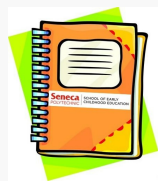


# Student Resource Guide - School of Early Childhood Education, Faculty of Community & Health

Version 12

Published 8/12/2024 by **Tracy Rogers** Last updated 10/23/2024 2:15 PM by **Tracy Rogers**



## Student Resource Guide

It is anticipated that the students in the School of ECE, act as representatives of the Seneca community. They will consistently maintain a high level of professionalism, in the classroom, in placements and with their colleagues, staff and professors.

It is important that all students read this Resource Guide prior to the beginning of the semester as it contains pertinent information about student and academic policies. It is also a good resource to return to for questions, which may arise during your Seneca Polytechnic experience.

### EMAIL

**Seneca Email** – All formal communications and verifications will be through your Seneca student email address.

Sign all your emails with the below information (create signature block):

- name
- email
- student number
- program, semester

### Seneca Academic Policies

- [Academic Appeal Policy](#)
- [Academic Integrity Policy](#) and [Academic Integrity Badges](#)
- [Generative Artificial Intelligence \(GenAI\) Policy](#)
- [Discrimination and Harassment Policy](#)
- [Recording Lectures and Educational Activities Policy](#)
- [Student Code of Conduct](#)
- [Student Progression and Promotion Policy](#)
- [Tuition Fee and Refund Policy](#)

Visit our [Policies page](#) for a full list of Seneca's policies.

## Academic Dates

[Important Academic Dates](#) | [Important Academic Dates](#) | [Seneca Students \(senecapolytechnic.ca\)](#)

## Grading

The purpose of this policy is to define the standards for assigning grades to recognize student achievement in a course and program. This policy applies to all Seneca courses. Please familiarize yourself with Seneca's [Grading Policy](#).

## Grade designations

The following letter grade designations are used to recognize a student's achievement in a course:

Letter Grade	Grade Point Value	Percentage Grade
A+	4.0	90% to 100%
A	4.0	80% to 89%
B+	3.5	75% to 79%
B	3.0	70% to 74%
C+	2.5	65% to 69%
C	2.0	60% to 64%
D+	1.5	55% to 59%
D	1.0	50% to 54%
F	0.0	0% to 49%
DNA (Registered, did not attend, did not officially withdraw)	0.0	N/A

**DUE DATES, EXTENSIONS AND ASSESSMENT POLICIES**

Effective September 2024:

- Due dates for the assignments and other evaluation procedures for each subject are set in class.
- Requests for extensions must be made to the professor before the due date. Many professors require written requests and approval forms for extensions.
- If an assessment is late, 10% may be deducted the first day. 20% may be deducted day eight, etc. Once an assessment is three weeks late without a negotiated extension, a final grade of 0 will be automatically applied.
- Unless an extension has already been approved by the professor, the last day to submit any ungraded coursework is the last class for that subject. As of this date, any work not submitted will be given a 0.
- When an assessment grade has been reduced to an "F" because of late submission, the "F" grade will be used to calculate the final subject grade.
- If an F is received on two or more assessments weighted 10% or higher, the student will receive an F in the course regardless of the final weighted grade.

## Grade Point Average (GPA)

Program GPA:	The grade point average includes all graded courses identified to meet program
Term GPA:	This is the grade point average of all graded classes in a term.
Cumulative GPA:	The grade point average of all graded courses for all terms.

## Academic Standing and Progression

Academic standing is issued at the end of each term under one of the following categories:

**GOOD** - Assigned to students who have achieved or exceeded all school and program standards. This includes a term GPA equal to or greater than 2.0 and having failed no more than one course in the term.

**SATISFACTORY** - Assigned to students who have achieved a term GPA equal to or greater than 2.0 and having failed two or more courses in the term.

**PROBATIONARY** - Assigned to students who have achieved a term GPA of less than 2.0 or who have failed three or more courses.

**WITHDRAWN** - May be assigned to students who do not achieve satisfactory academic standing for two consecutive terms.

# Dropping Courses

Students who choose to drop a course without academic advisement from the student adviser may jeopardize their progression in the program.

**Day 10 (Week 3)** – Courses dropped by this date will not appear on the transcript. This can be done independently on Student Centre or by a student adviser. If dropped by Day 10 you are eligible for a refund.

**Day 45 (Week 9)** - Courses dropped by this date will receive a Did Not Complete (DNC) code on the transcript. This does not affect the Grade Point Average (GPA). Only a student advisor can assist with dropping of courses after Day 10.

**Week 10 and beyond** – Courses cannot be dropped after week 10, the transcript will reflect the earned grade. This will affect the Grade Point Average (GPA).

## Attendance

To facilitate high quality learning and foster a sense of professionalism and community, you are expected to attend all classes, be punctual and participate fully.

Faculty may allocate supplementary work to students who are not attending classes- this supplementary work will be assessed to determine if the student is meeting the course learning outcomes. If you are given supplementary work and you do not complete it, or if it has not been completed successfully - you may - at the discretion of the faculty- not achieve a passing grade.

Exceptional circumstances to the attendance requirements will only be considered provided appropriate official documentation is supplied and you pass **all** assignments and tests/exams. When facing extenuating circumstances, ongoing communication between students and faculty is highly recommended.

Attendance is mandatory for any scheduled in-class presentations or tests.

## Absent from Class

If you are absent from class, it is your responsibility to

1. Inform your professor (before or after as you are able)
2. catch up on material and any announcements
3. ask a classmate to take notes for you

Absences during scheduled tests/exams and presentations require official documentation dated the day of the absence or prior, submitted in a timely fashion. **Failure to meet these requirements will result in a failing grade.** You need to notify the professor before the scheduled test or presentation if you cannot attend.

## Religious Observances

If you expect to miss class time because of religious observances, you should notify your professors in advance. Attendance records will then be marked RO. RO will not be counted as absences. It is your responsibility to arrange with the professor (prior to the day of the RO) alternate ways to cover the subject content.

## STUDENT RESPONSIBILITIES

Please read the following items carefully as they pertain to your role and responsibilities:

### Professionalism

Early childhood education is an important, recognized, regulated and relationship-focused profession. Therefore, all students are expected to demonstrate a serious and committed attitude towards their studies. Students should attend classes regularly and participate during classroom activities. During class time, students are expected to remain focused on the goal of the class and display professional courtesy to other members of the class including students, professors and guest speakers. During group projects and activities, students are expected to contribute equally and in ways that support to the group. Students are also expected to check their course Blackboard Sites and Seneca email accounts regularly.

### Creating a Climate of Respect and Relationship

Building knowledge collaboratively, (social constructivism) is the theoretical cornerstone of the School of ECE programs. To be consistent with that philosophy, the program supports the creation of a culture of respect and collegiality among faculty, students and staff. We encourage students to work together in a collaborative atmosphere. Students are expected to demonstrate respect by keeping appointments to be on time for classes, to be respectful in listening to diverse perspectives and to each other, and to be clear and sensitive in communications. If a student knows that they are going to miss a class or a group meeting or be late for whatever reason, it is respectful to contact the professor.

### Confidentiality

In the our programs, personal information is often shared in class. Sharing one's opinions and experiences is encouraged and is viewed as a component in individual and collective learning. The expectation is that personal sharing/disclosure be respected and that issues of a personal nature will remain within the group/classroom. Students are encouraged to practice the principles of privacy and confidentiality as practiced in the field of early childhood education.

Some assignments will require the collection of confidential information of children and families. Appropriate procedures for the collection of confidential information will be followed in your class and will be detailed as part of your course outline.

When classes take place virtually, students who live with others, should wear headphones to maintain confidentiality.

### **Communication**

Please communicate with your professor to discuss course content and the application of those ideas in the field of early childhood education. If you are having trouble completing an assignment or would like more information about a particular topic, your professor will be able to guide you. Please contact your professors by email or during their office hours.

## **FACULTY AND STAFF RESPONSIBILITIES**

**Professors/Instructors** have academic qualifications and professional experience to teach at the post-secondary level. They teach in ways that enrich your learning. They will:

- Provide you with knowledge of course content, learning outcomes, delivery modes, required preparations, and sources
- Explain how the course and Blackboard will be organized
- Explain specific classroom procedures
- Inform you about methods of evaluation (assignments, tests, etc.) and where and how to submit work
- Provide feedback on your assignments (within in a 2-week time frame) and how you have obtained your grades
- Inform you about and when you can communicate with them during their office hours and outside of class time
- Set assessment due dates so that you have a minimum of 30 per cent of your final course grade one week prior to the last date to withdraw without academic

penalty

- Help you access extra support when needed
- Refer you to your Student Adviser or Academic Coordinator if required

## **Academic Coordinators | Apprenticeship Coordinator**

Academic Coordinators are faculty members who have an overview of the program. They can give you advice about the program and your progress.

They can help with academic advice on issues such as:

- course load
- special scheduling/timetables
- implications of adding or dropping subjects
- advanced standings/transfer credit process
- equivalencies
- procedures for transferring from one program to another
- pre-requisites and co-requisites
- academic honesty policies and procedures
- grade appeals
- questions about transcripts and GPAs
- gaining access to your academic record in the ECE program
- clarification of any academic policies and procedures
- how to access College services: Counseling, Tutoring, Registration etc.

## **Student Advisers | Support Service's Officer**

Student Advisers provide information to students about services students can access throughout the College. If you need advice about which department or person you should contact, the Student Adviser should be able to help you. As well, your Student Adviser can answer routine questions concerning:

- courses recommended each semester – professional and General Education requirements
- timetables

- general information about services and departments on campus
- pathway opportunities with other institutions

## **Field Placement Liaisons**

Field Placement Liaisons will be your Seneca College contacts for all field placement activities and inquiries. They will support and visit you at community placements and evaluate your progress in your field placement courses. They will let you know when and how you can contact them throughout the semester. Your Field Liaison will work with you to support your success.

## **Chairs**

Chairs are administrators at Seneca Polytechnic who provide academic leadership in their departments. Our Chair is another person who can support you within the department. If you have a concern that involves course work or field placement, you should contact your professor however, if the matter cannot be resolved, you could contact the Chair of the School of ECE. Additionally, if you have any concerns about safety in the classroom or online, you should contact the Chair immediately.

## **Dean**

The Dean is responsible for all the programs in the Faculty of Community & Health at Seneca Polytechnic at both King and Newnham.

## **Tips for Students About Involving Parents**

1. **Handle Your Own Interactions:** Try to manage your communications with professors and staff on your own. It's a great way to build independence and confidence.
2. **Consent for Sharing Information:** If you want Seneca to share your information with your parents, you need to give your consent. This is usually done by filling out a Consent to Release Information form from your Seneca email.
3. **Academic Records:** To release your academic records to your parents, complete the Consent to Release Information form. This form can also be used by other departments if needed.



4. **Parental Contact:** If your parent contacts Seneca staff, make sure you've given your **consent** for them to share any information. It's important that you're included in these communications, especially in email replies.
5. **Meetings and Emails:** If your parent is joining a meeting or email conversation, remember they are there to support you, not replace you. Stay involved in the communication process.
6. **Confirm Consent Privately:** Before any meeting with your parent, confirm your consent privately with the staff. Make sure you know what information will be shared during the meeting.

These tips can help you navigate involving your parents while maintaining your independence and ensuring your privacy.

## Consent to Release Information

You can grant third party persons and institutional access to your Seneca Polytechnic records by following these steps:

1. Log in to **Student Home**.
2. Select the "Profile" tile.
3. Select "Consent to Release Information".

Seneca's Freedom of Information and Protection of Privacy Act **personal information collection notice**.

## Artificial Intelligence

- **Generative Artificial Intelligence (GenAI) Policy**
- Library resources: **Home - Generative Artificial Intelligence - LibGuides at Seneca Libraries (senecapolytechnic.ca)**

## Service Hub - Support

**Welcome to The Service Hub** can provide help answer many of your questions.

# ITS (technology) Support for students

The following are needed to access technology and services at Seneca Polytechnic.

- **Seneca Account** – Your Seneca credentials (**username, password and Seneca student email**) are sent to your personal email address. Please check your junk mail folder if you cannot find the email. Tutorials are available [here](#).
- **Microsoft Authenticator** – Multi-Factor Authentication (MFA) is a mandatory requirement for all students when signing in. Install the app on your mobile device and be ready to authenticate frequently with ease.
- **Seneca Email** – All formal communications and verifications will be through your Seneca student email address.
- **Seneca OneCard** – OneCard is the official Seneca identification card, it contains your Student Number, photo and funds. Please note, if all of your classes are online, you may not require a Virtual OneCard.

**ITS (technology) Support for students** offers valuable resources for students, including **OneDrive** (cloud storage of 1TB/1000GB).

For technical support, [contact ITS](#)