



EAP-112 – Introduction to Systems, Structure and Roles in Education

Health and Human Services

Effective Term & Year: Fall 2026

Course Outline Review Date: 2031-04-01

Program Area: Child Youth and Family Studies

Description:

This course focuses on the systems, structures and roles within the K-12 education system. Students explore the evolution of the education system in British Columbia, levels within that system, alternate forms of education, and the roles and responsibilities related to supporting learners with diverse abilities.

Program Information:

This is a required course for the Child, Youth and Family Studies program:

Education Assistant Specialty Certificate. This is a required course for the Aboriginal Education Support Worker Diploma program.

Delivery Methods: Online

Credit Type: College of the Rockies Credits

Credits: 4

Instructional Activity and Hours:

Activity	Hours
Classroom, Directed Studies or Online Instruction	60
Seminar/Tutorials	
Laboratory/Studio	

Practicum/Field Experience	
Co-op/Work Experience	
Other	
Total	60

Course Requisites:

- Earned a minimum grade of C+ (65%) in at least 1 of the following:
 - ENST 12 – English Studies 12
 - ENFP 12 – English First Peoples 12
 - ENGL090 – Provincial English: Literature-based (0)

Prior Learning and Recognition: No

Course Transfer Credit:

For information about receiving transfer credit for courses taken at either British Columbia or Alberta institutions, please see <https://www.bctransferguide.ca/> or <https://transferalberta.alberta.ca> . For more transfer credit information, please visit <https://www.cotr.bc.ca/Transfer>

All requests for course transfer credit from institutions in British Columbia or elsewhere should go to the College of the Rockies Enrolment Services office.

Textbook Resources:

Textbook selection varies by instructor and may change from year to year.

Haig, J. & MacMillian, V. (2020). *Cites & sources: An APA documentation guide* (6th ed). Nelson Publishing.

Harber, M. and Rao, A. (2019). *The role of an education assistant: Supporting inclusion*. Canadian Scholars.

Please see the instructor’s syllabus or check COTR’s online text calculator <https://textbook.cotr.bc.ca/> for a complete list of the currently required textbooks.

Learning Outcomes:

Upon the successful completion of this course, students will be able to:

- understand the organization and structure of the educational system in British Columbia
- identify significant events that shaped the evolution of the education system in British Columbia
- analyze the impact the residential school system had, and continues to have, on Indigenous learners in British Columbia
- discuss the roles and responsibilities of school personnel in the British Columbia school system
- use key terms and concepts related to inclusive education
- identify the principles of ethical conduct and professionalism as related to the role of an Education Assistant or Aboriginal Education Support Worker
- analyze the concept of inclusion (diverse ability, SOGI, cultural, poverty, etc.)
- explain the professional, ethical, and best practices for observing and documenting
- consistently use objective language when observing and documenting
- identify and describe the components of a formal observation
- self-evaluate core competencies related to the role of an Education Assistant or Aboriginal Education Support Worker

See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.

Course Topics:

- Foundational Concepts
- Introduction to the K-12 School System
- Evolution of Education in British Columbia
- Ministry of Education, School Districts, School Superintendents, School Boards, Trustees, and Aboriginal Education Enhancement Agreements
- Teachers, Administrators, and Support Staff
- Education Alternatives and Community Supports
- Roles and Responsibilities of Education Assistants or Aboriginal Education Support Workers
- Professional Conduct
- Inclusive Education in British Columbia
- Observing and Documenting

See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.

Evaluation and Assessments

Assessment Type: Online

Assessment Type	% of Total Grade
Concept Map Assignment	25%
Observing & Documenting Assignment	20%
Case Study Assignment	20%
Weekly Discussions and Activities	35%
Total	100%

Grade Scheme

A+	A	A-	B+	B	B-	C+	C	C-	D	F
>=90	89-85	84-80	79-76	75-72	71-68	67-64	63-60			<60

Pass requirements:

An overall average of C (60%) or higher is required to pass this course.

Exam Attendance:

Students must attend all scheduled exams at the appointed time and place. Instructors may approve an alternate exam to accommodate an illness or personal crisis. Department heads will consider other written requests. Any student who misses a scheduled exam without prior approval will receive a “0” on the exam.

Academic Policies:

College of the Rockies policies related to courses can be found at <https://cotr.bc.ca/about-us/college-policies/> and include the following:

- Policy 2.1.4 Course Audit
- Policy 2.4.1 Credential Framework
- Policy 2.4.3 Students with Documented Disabilities
- Policy 2.4.4 Student Rights, Responsibilities and Conduct
- Policy 2.4.8 Academic Performance
- Policy 2.4.9 Student Feedback and Concerns
- Policy 2.4.11 Storage of Academic Works
- Policy 2.5.3 Student Appeal
- Policy 2.5.5 Prior Learning Assessment and Recognition (PLAR)

Equivalent Course(s) and Course Code Changes

Prior Course Code: EA 101, EA 109

Date changed: October 2012

Course Changes:

The College of the Rockies updates course outlines regularly to meet changing educational, employment and marketing needs. The instructor will notify students in writing of any updates to this outline during the semester. The instructor reserves the right to revise, add or delete material while meeting the learning outcomes of this course outline.