



Course Instruction Package

Instructions for Course Completion

Included with this package is the course that you enrolled in. Please follow the instructions below to successfully complete the course.

1. Read the [Student Handbook](#). Here you will find important information about our program and **policies**.
2. Open the course material PDF and read the **unit summary** and **textbook reading assignment** for Unit 1. This, along with your own personal experience, should provide you with the information needed to answer the questions. If you are having trouble finding answers, be sure to check the index at the back of the text under the topic area (i.e., illness, emergent curriculum, symbolic play, etc.).
3. Respond to all of the assignment questions at the end of Unit 1 and send them **via e-mail** to your **instructor** for feedback and marking (Grading criteria, pp. 4-5). Only submit completed units; incomplete units will not be marked.
 - a. Send your unit responses as a word document (.docx). The document title should include your last name, course abbreviation and unit number. Responses should be typed in 12 pt. Times New Roman or 11 pt. Calibri font. Please do not **bold** or *italicize* the main body of your response. These tools may still be used to emphasize parts of your response if you wish.
 - b. Engage in the learning process! As a student enrolled in an academic program, your commitment to learning, growth, and success is essential. **To effectively acquire knowledge** and develop the necessary skills for exams and your future career, **it is crucial to engage with the provided resources in each unit and invest time in thoughtful reflection to create your own authentic responses**. Resorting to shortcuts like generative AI, cheating, or plagiarism not only hinders your competency development but also undermines the learning process. These actions demonstrate a lack of respect for the educational journey, deprive you of valuable feedback, and are subject to academic discipline. If you do use AI to extend your understanding of concepts, remember it's not always accurate, and you must support any information with reputable sources (i.e., textbook or ECE journal) and proper citations if included in your submissions.
 - c. At no time will any plagiarized materials be accepted. **Cheating and plagiarism** will be treated very seriously (i.e., academic discipline and dismissal). All resources used must be paraphrased, cited, and referenced to maintain academic integrity.
 - d. **All responses must be in your own words** and all references from the textbook, course materials or other reputable resources used, must be paraphrased in your own words, include an in-text citation, and be included in a reference section at the end of each unit. Refrain from using direct quotes.

- e. Each reference cited must appear in a reference list at the end of each unit or assignment and be in APA format.
4. Repeat the above instructions for Units 2 - 10. **All assignments must be satisfactorily completed before the exam is written.**
5. Students should strive to meet the grade “A” criteria listed so please ensure that you include all points in your answers and provide examples and citations. The minimum grade accepted for all work is “C”. All assignments and the exam must be completed prior to students receiving a grade for the course. If at any time you have difficulty contacting your instructor, please contact our student services department at studentservices@earlychildhoodeducator.com.
6. Unit assignments should be submitted **one at a time** as they are completed and must be fully completed and receive a passing grade and feedback before further submissions are made (except with specific permission from your instructor). This ensures ongoing responsive feedback. Students should also ensure they submit their last assignment in a timely manner before their exam so there is sufficient time to prepare for the exam based on assignment feedback. **The unit submission deadline for all assignments is one week before the course end date.** If many assignments are submitted at once, just a few business days before a submission deadline, an extension may be required to allow sufficient time for feedback and for the exam to be sent.
7. Students are required to keep copies of all work submitted. The Institute will not be responsible to keep copies of student assignments.
8. The **exam submission deadline** is the last contracted date of the course. Exams should be requested after all unit work is submitted and at least a week prior to the course end date.
9. Exam may be written ONLINE for eligible students or ONSITE.
 - a. To write an exam **online**, email your instructor for a link to the exam after you have successfully completed all your unit work. Exam Request Forms are NOT required for online exams.
 - b. To write an exam **onsite** at a local approved testing facility, complete and email the “Examination Request Form” (page 6) to your instructor **at least one week** before you wish to write your examination.
10. Students have 10 weeks to complete the course **(including the exam)** from the course start date on the enrollment contract. All course unit assignments and the exam request must be submitted at least one week before the course end date. The exam must be written before the course end date. **If students wish to extend their unit and/or exam submission deadlines, they must complete an extension request [online](#) and submit the appropriate payment within 14 days of the course unit submission deadline and/or within 7 days of the exam submission deadline.** For each course, students may apply for up to three extensions totaling in an additional 12 weeks past the original end date.
11. Upon course completion transcripts can be ordered [online](#).

Additional Course Resources

1. Pacific Rim has a [Facebook](#) page where you can “like” us and “follow” us to keep up with school updates and see links to curriculum activities. All important correspondence will still be sent by email.
2. If you login to our website you will be given access to “[Student Resources](#)” from your student page. Here you can access helpful **websites** and **journal articles**.
3. The [Science of Early Childhood Development](#) (SECD) online resource was created by early childhood professionals as a reputable resource based on current practices and research in North America. This website is a rich resource of **relevant and reputable academic papers and articles**, in-depth subject exploration, expert interviews, videos of English and French Canadian classrooms and educators, videos of international classrooms and educators, and interactive quizzes and games. SECD offers a [suggested referencing guide](#) that can be followed when referencing something from one of their resources. A free monthly “[eMessage](#)” is also available for free to everyone. This monthly message includes a short highlight from the SECD resources.
4. Professional Development workshops, conferences and course opportunities in British Columbia can be found at the [Early Years Professional Development](#) website run by the Provincial Office for the Early Years.

Be cautious when using online resources. There is much misinformation on the Internet, and even more that is only applicable in specific regions due to local regulations and practices. Only seek additional resources from websites that are vetted, developed by early childhood professionals and regularly updated. The resources provided here and on our Student Resources page are excellent places to start.

Grading Criteria for ECE Courses

A

- Written work is clear and well organized
- Written assignments adhere to assignment guidelines and standards
- Written assignments consistently demonstrate student understanding of course content and theory
- Student shows superior skill in applying and integrating course content, readings and experiences
- Student relates personal experiences to course work whenever possible
- Student consistently uses examples to define and clarify meaning of written responses
- Responses consistently use professional language and tone
- Sources are acknowledged appropriately
- Written work is submitted within the recommended time frame

B+

- Written work is clear and well organized
- Written assignments adhere to assignment guidelines and standards
- Written assignments demonstrate student understanding of course content and theory
- Student shows skill in applying and integrating course content, readings and experiences
- Student relates personal experience to course work whenever possible
- Student uses examples to define and clarify meaning of written responses
- Responses consistently use professional language and tone
- Sources are acknowledged appropriately
- Written work is submitted within the recommended time frame

B

- Written work is clear and well organized
- Written assignments adhere to assignment guidelines and standards
- Written assignments demonstrate student understanding of course content and theory
- Student shows skill in applying and integrating course content, readings and experiences
- Student relates personal experience to course work whenever possible
- Student uses examples to define and clarify meaning of written responses
- Responses consistently use professional language and tone
- Sources are acknowledged appropriately
- Written work is submitted within the recommended time frame

C+

- Written work is acceptable in format, content and written communication
- Written work adheres to assignment guidelines and standards
- Student applies understanding of concepts to written work
- Student is able to apply and integrate course content, readings and experiences philosophy
- Student relates personal experience to course work whenever possible
- Student uses examples to clarify meaning of written responses
- Responses often use professional language and tone
- Sources not always acknowledged
- Written work is submitted within the recommended time frame

C

- Written work is acceptable in content and written communication
- Written work reflects acceptable use of assignment guidelines and standards
- Student is inconsistent in the application of understanding of concepts to written work
- Tendency to generalize concepts
- Responses inconsistently use professional language and tone
- Sources not always acknowledged, and readings repeated in text as responses to questions
- Inconsistent in assignment submission and adherence to time frame

F

- Poor organizational skills severely affect the quality of written work in format, content and written communication
- Written work reflects inconsistent use of assignment guidelines and standards
- Written work and communication is inconsistent with the institute's English proficiency entrance requirements
- Assignments do not meet specified criteria outlined by the instructor and assignment guidelines
- Sources are not acknowledged
- Tendency to generalize and does not support ideas with literature
- Student comprehension is not demonstrated in assignments
- Responses use unprofessional language and tone
- Inconsistent assignment submission and adherence to time frame
- Work is plagiarized

Note: Examinations count for 51% of the final grade. All assignments and the exam must be completed with a minimum "C" average to pass the course.

Examination Request Forms – only required for onsite exams



Email completed form to your instructor (scan as a .pdf)

To be completed and returned to your instructor a minimum of **1 week** prior to the date you arrange to write the exam with your proctor

Student Name: _____ **Student ID:** _____

E-mail: _____

Course: _____ **Instructor's Name:** _____

Special Instructions (not required): _____

Policy Regarding Examinations

Students must arrange to have their exam supervised by a professional invigilation service at a college, university or other professional examination service. **Exams must be written in a professional testing location.** Proctors are subject to approval by Pacific Rim and must follow the instructions provided with the exam. There is a link to a list of approved proctors in each student's instruction package. **Students cannot write an exam at any location where a conflict of interest may exist.** Students should select a facility where they will have access to a computer (that must have Internet access disabled) for the full duration of the exam (**two hours**). Where an appropriate computer is **not** available, exams may be hand written. The exam will be completed without the use of Internet, books, notes, mobile devices or reference aids. Photo ID must be shown to the proctor at the time of the exam. Upon receipt and approval of this request form, the Pacific Rim instructor will send the requested exam and exam instructions to the proctor.

The following person has agreed to supervise my examination:

Supervisor's Name: _____

must offer professional invigilation services

Title or Position: _____

Place of Employment: _____

exam must be written in a professional testing location

Business Address: _____

Telephone: (_____) _____ - _____

E-mail: _____

must be a professional email account belonging to the institution providing the service
(the exam will be sent to this email address, please ensure it is legible)

Examination Supervisor's Signature: _____

Any exam fee is the student's responsibility.