



Effective 2014/2015

Career Cluster ►



Career Pathway ►

Administration and Administrative Support

**INSTRUCTIONAL ASSISTANT –
ASSOCIATE DEGREE**

(10-522-2)

Associate of Applied Science Degree
Most Courses Offered Online

^Δ Suggested Sequence	✓	Course Number	Course Title	Requisites	Credits	Hrs/Wk Lec - Lab
Semester 1		522-103 *	IA: Introduction to Educational Practices		3	2-2
		522-106 *	IA: Child and Adolescent Development		3	3-0
		522-111 *	IA: Guiding and Managing Behavior		3	2-2
		804-107	College Mathematics	Prereq: 834-109 (See Note 2)	3	3-0
		801-136	English Composition 1	Prereq: 831-103 (See Note 2)	3	3-0
Semester 2		522-102 *	IA: Techniques for Reading and Language Arts	Prereq: 838-105 (See Note 2)	3	2-2
		522-107 *	IA: Overview of Special Education		3	3-0
		522-118 *	IA: Techniques for Math	Prereq: 804-107	3	1-4
		801-196	Oral/Interpersonal Communication	Prereq: 838-105 (See Note 2)	3	3-0
		809-198	Psychology, Introduction to	Prereq: 838-105 (See Note 2)	3	3-0
Semester 3		522-122 *	IA: Advanced Reading/Language Arts	Prereq: 522-102	3	2-2
		522-132 *	IA: Positive Classroom Mgt Tech	Prereq: 522-111	3	3-0
		522-101 *	IA: Teamwork in School Settings		3	2-2
		522-129 *	IA: Practicum 1	Prereq: Advisor Consent (See Notes 1, 4 & 5)	3	1-0-0-6
		809-172	Intro to Diversity Studies		3	3-0
		809-188	Psychology, Developmental	Prereq: 838-105 (See Note 2)	3	3-0
Semester 4		522-104 *	IA: Technology & Media Resources		3	2-2
		522-120 *	IA: Techniques for Science		3	1-4
		522-124 *	IA: Supporting Students with Disabilities		3	3-0
		522-131 *	IA: Practicum 2	Prereq: 522-129 & Advisor Consent (See Notes 1, 4 & 5)	3	1-0-0-6
		809-196	Sociology, Introduction to	Prereq: 838-105 (See Note 2)	3	3-0
Electives	Take 6 elective credits. Any associate degree level course may be taken as an elective.				6	
	Suggested Electives: 103-143 Computers for Professionals (3 Cr) 520-161 Child Adol. Mental Health (3 Cr) 520-110 Community Resources & Service (3 Cr) 802-111 Spanish I (3 Cr) 520-151 Family Theory & Practice (3 Cr)					

Minimum Program Total Credits. Required

69

^Δ Courses may be taken out of suggested sequence as long as requisites have been met.



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PROGRAM DESCRIPTION

Instructional Assistant is an Associate of Applied Science degree, which prepares qualified individuals to work directly with students under the supervision of a licensed teacher. The duties include assisting children with math, reading, and writing assignments, as well as handling classroom management, clerical, and other tasks related to instruction. This program meets Title I requirements. Duties may also include monitoring student activities, correcting papers, tutoring, one-on-one activities, and small group facilitation. In addition, instructional assistants work on classroom displays, assist children with computers and media, and supervise various classroom and school events. Instructional assistants may be hired to provide instructional services to students from pre-k through high school; however, the focus of this program is on preparing grads to work primarily in elementary and middle school levels.

PROGRAM LEARNING OUTCOMES

Graduates of the Instructional Assistant Associate Degree Program should be able to:

1. Support all learning based on knowledge of subject matter.
2. Identify developmentally appropriate child/adolescent physical, social/emotional, intellectual, and language characteristics and their developmental and environmental impact on learning.
3. Adapt instruction to meet the diverse needs of all learners.
4. Utilize a variety of instructional strategies, media, and technology to foster the development of critical thinking and problem solving.
5. Use proactive classroom management techniques to promote a positive class climate, intrinsic motivation, and optimal learning.
6. Demonstrate effective written and verbal communication in working collaboratively within the school setting and interactions with students and families.
7. Assist in plan. and implement.instructional strategies that reflect the learning cycle.

CORE ABILITIES

Gateway believes students need both technical knowledge and skills and core abilities in order to succeed in a career and in life. The following nine core abilities are the general attitudes and skills promoted and assessed by all Gateway programs. All Gateway graduates should be able to:

- | | |
|------------------------------------------|---------------------------------------------------------------------|
| 1. Act responsibly | 6. Respect themselves and others as a member of a diverse community |
| 2. Communicate clearly and effectively | 7. Think critically and creatively |
| 3. Demonstrate essential computer skills | 8. Work cooperatively |
| 4. Demonstrate essential math skills | 9. Value learning |
| 5. Develop job seeking skills | |

ADMISSION REQUIREMENTS

1. Students must submit an application & \$30 fee.
2. Students must complete reading, writing, math, and computer skills placement assessments.
3. Students must submit official high school, GED, or HSED transcript including a graduation or passing date.
4. Students must complete a background information form and pay a criminal background check fee. Applicants of this program are subject to a review of their criminal backgrounds. Positive background checks may negatively impact your ability to pursue this career at Gateway Technical College. Each case will be individually evaluated based on all available evidence provided to the college.
5. Students must complete a functional ability form verifying they have read and understand the functional abilities for the program.

GRADUATION REQUIREMENTS

1. Minimum 69 credits with an average of 2.0 or above.
2. *Average of 2.0 ("C") or above for these major courses.

For a complete list of Graduation Requirements check the Student Handbook.

NOTES

1. This course requires advisor consent, which will only be given when proper physical and immunization records are submitted.
2. A satisfactory placement test score (or successful remediation) is required prior to enrollment. See an advisor for details.
3. Any course may be taken prior to entry in the program, assuming prerequisites and corequisites have been satisfied (or waived with department approval).
4. Admittance into the Instructional Assistant program is required before taking this course.
5. Students must submit all health and immunization forms prior to the first day of attending these courses.

PROGRAM LEARNING OUTCOMES (CONTINUED)

8. Utilize informal assessment strategies to collect data for the support of student learning.
9. Incorporate the reflective process to promote student learning and prof.growth.
10. Assume professional responsibility for ethical, moral, and legal policies and procedures.
11. Provide for health and safety needs of students.

OTHER INFORMATION

Gateway Technical College reserves the right to modify curriculum requirements for students who interrupt enrollment for a period of two years or take over seven years to complete. Tuition and material fees are determined by the board of the Wisconsin Technical College System. Consult the Master Class Schedule for exact fee amounts. Occasionally, the District may offer a particular course out of published sequence. By doing so, the District does not obligate itself to offer succeeding courses out of published sequence.

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To schedule an appointment with an advisor, please call 1-800-247-7122.

For a complete list of course descriptions (and possible online courses) for this program, please consult Web Advisor on our web page at www.gtc.edu.

My advisor is _____ . My advisor's contact information is _____ .