies/environment/programs, etc.)	<ul style="list-style-type: none"> <li>• Identify things that are similar and things that are different</li> </ul>	<ul style="list-style-type: none"> <li>• Describe each independently without referring to similarities and differences</li> </ul>
<b>Discuss</b> (an issue)	<ul style="list-style-type: none"> <li>• Conduct research and write a paper that presents your own thoughts, the pros and cons of the issue, and/or evidence to support your belief about the issue</li> <li>• Reference all source documents</li> </ul>	<ul style="list-style-type: none"> <li>• Print material from the Internet and submit it as your assignment</li> </ul>
<b>Create</b> (checklist, portfolio, parent handbook, newsletter, memo, budget, resource file, experience file, etc.)	<ul style="list-style-type: none"> <li>• Gather and analyze samples from a variety of sources</li> <li>• Develop your own version</li> </ul>	<ul style="list-style-type: none"> <li>• Submit material that already exists (for example, the parent handbook from your workplace)</li> </ul>
<b>Answer review questions</b>	<ul style="list-style-type: none"> <li>• Answer the questions in your own words</li> </ul>	<ul style="list-style-type: none"> <li>• Copy the answer from the textbook</li> </ul>

<b>Summarize</b> (an article)	<ul style="list-style-type: none"> <li>Identify the purpose of the article and all of the key ideas, in your own words</li> </ul>	<ul style="list-style-type: none"> <li>Copy the sections you feel are the most important points</li> </ul>
<b>Write a research paper</b>	<ul style="list-style-type: none"> <li>Develop a thesis statement</li> <li>Research the topic and write a fact-based paper that proves the thesis statement</li> <li>Reference all source documents</li> </ul>	<ul style="list-style-type: none"> <li>Copy existing material</li> <li>Express your personal opinions or feelings about the topic</li> </ul>
<b>Write an essay</b>	<ul style="list-style-type: none"> <li>Write a paper that presents your understanding of the essay topic</li> <li>Reference all sources</li> </ul>	<ul style="list-style-type: none"> <li>Copy existing material on the topic</li> </ul>
<b>Plan/Implement/Evaluate Activities</b>	<ul style="list-style-type: none"> <li>Use the theories presented in the course to plan/implement/evaluate new activities</li> </ul>	<ul style="list-style-type: none"> <li>Submit activities planned and presented prior to taking the course</li> </ul>
<b>Provide examples</b>	<ul style="list-style-type: none"> <li>Provide relevant examples you have witnessed</li> </ul>	<ul style="list-style-type: none"> <li>Repeat examples provided</li> </ul>
<b>Observe</b> (a child, an environment, etc.)	<ul style="list-style-type: none"> <li>Record the facts only</li> <li>Record verbal interactions verbatim</li> </ul>	<ul style="list-style-type: none"> <li>Interpret and/or analyze what you observed</li> </ul>
<b>Assess</b> (a child, an environment, etc.)	<ul style="list-style-type: none"> <li>Use the assessment tool provided with the course</li> <li>documentation</li> </ul>	<ul style="list-style-type: none"> <li>Interpret or express your opinion about the</li> <li>results of the</li> </ul>
<b>Define</b> (a word or term used in a text or reading)	<ul style="list-style-type: none"> <li>Provide the definition as it is written in the text or reading</li> </ul>	<ul style="list-style-type: none"> <li>Summarize or interpret the definition</li> </ul>

## TEXTBOOKS

Textbooks are not included in course fees. You are responsible for arranging to have the required textbooks for each course. To determine the textbooks required in each course, visit <http://www.bkstr.com/loyaliststore/shop/textbooks-and-course-materials> or review your course outline on the course start date.

Textbooks may be purchased through the Loyalist Bookstore and shipped to you. You can order textbooks online at <http://www.bkstr.com/loyaliststore/shop/textbooks-and-course-materials>.

Textbooks are subject to change with new editions. Students that choose to use outdated editions need to find the corresponding page numbers and material that has been changed. It is important to purchase your textbooks at the beginning of each semester to ensure a successful start to your course.

## GRADING SYSTEM

In most cases, students will receive a percentage grade. Grades are submitted to the Registrar's Office by facilitators and are used in the calculation of program weighted averages. When failed courses appear on the transcript, the numerical grade achieved is calculated in the program weighted average. Other grading symbols (Pass, Fail, Exemption, TC, etc.) are not calculated in the weighted average.

In order to receive "A" level marks, assignments must show direct application of the material covered in the required readings and lessons. A minimum grade of **50%** is required to pass all individual theory courses. Students must achieve an overall average of 60% in the overall program and pass all practicums to obtain the ECE Distance Diploma.

All practicum courses are graded Pass/Fail. Grades for practicum courses will not be assigned until your course facilitator receive all the completed forms for practicum.

## TRANSCRIPTS, RECEIPTS, T2202A, AND RECORDS

It is your responsibility to:

- Verify your transcripts and request updates if any grades or course information is incorrect
- Monitor your progress
- Ensure that you are meeting program requirements
- Notify the Registrar's Office of any changes in name, mailing address, telephone number, email address

To view your receipt, grade, or print an unofficial transcript please go to:

- Go to [www.myloyalist.com](http://www.myloyalist.com)
- Your username is your: [firstname.lastname@loyalistcollege.com](mailto:firstname.lastname@loyalistcollege.com)
- Your password is your birth date (YYMMDD)
- Click on the Banner icon
- Click "Enter Secure Area"
- Your user ID is your student number
- Your PIN number is your birthday in the format of YYMMDD or the PIN you created previously
- The first time you log into Banner it will state your PIN expired - you will need to create a new PIN
- Select Student Services

Questions about tax receipts? Access your student files on-line, e-mail us at [T2202A@loyalistcollege.com](mailto:T2202A@loyalistcollege.com) or phone (613) 969-1913 ext. 2230 Please leave a message and someone will respond back within 24 hours.

**Students looking for their T2202A** Instructions to access your T2202A tax form in Banner:

URL = [www.loyalistcollege.com](http://www.loyalistcollege.com) and then click on "myLoyalist" in the top right hand corner.

Note the following: **ensure that your pop-up blocker is turned OFF** in your browser in order to ALLOW for pop-ups. If the page is still not displaying, try another Internet browser.

Please note: If you're a current student, please enter Banner through your MyLoyalist Portal, credentials are as follows:

**Username:** firstnamelast name (no spaces, lower case)

**Password:** YYMMDD (last two digits of your birth year, two of your month and two of your day)

If you're not currently enrolled, click on the link provided beneath the login fields to enter your banner credentials.

**User ID:** (Student ID number)

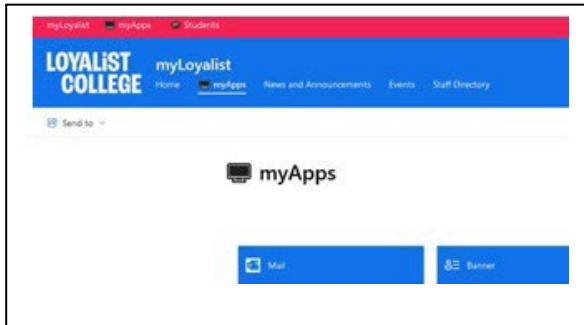
**Pin:** YYMMDD (last two digits of your birth year, two of your month and two of your day)

Follow these steps:

1. 'Student Services'
2. 'Accounts Receivable'
3. 'Canadian Tax Forms'
4. 'T2202A Tax Credit Form'.
5. Select the year; click 'Printable T2202A Form' then 'Submit'.
6. Read the conditions and click 'Continue'.
7. Right click and select Print

## To view applied transfer credits, you must print off an unofficial transcript.

Transcripts can be ordered on-line or you may contact our Admissions Dept. ph: 1-888-569-2547 ext. 2144



Steps on how to find out your overall mark;

Log into [www.MyLoyalist.com](http://www.MyLoyalist.com)

Enter your username and password

On the dashboard choose Banner and review your transcript

**How past students can log into Banner:** IF you currently are NOT in a study period.

1 – Visit [www.loyalistcollege.com](http://www.loyalistcollege.com) If you're not currently enrolled, click on the link provided beneath the login fields to enter your banner credentials.

Your Banner credentials are: User ID - \_\_\_\_\_ (this is your student number) PIN - your birthday in the format 'YMMDD'

2- Enter your User ID and PIN. You will be required to change your PIN when your login for the first time. Ensure you browser allows for pop-ups.

## ACADEMIC APPEAL PROCESS

A student can discuss a grade with their facilitator at any time during the semester with the intent of clarifying the reasons for the grade. A student can also appeal a grade at any time during the semester (there are due dates depending when the assessment was completed), as per the academic appeal process linked below. This policy/procedure works in collaboration with Academic Operating Policy AOP 224: Evaluation of Student Performance. For steps to appeal see Academic Operational Policies [AOP 231](#)

## WITHDRAWING FROM COURSES

To withdraw from a course, call 1-866-344-9944 or 613-969-7900. Please be sure to review the Important Dates for each semester. Important dates can be accessed in your course or the [Focus website](#).

## STUDENT RIGHTS AND RESPONSIBILITIES

All Loyalist students must comply with the manual regarding the Student Rights and Responsibilities located online at: [Click here](#)

The Student Rights and Responsibilities include the following information regarding Compulsory Academic Withdrawal.

## COMPULSORY ACADEMIC WITHDRAWAL POLICY

Students who not successfully complete **50%** of the courses in which they enroll in each of two consecutive semesters in the same program or different programs will not be allowed to re-enroll for a third attempt in any Loyalist College program in a subsequent semester unless special permission is granted by the School Dean. If the Dean is unable to grant re-enrolment in the course or program to the student, the student will not be eligible to re-enroll in any program at Loyalist College for a minimum of one calendar year.



## ACADEMIC INTEGRITY

All Loyalist students must comply with the Academic Operational Policies, specifically the Academic Integrity [Policy](#). The Academic Integrity Process [Flowchart](#) identifies the process and consequences.

Loyalist College believes that the development of self-discipline and acceptable standards of academic integrity are fundamental to the learning process. The establishment and maintenance of professional behaviour is the responsibility of all members of the Loyalist College community.

Sanctions for non-compliance range from a written warning to expulsion from the College. All students are expected to conform to the following behaviours:

- Represent themselves honestly in all communications, applications, assignments, examinations, and other correspondence.
- This includes the inappropriate use or possession of unauthorized aids or assistance in connection with any form of academic work. It is expected that all work submitted must be one's own or clearly cited.
- Foster a positive learning environment for all individuals and respect the views of others during class discussions.
- Use computer resources, including the internet, in accordance with Loyalist College policy and not store or transmit offensive material through computing resources.
- Respect and adhere to all policies of Loyalist College relating to student conduct.

Loyalist College will penalize acts that demonstrate disregard for the standards of academic integrity. At minimum, a student will be graded zero on any material thought to be dishonest, but the College may reserve the right to impose a full range of sanctions including suspension or expulsion.

Plagiarism involves submitting work that is substantially copied from the work of another person and representing that work as your own. This includes: the work of other students, books, magazines, information found on the internet, periodicals, newspapers, etc.

A number of courses have assignments that require you to answer textbook review questions. Copying the answer from the textbook word-for-word is plagiarism. Review questions must always be answered in your own words. The only exception is if the question asks you to define a word or term; definitions can be copied word-for-word.

In order to avoid plagiarism, you must document all your sources both within the text of the written document and in the reference section at the end of the document.

## Plagiarism

### What is Plagiarism?

- Presenting someone else's work in whole or in part as one's own
- Students are often asked to research other people's ideas and theories in order to complete essays, presentations, reports, papers, etc.; plagiarism is when we use other people's ideas without giving them proper credit in our work

### What is Self-Plagiarism?

- Presenting your work in whole or in part for a second time without proper credit
- Students may re-take a course but cannot re-submit a previously graded assignment, or use for another course assignment

### Consequences:

- Suspension or expulsion, a zero on an assignment, an F in a course, a permanent note on your student record that may transfer to other Educational Institutions

### How to Avoid Plagiarism:

- **Give credit** whenever you use another person's idea, opinion or theory
- When using facts, graphs, statistics, drawings or any information that is not common knowledge, **reference** where you found the information and who wrote it
- When deciding what information is **common knowledge**, assume your audience knows nothing about your topic
- When repeating anything word for word, **use quotations**
- **Use citations** when paraphrasing another person's words



### Is it Plagiarism if?

1. Copy and paste a paragraph of text from a web site without enclosing it in quotation marks and referencing the source? **-YES**
2. Use the ideas of another author without providing a reference, even if you write them in your own words? **-YES**
3. Claim work produced by another student as your own? **-YES**
4. Copy a diagram or data table from a web site, providing a reference for the source underneath? **NO**
5. Submit all or part of one essay for two separate assignments? **YES**
6. Copy words from a book into your own work, but place quotation marks around them and provide a citation? **NO**
7. Include a fact or saying in your assignment which is generally known without providing a reference? **NO**
8. Incorporate text from another source, changing one or two words and not providing a citation? **YES**
9. Submit the same assignment (your own work) from a failed course? **Yes**

## Academic Integrity Module

This module consists of learning, case scenarios and quizzes. It will take you approximately 25 minutes to complete. Once you click the attestation statement "I Agree" at the end of the module, you will be marked complete. You may print your certificate of participation.

If you require support while completing this module, contact: [studentsuccess@loyalistcollege.com](mailto:studentsuccess@loyalistcollege.com)

The ECED Hub in Canvas has a menu link to the Module. It is not mandatory, but highly recommended that you complete this Module.

## EMAIL ETIQUETTE

Etiquette is defined as the rules governing socially acceptable behavior. Socially acceptable behavior varies greatly depending on who you are with, your relationship to that person, and the environment that you are in. If you are writing to coworkers that you communicate with frequently and have developed working relationships with them, you can be as flexible as the environment allows. However, if you are corresponding with an instructor, you will need to be more careful with your behavior. Despite the fact that this article is largely concerned with email, most of this advice will also apply to other forms of electronic communications such as chat, message boards, and web pages.

### Why do I need to worry about email etiquette?

Most people in business and education are using email as a form of communication. Just as you follow certain normative expectations when communicating with different types of people in person, you should also do the same when writing. Not following these types of social standards can often lead to miscommunication, resulting in the recipient holding a negative opinion or simply ignoring your email altogether.

Generally speaking, well written messages will be more effective in conveying your ideas and building strong relationships with peers, teachers, and employers. In other words, how you act in a social environment plays an important role in how people form their opinions about you. In some cases, email may be the only form of communication that you have with an individual. Therefore, using good etiquette in your messages is paramount.

### Format

Address the email recipient properly. For example, be sure to use the proper salutation, social title and greeting (i.e., Mr. Ms. Miss, Dr. Professor, etc.). Also, check to see if your recipient has a strong preference on how they should be addressed. Normally, they will let you know if they would like you to alter how you are addressing them.

### Rules on Using First Names:

- Only use a recipient's first name if you have a personal relationship with that person.
- If they have sent you a message signing it with only their first name.
- Don't shorten a name or assume a common nickname for someone. (i.e., not all people named Robert will want to be called Bob.)

**Message Length:** Make sure that your message length is appropriate for the subject. Don't ramble! If a message is too long and does not get to the point quickly, the recipient may quit reading and disregard the message. If a message is too short, you may be perceived as being snippy or uncommunicative. Use lists when possible. This will make the information easier for the recipient to read. **One subject per message:** Keep to a single subject when composing a message. Also, be sure that your subject line accurately describes the nature of the email.

## General

**Tone:** Pleasantries go a long way! Greetings and salutations such as, "Hello", "Have a good weekend", "Hope you are feeling better!" work very well in developing and maintaining a professional rapport. Also, don't forget to write "Please" and "Thank You".

**ALL CAPITAL LETTERS:** Writing in all capital letters is perceived as yelling in written communication. Capital letters are also much harder to read; we rely on ascenders and descenders in letters such as b, d, g, h, q, y to help us recognize characters by their shapes. In other words, avoid composing messages in all capital letters at all cost.

**Over punctuating:** Avoid overusing punctuation in messages. Depending on your audience, the following may be perceived as unprofessional: !!!!!!! ?????????? Emoticons ☺ " :) ;)

**Abbreviations:** Don't use abbreviations when communicating professionally. For example, don't use the following:

- "U" instead of you
- "2" instead of "too" or "to"
- "thanx" instead of "Thanks"; etc.

The above examples may be acceptable in messages addressed to close friends but are normally considered too casual when communicating professionally.

**Egregious: Proof Read!** Always proof read messages before clicking send. Also, be sure and double-check your spelling and grammar manually. Spell check will not catch the times when you incorrectly use "to" and should have used "too" or "there" when you should have used "their". Lastly, check names for misspelling.

## INTERNET, USE FOR RESEARCH PURPOSES

The Internet can be a valuable source of information to students. However, it is your responsibility to evaluate the credibility of information found on the Internet before using it for the purposes of completing an assignment.

All five of the following components must be considered:

**Source:** Note the extension on the website address. A site that ends in .gov or .gc comes from the government; .edu is from an education institution; .org is from an organization; .com may be a commercial site, which may be informative but may also be trying to sell something.

**Author:** Articles on a credible website have author(s) who are either people or organizations. Authors have credentials and expertise in the subject matter. An e-mail address at the bottom of the page does not signify authorship.

**Current:** The information must be current. Has the site been updated recently? The date the website was last revised should appear at the bottom of the website page.

**Accuracy:** Is the information correct and without errors? Is there a reference section? A reference section will include all original sources of the information used by the author. Does the article contain facts, interviews or statistics that can be verified elsewhere? Is the information biased with a political, personal or economic agenda? Is the information simply a personal opinion or an attempt to sell something?

**Purpose:** Is the purpose of the article to educate, inform, influence or sell a product?

If you are satisfied that the information is credible, it is appropriate to reference it to support the content of your assignment. It is not acceptable to simply print material from a website and submit it as your assignment. For example; for an assignment that asks you to discuss a current issue in child care, it would be appropriate to talk about, in your own words, material you find on the website for the Association of Early Childhood Educators, Ontario. It would not be appropriate to simply print the Association's Position Paper on Universality and present it as your discussion of the issue.

## TRANSFER CREDITS/EXEMPTIONS

Exemptions are courses that have been taken at Loyalist College in a different program. For example, a communications course taken in business could be considered equivalent to a communications course in the ECE Distance Diploma program which would provide the student an opportunity to be exempt from that particular communications course.

Exemptions for courses are not guaranteed. There is no cost for exemptions.

Transfer of credit is when a student is transferring credit from another approved post-secondary institution to Loyalist. Students may not be exempt/transfer more than 75% of the program requirements and must meet the 25% residing requirements to graduate from Loyalist College.

To apply for transfer credits/exemptions, your post –secondary education must be from an approved institution and have been completed within the last 7 years to be considered for assessment. Please contact the ECE Distance Program Clerk [ceece@loyalistcollege.com](mailto:ceece@loyalistcollege.com) for an assessment package to assist you in preparing your documentation for submission. Private College transcripts are not accepted for transfer of credit; you may be eligible for PLAR. See below.

Once the assessment process is completed you will be contacted via email. If awarded transfer credits/exemptions. To view the Transfer Credit (TC), print an unofficial transcript from Banner or request from Registrar's Office.

Once you are registered for ECE courses and have a Loyalist student number you can contact ECE Distance Program Development Officer regarding applying transfer credits. When you register do not register for courses that you plan on transferring credits.

Include all the documents as a complete package when you mail in your request(s). Please send the requested information to: Janice Quade, [jquade@loyalistcollege.com](mailto:jquade@loyalistcollege.com) or

Loyalist College  
Attn: Janice Quade, CLLAE Dept.  
376 Wallbridge-Loyalist Road  
P.O. Box 4200  
Belleville, Ontario K8N 5B9

*Please note: Students have 7 years to complete the ECE Distance Diploma Program. In addition, external credit will not be granted for courses that were completed more than 7 years ago.*

## PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)

The Prior Learning Assessment and Recognition (PLAR) process is available for learners seeking formal credit for related experience or informal education. A full résumé and supporting documentation is required.

Prior Learning Assessment and Recognition towards a Practicum course will only be reviewed for students who have experience in a licensed childcare centre. Appropriate experience would consist of 2 or more years of full-time employment. Students are only able to challenge 1 Practicum course. This would count as the 1 of 3 Practicum that is eligible to be completed at your place of employment.

**Students will not be permitted to register for further courses until they have met the pre-requisites or until students have successfully completed the Prior Learning Assessment and Recognition process and the exemption are indicated on their Loyalist College Transcript.**

For further information concerning the PLAR process, please review the <https://www.loyalistcollege.com/future-students/prior-learning-assessment-and-recognition/>

To begin the PLAR process, please submit a detailed résumé and an explanation of the courses you wish to challenge to the ECE Distance Program Development Officer via email at [JQuade@loyalistcollege.com](mailto:JQuade@loyalistcollege.com)

## GRADUATION

It is the responsibility of the student to track their progress through the program. Please contact the ECED department [ceece@loyalistcollege.com](mailto:ceece@loyalistcollege.com) to request to graduate, when you have completed all requirements of the program and see your final grades posted in Banner. Please include:

1. Copy of your **Standard First Aid and Level C CPR** (see below for more detail)
2. Complete mailing address.
3. OSSD transcript with grade 12 English or equivalent.
4. The ECE Distance Diploma program must be completed within 7 years of your start date.
5. Students must achieve an overall average (GPA) of 60% in all courses and pass in all practicum to obtain the ECE Distance Diploma.

### [AOP 224](#)

#### **3.5.4 Dean's List**

The Dean's List recognizes outstanding academic achievement and is awarded to graduating students from credit-level programs that have no subject failures within their program, an overall program weighted average of 80%, and no breaches of academic integrity.

Convocation for Loyalist College takes place in June each year. To be included in convocation, your request to graduate must be received before April 30. You will then be invited to attend the convocation ceremony in May and your name will be printed in the graduation booklet for that year. Information is posted at: [Convocation schedule](#)

An official transcript stating your diploma has been awarded will be sent to the College of ECE. Please allow for 4-6 weeks of processing once your diploma has been requested.

To register with the College of ECE please review information from the organization:

How to apply to the College of Early Childhood Educators: please visit the following page which will take you through the application process: <https://www.college-ece.ca/en/Become-A-Member/How-to-Apply> For additional information, please refer to the Registration FAQs which are also available under the 'Applicants' tab. Do not order additional transcripts to be sent. There is a direct portal that the college uses for graduates.

CECE application- when applying for registration, the date of transcript, will be sent by Loyalist.

**A minimum grade of 50% is required to pass all individual theory courses. An overall GPA of 60% is required to successfully complete the program.**

## MYCAREER

The Career Centre provides a variety of services and resources that support students and alumni in their career exploration, planning, job search and career development. <https://www.loyalistcareercentre.ca/home.htm>

Loyalist College Community Employment Services delivers Employment Ontario programs and services in the Belleville and Bancroft area. Our expertise in helping individuals to attain their employment goals extends to a diverse population; including: adults, persons with disabilities, youth, students and newcomers to Canada. Contact us at (613) 969-1913 ext. 2449 or [careers@loyalistcollege.com](mailto:careers@loyalistcollege.com)

## STANDARD FIRST AID/LEVEL C CPR

Proof of current **Standard First Aid and Level C CPR** are required for all students engaging in a Practicum experience as well as a requirement upon graduation. This documentation needs to be shared with your facilitator and/or the placement coordinator for practicum courses and will need to be provided to the Program Development Officer when ready to graduate. Accepted Standard First Aid and Level C CPR is available through the following agencies (Ontario/Canadian Standards);

- Red Cross
- St. Johns
- Lifesaving Society

**American based Standard First Aid will not be accepted as your required Standard First Aid for Practicums or graduation.** Other options may be requested.

## STUDENT SUCCESS HUB

The Student Success Hub can be contacted at 1-888-569-2547 ext. 2519 or 613-969-1913 ext. 2519 and offers the following services:

- Student Success Mentoring
- Peer Tutoring
- Testing
- Counselling
- International Centre
- AccessAbility Centre
- Mind and Wellness

## STUDENT ID CARDS

As a Distance Student you do not receive a Student ID card. Student ID cards are provided to Full Time Day Students who are charged the compulsory ancillary fees in the Fall and Winter semesters.

## ACCESSABILITY CENTRE

The AccessAbility Centre team is committed to providing academic support to students with documented disabilities.

Services are free, voluntary and confidential.

The mission statement of the AccessAbility Centre is to foster a supportive and accessible environment. Loyalist College upholds this principle of service provision to all students with disabilities which may include learning disabilities, ADHD, deaf, hard of hearing, blind, low vision, mobility, medical, brain injury, ASD/Aspergers, and mental health.

It is the student's responsibility to self-identify in regard to any academic supports and accommodations that may be required. Students are encouraged to contact the AccessAbility Centre well in advance of attending to discuss individualized academic accommodations and supports. Loyalist College is mandated by the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

Health & Equitable Learning is available by calling 613-969-1913 ext. 2519 <https://loyalistcollege.com/current-students/equitable-learning/accessability-centre/> Health & Equitable Learning guide students to develop educational plans which support their life and, in collaboration with other college resources, assist students in identifying options for success. <https://loyalistcollege.com/current-students/equitable-learning/> Virtual tutoring available: <https://www.loyalistcollege.com/virtual-tutoring/>

## E-LAB SERVICES

Are you looking to complete a Certificate or Diploma on-line? Part-time studies become full-time through e-Lab! Many e-Lab certificates and programs are eligible for funding through Second Career, an Ontario Government program that offers training for a new job, and other sources for those who qualify. E-Lab operates on a continuing education model, providing students with access to many learning resources. Complete your college certificate or diploma in a learning environment that is friendly, supportive, and equipped with all of the software and hardware needed.

With increased course availability through OntarioLearn and flexible programming, monthly intake is available for many courses, providing increased opportunities for adult learners.

Financial assistance may be available through a wide range of programs, including the Ontario government's Second Career. Take the first step to enhancing your skills and realizing your goals. Contact: (613) 969-1913 ext. 2565 [elab@loyalistcollege.com](mailto:elab@loyalistcollege.com)

## PRACTICUM PROGRAM - GENERAL INFORMATION

There are **3** practicum courses in the ECE Distance Diploma Program.

Practicums 1 and 2 are arranged by students in their Ontario community with approval given by Loyalist College. Practicum 3 will be organized by the school board placement coordinator. Students are not permitted to complete more than 1 practicum per semester. Students are unable to begin Practicum hours before they have received final approval from their practicum facilitator. Any hours completed prior to receiving final approval will not be counted towards the required hours. Private schools and home childcare will not be permitted.

**Practicum 1 and Practicum 2 courses must be completed in a licensed early learning facility in Ontario. Practicum 3\* must be completed in a JK/SK classroom in an elementary school setting in Ontario**

All practicum students require proof of the following prior to receiving final approval and prior to beginning any practicum:

- Clear Criminal Record Check and Vulnerable Persons Screen (processed in the past 6 months and will not expire before the end of the practicum)
- Standard First Aid CPR Level C -(Canadian) WSIB approved agency
- Anaphylaxis certificate
- Negative TB screening/immunization (processed/dated in the year)
- Health and Safety Awareness Training
- Additional vaccines as per request of the practicum site

Information about submitting the required documentation can be found on the ECED Community Hub in Canvas.

Prior Learning Assessment and Recognition (PLAR) towards a Practicum course will only be reviewed for students who have work experience in an Ontario licensed childcare centre. Appropriate experience would consist of 2 or more years of full-time employment. Students are only able to challenge 1 out of the three Practicum courses.

**You may complete 1 out of 3 practicums at your centre/agency of employment. Provided you are in a different classroom than the one you normally work in. Practicum centre/agency for PRAC 1 and 2 cannot be repeated.**

**\*Please note that practicum 3 can only be completed in the Fall and Winter terms.**

### *Practicum Hours*

Practicum I – 182 hours – Infant/Toddler Ontario Licensed Childcare Setting

Practicum II - 182 hours – Preschool Ontario Licensed Childcare Setting

Practicum III - 132 hours – JK/SK Ontario Elementary School (Completed in Fall and Winter Terms Only)

Orientation and site interview are not included in these hours.

### ***Practicum Schedule***

You are responsible for developing a schedule for completing the required hours and assignments, in consultation with your sponsor educator. Practicum hours must be completed in time blocks of a minimum of 3 hours in length. Practicum days may not exceed 8 practicum hours plus a 1-hour lunch. Hours cannot be scheduled until the two weeks after the term has begun.

### ***Attendance***

You are required to be present when scheduled, be punctual and keep an accurate, up-to-date record of attendance.

If you are unable to attend during your scheduled hours, you must notify your course facilitator and your sponsor educator. All scheduled hours missed must be made up, at a time agreed upon by you and your sponsor educator. See policies and procedures.

You are responsible for submitting your record of attendance to your course facilitator upon completion of the required number of hours.

### ***Student Responsibilities***

You are responsible for:

- Identifying the individual at the centre who will be responsible for completing all evaluation forms (the “sponsor educator”)
- Showing the practicum course outline to the sponsor educator
- Informing the sponsor educator of all assignments
- Arranging with the sponsor educator appropriate times to carry out the assignments and receive feedback
- Informing the course facilitator of any concerns about the ability to meet the practicum requirements
- Maintaining and submitting all required documentation to your course facilitator

### ***Sponsor Educator***

The Sponsor Educator must be able to observe you regularly during your practicum hours, and be an early childhood educator registered with the College of ECE and in good standing. When participating in the School Age placement a RECE (Registered Early Childhood Educator) and a OCT (Certified Ontario Teacher) are present in the classroom.

If you are completing a practicum at your place of employment, your sponsor educator must not be a direct co-worker.

If identifying an appropriate sponsor educator is a concern, please contact your course facilitator prior to beginning your practicum.

### ***Visit from Course Facilitator/Practicum Coordinator***

The course facilitator may visit you during scheduled practicum hours. The purpose of a visit is:

- To observe you applying skills and knowledge in the workplace
- To evaluate your skills in the workplace
- To identify your strengths and areas for improvement
- To provide you and your sponsor educator with the opportunity to clarify practicum requirement

### ***Documentation***

It is your responsibility to maintain and submit to your course facilitator the following documentation for each practicum course.

### ***All Practicum Require:***

- Practicum Agreement
- Clear Criminal Record Check and Vulnerable Persons Screen
- Practicum Contact Information
- Record of Attendance
- Sponsor Educator Feedback Form
- Assignments
- Current Standard First Aid



- CPR Level C Certification approved by the Heart and Stroke Foundation of Ontario
- Negative TB Screening/immunization
- Ministry of Advanced Education and Skills Development Placement agreement
- Health Safety Awareness Training

### Evaluation

Your final grade in practicum courses is based on:

- Feedback provided by your sponsor educator;
- Assignments
- Feedback from course facilitator
- All practicum courses are graded Pass/Fail.

### Updating Mailing Address in Banner

It is important that EVERY student have an up-to-date mailing address in Banner. This address is where the College sends transcripts, cheques for refunds, and other official documents. Mailing address should always be a valid Canadian address.





**Addresses and Phones**

Mailing	Phones
<b>Current:</b> Aug 31, 2022 to (No end date) 678 First Avenue PO Box 75 Stirling, Ontario K0K 3L0	<b>Primary:</b> 613-555-1234

Type of Address to Insert:

Click on Current address.

**Mailing** 08/31/2022

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

Enter your end date at that address.

Click Submit.

**Addresses and Phones**

Mailing	Phones
<b>Current:</b> Aug 31, 2022 to Oct 31, 2022 678 First Avenue PO Box 75 Stirling, Ontario K0K 3L0	<b>Primary:</b> 613-555-1234

Type of Address to Insert:

From the drop-down menu, select Mailing.

Click Submit.

Enter the current date, and the Canadian address including street name and number, any rural route or post office box, city name, province, and postal code.

**Mailing**

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

Click

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The information provided in this handbook is for general use by students of the Early Childhood Education Distance Program of Loyalist College. Although every attempt is made to ensure the accuracy of information provided, inaccuracies or omissions may occur. The information provided is subject to change.