



Early Childhood Practicum-- ECCE 1121 COURSE SYLLABUS Fall Semester 2016

Semester: Fall 201712
Course Title: ECCE Practicum
Course Number: ECCE 1121
Credit Hours/ Minutes: 3 / 5250
Class Location: Room # 4101
Class Meets: Tues, 9:00-9:50
CRN: 20070

Instructor: Gena Sapp
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Daytime Instructor: Kay Wilson
Office Location: 2204
Office Hours: 1:00-5:00, M-R
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REQUIRED TEXT: Lab Handbook—students will be given these.

REQUIRED SUPPLIES & SOFTWARE: Notebook, paper, pen/pencil. Students will be conducting learning activities, therefore they will need supplies such as paper, glue, markers, etc. They type and cost of supplies varies per semester and per activity. Secured site to complete 75 hours

COURSE DESCRIPTION: Provides the student with the opportunity to gain a supervised experience in a practicum placement site allowing demonstration of techniques obtained from course work. Practicum topics include promoting child development and learning; building family and community relationships; observing, documenting, and assessing to support young children and families; teaching and learning; becoming a professional; and guidance techniques and classroom management.

MAJOR COURSE COMPETENCIES:

Topics include:

Promoting child development and learning,
Building family and community relationships,
Observing, documenting, and assessing to support young children and families,
Teaching and learning,
Becoming a professional,
Guidance techniques and classroom management.

PREREQUISITE(S): ECCE 1105

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

- A. The ability to utilize standard written English.
- B. The ability to solve practical mathematical problems.
- C. The ability to read, analyze, and interpret information.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

ATTENDANCE GUIDELINES: Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to

complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, (912) 538-3126, hthomas@southeasterntech.edu.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...): Students are expected to complete test and assignments by the due dates. Makeups are not allowed for unannounced quizzes/assignments.

UNPLANNED TEACHER ABSENCES: Most teacher absences will be planned and students will be given assignments/instructions in advance. In the event of an unplanned teacher absence, students should remain in class unless otherwise instructed from another instructor, administrator, or staff member. Students are expected to act responsibly during this time by working on assignments given in class.

CELL PHONE USAGE AND OTHER ELECTRONIC DEVICES: School Policy: Use of cellular phones, pagers, CD players, and/or similar devices is not permitted in classroom/lab facilities. Use of these devices during class or lab time will result in disciplinary action and may lead to dismissal. Instructor Policy: In cases of emergency, permission to put your phone on vibrate must be cleared with your instructor, but the phone should not be answered while inside the classroom; therefore, it is best to put them away and out of sight.

STUDENT REQUIREMENTS: Class attendance is a very important aspect of a student's success in this course. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected. Students are expected to complete all work required by the instructor. Unannounced quizzes/assignments may be given. Students that miss an unannounced quiz or assignment will receive a grade of 0. Students are expected to complete all work shown on the attached lesson plan. Students are also expected to complete all tests on the dates specified on the lesson plan. Students are responsible for policies and procedures included in the STC Catalog. A grade of C or better is required for this class. All work submitted must be a student's original work. **Exceptions to the due dates of assignments due to** jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor

Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

Print your syllabus and read it. Make sure you understand how your teacher will track attendance in your online class.

National Fingerprint-Based Criminal History Background Check: All students enrolled in ECCE 1121 Practicum and ECCE 2240 Internship must undergo a fingerprint-based criminal history background check through a local Cogent Systems site and receive a Satisfactory Determination Letter from the Georgia Department of Early Care and Learning before beginning their Practicum or Internship at childcare facilities. It is the responsibility of the student to pay the fingerprint-based criminal history background check fee. Students assigned to an internship or practicum at a site that is not required to be licensed by may not be subject to the fingerprinting requirement. These students, however, may be required to meet similar or other standards established by the local board of education. *Additional standards may be established by individual site operators which must be met before a placement at a particular site for internship or practicum is finalized. The final approval of a placement is contingent upon acceptance by the individual center/facility operator.

LIABILITY INSURANCE: All students are required to have liability insurance before they begin the semester. The insurance fee of twelve dollars should be paid in the business office.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook.*

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a

"WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access [Blackboard](#), [Remote Lab Access](#), [Student Email](#), [Library Databases \(Galileo\)](#), and [BannerWeb](#) via the mySTC portal or by clicking the [Current Students](#) link on the STC website at www.southeasterntech.edu.

GRADING POLICY

50%---Lab Hours
50%---Lab Activities/Class
Assignments

GRADING SCALE

A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: 0-59

TCSG GUARANTEE/WARRANTY

STATEMENT: *The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

**ECCE 1121 Practicum
FALL SEMESTER 2015 LESSON PLAN**

Date	Topic	Assignment	COMP.
Week 1 Aug 15-Aug 26	Introduction to Lab, Activities and Assignments	Finger Printing completed	
Week 2- Aug 29-Sept 9 Work due by Sept 9	Observations Activities	Lab Hour Timesheet Work on Lab Duties Observations 1 Activity 1 Lab reaction 1 Work on Family Activity	*1 ** a, ,b ,c, d
Week 3- Sept 12-Sept 16 Work due by Sept 16	Hand Washing	Lab Hour Timesheet Work on Lab Duties Observations 2 Activity 2 Lab reaction 2 Work on Family Activity	*5 ** a, ,b ,c, d
Week 4- Sept 19-23 Work due by Sept 23	Diapering	Lab Hour Timesheet Work on Lab Duties Observations 3 Activity 3 Lab reaction 3 Work on Family Activity	*5 ** a, ,b ,c, d
Week 5- Sept 26-30 Work due by Sept 30	Confidentiality	Lab Hour Timesheet Work on Lab Duties Observations 4 Activity 4 Lab reaction 4 Work on Family Activity	*2, 5 ** a, ,b ,c, d
Week 6- Oct 3-7 Work due by Oct 7	Child Development 1-2 years old Interacting with Children	Lab Hour Timesheet Work on Lab Duties Observations 5- Activity 5 Lab reaction 5 Work on Family Activity	*1, 4 ** a, ,b ,c, d
Week 7- Oct 10-14 Work due by Oct 14	Housekeeping Duties Sanitation	Lab Hour Timesheet Work on Lab Duties Observations 6 Activity 6 Lab reaction 6 Work on Family Activity	*1, 4, 5 ** a, ,b ,c, d

Week 8- Oct 17-21 Work due by Oct 21	Standard Precautions	Lab Hour Timesheet Work on Lab Duties Observations 7 Activity 7 Lab reaction 7 Work on Family Activity	*1, 4, 5 ** a, ,b ,c, d
Week 9- Oct 24-28 Work due by Oct 27	Bulletin Boards	Lab Hour Timesheet Work on Lab Duties Observations 8 Activity 8 Lab reaction 8 Work on Family Activity	*4 ** a, ,b ,c, d
Week 10- Oct 31-Nov 4 Work due by Nov 4	Assessments/GELDS	Lab Hour Timesheet Work on Lab Duties Observations 9 Activity 9 Lab reaction 9 Work on Family Activity	*3 ** a, ,b ,c, d
Week 11 Nov 7-11 Work due by Nov 11	Discipline	Lab Hour Timesheet Work on Lab Duties Observations 10 Activity 10 Lab reaction 10 Work on Family Activity	*2,6 ** a, ,b ,c, d
Week 12 Nov 14-18 Work due by Nov 18	Family Involvement	Lab Hour Timesheet Work on Lab Duties Observations 11 & 12 Activity 11 & 12 Lab reaction 11 Work on Family Activity	*5 ** a, ,b ,c, d
Week 13 Nov 21-Dec 2 Work due by Dec 2	Organizations/GAYC	Lab Hour Timesheet Work on Lab Duties Observations 13 Activity 13 Lab reaction 13	*6 ** a, ,b ,c, d
Week 14 Dec 5-9 Work due Dec 9	Discipline Lab will be closed Wednesday to Friday, Nov 25-27	Lab Hour Timesheet Work on Lab Duties Observations 14 Activity 14 Lab reaction 14 Work on Family Activity	
Week 15 Dec 13 Work due by Dec 13		Lab Hour Timesheet Work on Lab Duties Observations 15 Activity 15 Lab reaction 15 Work on Family Activity	

*** Competency Areas:**

1. Promoting child development and learning,
2. Building family and community relationships,
3. Observing, documenting, and assessing to support young children and families,
4. Teaching and learning,
5. Becoming a professional,
6. Guidance techniques and classroom management.

****General Core Educational Competencies**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.
- d) The ability to utilize basic computer skills.

Activity 2—Ornament Making Workshop. (3 people to conduct) If ornaments are not ordered by Oct 24, students will have to plan another family activity before the end of the semester.

By Oct 10	Select ornaments to be made from Orientation Trading Company. (1 per child including after school children)
Oct 10	Get the order ready including item number and the number of item needed. Include glue, paint, or any other necessary materials
Oct 17	Give request to Mrs. Gena for approval.
Oct 24	Check to make sure purchase requisition has been made
Oct 31	Check to see about status of order
	When order comes in, check order to make sure everything is here
Nov 14	Plan how you will instruct parent. If you need to talk to Mrs. Gena, then do so. Turn in this information to Mrs. Gena. <ul style="list-style-type: none"> • Where will you put the after school children during the event? • How will you give the parents instructions? • Who will assist? • Who will take pictures? • Who will clean up? • What will you do if a child does not have a parent to come? • Who will put up the Christmas Tree, including lights and when? • How will you get the children to put ornaments on the tree?
Nov 14	Send out announcement to parents. Let Mrs. Gena approve the announcement before distributing. Can be a flyer, invitation, etc.
Nov 21	Day before event, separate and organize materials. Set up decorations or anything else that you want to get done.
Nov 22	Day of the event, set out materials and organize the room.
Nov 22	Get the camera for taking pictures. (use the camera for the center. See Mrs. Jessica)
Nov 22	Clean up. If some need to be “fixed”, do so.
Nov 28	Monday after the event, check ornaments and get children to put on Christmas Tree
Dec 2	Report due

Instructions on Report

In your report, give the following information:

- Name of activity
- Who participated
- Who was responsible for what
- Cost of event
- Copy of announcement
- Plans
 - Where will you show the movie?
 - Will you set up tables and chair or not?
 - Who will set up the room?
 - How will you serve food?
 - Who will take pictures?
 - Who will clean up?
- Reflection
 - How did this activity bring families together?
 - Overall, how did the activity go?
 - What positive things happened?
 - What were some areas you would have done differently?
 - If you had to do this again, would you and why or why not?

Lab Duties-Romper Room

Name _____ Semester _____

By the end of your rotation in each classroom, you should have completed the tasks assigned for that classroom. Once you have completed it, you will get a teacher in the classroom to sign that you did complete the task.

Date	Task	Teacher's signature
	Sing song with children. No lesson plan is required. Simply sing a song with the children	
	Read a book to children. No lesson plan is required. Just read a book.	
	Conduct 1 Group Time	
	Wash hands of all children in class after coming in from outside or before a meal. After all children have washed hand, spray sink with bleach water and let sit for 30 seconds and then wipe out sink	
	Put out cots for nap. You will need to get the Cot Map from the teacher that shows where each child sleeps. The names of the children are on their cot. Talk to the teacher about what is included with this (blankets, stuffed animals, pacifier, books by the cot)	
	Serve and clean up Breakfast. This includes cleaning the table before the meal is served, putting on bibs, cutting up food, passing out plates, feeding children who need help, wipe hands and faces after they finish, send child to sink to brush teeth, scrape food off plates, put plates on cart, pour out milk from cups, spray table and leave for 30 seconds and wipe, wipe out chairs, sweep floor under table, take cart to kitchen	
	Serve and clean up lunch. This includes cleaning the table before the meal is served, putting on bibs, cutting up food, passing out plates, feeding children who need help, wipe hands and faces after they finish, send child to sink to brush teeth, scrape food off plates, put plates on cart, pour out milk from cups, spray table and leave for 30 seconds and wipe, wipe out chairs, sweep floor under table, take cart to kitchen.	
	Serve and Clean up Snack. This includes cleaning the table before the meal is served, putting on bibs, cutting up food, passing out plates, feeding children who need help, wipe hands and faces after they	

	finish, send child to sink to brush teeth, scrape food off plates, put plates on cart, pour out milk from cups, spray table and leave for 30 seconds and wipe, wipe out chairs, sweep floor under table, take cart to kitchen	
	Brush teeth-children are sitting on floor, put tooth paste dab on individual paper towel, have 1 cup per child with sip of water ready, put toothpaste on toothbrush, make sure correct gets their toothbrush, child brushes teeth, when child is finished, take toothbrush and give child cup of water, child takes cup to trashcan, and tell child to lay on cot. Repeat with EACH child in the class. After all children have finished brushing teeth, spray sink in classroom and in bathroom and toilet with bleach water, let it sit for 30 seconds and the wipe down with paper towel. Take trash in the bathroom and the diaper pail and put in hallway by back door.	
	Put children's work, letters to parents, etc in parent's mailbox. See teacher.	
	Change diaper-on changing table	
	Change diaper-on changing table	
	Change POOPY diaper-on changing table	
	Clean up playground at the end of the day. Put all riding toys under the shaded area. Put all sandtoys in the sandbox, put all other toys (balls etc) in the green turtle.	
	Check the first aid kits in the classroom AND the one that goes outside for needed supplies. If something is missing, inform Mrs. Gena. The playground kits and classroom kits should have gloves, bandaids, wound cleaning solution or wipes, antibody cream	

Lab Duties-Toddler Room

Name _____ Semester _____

By the end of your rotation in each classroom, you should have completed the tasks assigned for that classroom. Once you have completed it, you will get a teacher in the classroom to sign that you did complete the task.

Date	Task	Teacher's signature
	Sing song with children. No lesson plan is required. Simply sing a song with the children	
	Read a book to children. No lesson plan is required. Just read a book.	
	Conduct 1 group time	
	Wash hands of all children in class after coming in from outside or before a meal. After all children have washed hand, spray sink with bleach water and let sit for 30 seconds and then wipe out sink.	
	Put out cots for nap. You will need to get the Cot Map from the teacher that shows where each child sleeps. The names of the children are on their cot. Talk to the teacher about what is included with this (blankets/pillows, stuffed animals, pacifier, books by the cot)	
	Serve and clean up Breakfast. This includes cleaning the table before the meal is served, putting bibs on children, cutting up food, passing out plates, record meals on BLS form, feeding children who need help, wipe hands and faces after they finish, send child to sink to brush teeth, help children if needed to scrape food off plates, put plates on tray in the window, spray table and leave for 30 seconds and wipe, wipe out chairs, sweep floor under table, close kitchen window.	
	Serve and clean up lunch. This includes cleaning the table before the meal is served, putting bibs on children, cutting up food, passing out plates, feeding children who need help, wipe hands and faces after they finish, send child to sink to brush teeth, help children if needed to scrape food off plates, put plates on tray in the window, spray table and leave for 30 seconds and wipe, wipe out chairs, sweep floor under table, close kitchen window.	
	Serve and clean up Snack. This includes cleaning the table before the meal is served, putting bibs on children, cutting up food, passing out plates, record	

	meals on BLS form, feeding children who need help, wipe hands and faces after they finish, send child to sink to brush teeth, help children if needed to scrape food off plates, put plates on tray in the window, spray table and leave for 30 seconds and wipe, wipe out chairs, sweep floor under table, close kitchen window.	
	Brush teeth- put tooth paste dab on individual paper towel, as children clean up their plate and cup, they come to the sink to brush teeth, have 1 cup per child with sip of water ready, put toothpaste on toothbrush, make sure correct child gets their toothbrush, child brushes teeth with assistance, when child is finished, take toothbrush and give child cup of water, child sets cup on side, wipe hands and mouth with wipes. Send children who are potty trained to the potty. All others children to lay on cot. Repeat with EACH child in the class. After all children have finished brushing teeth, spray sink in classroom and in bathroom and toilet with bleach water, let it sit for 30 seconds and the wipe down with paper towel.	
	Put children's work, letters to parents, etc in parent's mailbox. See teacher.	
	Change Pull Up-Get materials together which include gloves, wax paper, wipes, and cream (if needed). Lay wax paper on the tile wall, lay out 3 wipes, and clean pull up. Put on gloves. Check child to if wet and/or poopy. If child is wet, remove pull by undoing BOTH sides of pull up and put it on the wax paper, wipe child with wipes and place child on toilet to allow child to potty. Once child is finished, wipe child (with wipe on toilet paper as needed), put used wipe on wax paper. Remove gloves and put these on the wax paper. Put clean pull up on child. If child's pull up will unfasten on the sides, then put the pull-up on and fasten the sides. IF the pull up does NOT fasten on the sides, ask teacher for assistance. Assist child as he pulls up his pants. Fold up both ends of wax paper enclosing the pull-up and wipes. Put this in the diaper pail that is on the back of the door. You and child need to wash hands.	
	Change Pull Up-Get materials together which include gloves, wax paper, wipes, and cream (if needed). Lay wax paper on the tile wall, lay out 3 wipes, and clean pull up. Put on gloves. Check child to if wet and/or poopy. If child is wet, remove pull by undoing	

	<p>BOTH sides of pull up and put it on the wax paper, wipe child with wipes and place child on toilet to allow child to potty. Once child is finished, wipe child (with wipe on toilet paper as needed), put used wipe on wax paper. Remove gloves and put these on the wax paper. Put clean pull up on child. If child's pull up will unfasten on the sides, then put the pull-up on and fasten the sides. IF the pull up does NOT fasten on the sides, ask teacher for assistance. Assist child as he pulls up his pants. Fold up both ends of wax paper enclosing the pull-up and wipes. Put this in the diaper pail that is on the back of the door. You and child need to wash hands.</p>	
	<p>Change <u>POOPY</u> Pull Up -Get materials together which include gloves, wax paper, wipes, and cream (if needed). Lay wax paper on the tile wall, lay out 3 wipes, and clean pull up. Put on gloves. Check child to if wet and/or poopy. If child is wet, remove pull by undoing BOTH sides of pull up and put it on the wax paper, wipe child with wipes and place child on toilet to allow child to potty. Once child is finished, wipe child (with wipe on toilet paper as needed), put used wipe on wax paper. Remove gloves and put these on the wax paper. Put clean pull up on child. If child's pull up will unfasten on the sides, then put the pull-up on and fasten the sides. IF the pull up does NOT fasten on the sides, ask teacher for assistance. Assist child as he pulls up his pants. Fold up both ends of wax paper enclosing the pull-up and wipes. Put this in the diaper pail that is on the back of the door. You and child need to wash hands.</p>	
	<p>Clean up playground at the end of the day. Put all riding toys under the shaded area. Put all sandtoys in the sandbox, put all other toys (balls etc) in the green turtle.</p>	

Lab Duties-Preschool Room

Name _____ Semester _____

By the end of your rotation in each classroom, you should have completed the tasks assigned for that classroom. Once you have completed it, you will get a teacher in the classroom to sign that you did complete the task.

Date	Task	Teacher's signature
	Sing song with children. No lesson plan is required. Simply sing a song with the children	
	Read a book to children. No lesson plan is required. Just read a book.	
	Conduct 1 Group Time-Pledge, the calendar, the weather, 1 story, and 2 songs, shapes and color OR ABC's and numbers, do a dance, talk about theme of the week.	
	Wash hands of all children in class after coming in from outside or before a meal. After all children have washed hand, spray sink with bleach water and let sit for 30 seconds and then wipe out sink	
	Put out cots for nap. You will need to get the Cot Map from the teacher that shows where each child sleeps. The names of the children are on their cot. Talk to the teacher about what is included with this (blankets, stuffed animals, books by the cot)	
	Serve and clean up breakfast. This includes cleaning the table before the meal is served, spray table with bleach water and leave for 10 seconds, wipe with paper towel, pass out plates and milk, supervise children while they eat, children put plates in trash, children pour milk in sink and put cup in trash, children go to activity, clean tables with bleach, sweep around table and clean out chairs, clean out sink from the milk	
	Serve and clean up lunch. This includes cleaning the table before the meal is served, putting on bibs, cutting up food, passing out plates, feeding children who need help, wipe hands and faces after they finish, send child to sink to brush teeth, scrape food off plates, put plates on cart, pour out milk from cups, spray table and leave for 30 seconds and wipe, wipe out chairs, sweep floor under table, take cart to kitchen.	
	Serve and clean up snack. This includes cleaning the table before the meal is served, spray table with bleach water and leave for 10 seconds, wipe with paper towel, pass out plates and milk, supervise	

	children while they eat, children put plates in trash, children pour milk in sink and put cup in trash, children go to activity, clean tables with bleach, sweep around table and clean out chairs, clean out sink from the milk	
	Brush teeth-As children finish lunch, they go to the restroom and then to sink to wash hands and brush teeth. One sink is used for washing hands and the other for brushing teeth. Put tooth paste dab on a paper towel, have 1 cup per child with sip of water ready, put toothpaste on toothbrush, make sure correct child gets their toothbrush, child brushes teeth, when child is finished, take toothbrush and give child cup of water, child takes cup to trashcan, and tell child to lay on cot. Repeat with EACH child in the class. After all children have finished brushing teeth, spray sink in classroom and in bathroom and toilet with bleach water, let it sit for 30 seconds and the wipe down with paper towel.	
	Put children's work, letters to parents, etc in parent's mailbox. See teacher.	
	Clean up paint cups at easel, clean out brushes, clean off easel, put up fresh paper, put lid on paint cups, set brushes up to dry, put extra paint if needed	
	Clean up the playground at the end of the day. Sweep porch, put all riding toys on porch, put all sand toys in sandbox, put playhouse toys in playhouse, put blocks up,	
	Be in charge of taking the children to the library for library time. This includes lining the children up, making sure they have partners, count to make sure you have all children, guiding children to the library, keeping them on the rug in the library, using classroom management skills to keep the group under control and quiet while in the library, read books, line children up, make sure they have partners, count to make sure you have all children, guide children back to the classroom.	
	Put up cots and do laundry-removing blankets and sheets from cots, put personal blankets in cubbies, wash the blankets and sheets together, dry them, fold , and put away (they go in the cot cabinet).	
	Supervise center time-interact with children while children are in center and use classroom management skills, and transition children to another activity.	

Lab Duties-After School Room

Name _____ Semester _____

By the end of your rotation in each classroom, you should have completed the tasks assigned for that classroom. Once you have completed it, you will get a teacher in the classroom to sign that you did complete the task.

Date	Task	Teacher's signature
	Sing song with children. No lesson plan is required. Simply sing a song with the children	
	Read a book to the children. No lesson plan is required. Simply read a book to them.	
	Serve snack. This includes cleaning the table with bleach water before snack is served, hand out snack, children eat and then children put their stuff in the trash can, spray table with bleach water and wipe	
	Play one board game with the children	
	Complete one craft activity with the children	
	Clean up playground-sweeping the back porch, putting toys in the appropriate areas, put tricycles under the porch, picking up any trash, cover the sandbox with sandbox cover	

Lab Duties-Off Campus Site

Name _____ Semester _____

By the end of the semester, you should have completed the tasks assigned below. Once you have completed it, you will get a teacher in the classroom to sign that you did complete the task. You will need to review this checklist with your instructor ahead of time in case some of the times do not apply to your center. Other duties will be substituted if needed.

Date	Task	Teacher's signature
	Sing song with children. No lesson plan is required. Simply sing a song with the children	
	Sing song with children. No lesson plan is required. Simply sing a song with the children	
	Sing song with children. No lesson plan is required. Simply sing a song with the children	
	Read a book to children. No lesson plan is required. Just read a book.	
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	Conduct 1 Group Time	
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	Conduct 1 Group Time with preschool age-Pledge, the calendar, the weather, 1 story, and 2 songs, shapes and color OR ABC's and numbers, do a dance, talk about theme of the week.	
	Wash hands of all children in class after coming in from outside or before a meal. After all children have washed hand, spray sink with bleach water and let sit for 30 seconds and then wipe out sink	
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	Put out cots for nap. You will need to get the Cot Map from the teacher that shows where each child sleeps. The names of the children are on their cot. Talk to the teacher about what is included with this	

	(blankets, stuffed animals, pacifier, books by the cot)	
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	Put up cots and do laundry-removing blankets and sheets from cots, put personal blankets in cubbies, wash the blankets and sheets together, dry them, fold , and put away (they go in the cot cabinet).	
	Serve and clean up Breakfast. This includes cleaning the table before the meal is served, putting on bibs, cutting up food, passing out plates, feeding children who need help, wipe hands and faces after they finish, send child to sink to brush teeth, scrape food off plates, put plates on cart, pour out milk from cups, spray table and leave for 30 seconds and wipe, wipe out chairs, sweep floor under table, take cart to kitchen	
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	Serve and clean up lunch. This includes cleaning the table before the meal is served, putting on bibs, cutting up food, passing out plates, feeding children who need help, wipe hands and faces after they finish,	

	<p>send child to sink to brush teeth, scrape food off plates, put plates on cart, pour out milk from cups, spray table and leave for 30 seconds and wipe, wipe out chairs, sweep floor under table, take cart to kitchen.</p>	
	<p>Serve and clean up lunch. This includes cleaning the table before the meal is served, putting on bibs, cutting up food, passing out plates, feeding children who need help, wipe hands and faces after they finish, send child to sink to brush teeth, scrape food off plates, put plates on cart, pour out milk from cups, spray table and leave for 30 seconds and wipe, wipe out chairs, sweep floor under table, take cart to kitchen</p>	
	<p>Serve and clean up lunch. This includes cleaning the table before the meal is served, putting on bibs, cutting up food, passing out plates, feeding children who need help, wipe hands and faces after they finish, send child to sink to brush teeth, scrape food off plates, put plates on cart, pour out milk from cups, spray table and leave for 30 seconds and wipe, wipe out chairs, sweep floor under table, take cart to kitchen</p>	
	<p>Serve and Clean up Snack. This includes cleaning the table before the meal is served, putting on bibs, cutting up food, passing out plates, feeding children who need help, wipe hands and faces after they finish, send child to sink to brush teeth, scrape food off plates, put plates on cart, pour out milk from cups, spray table and leave for 30 seconds and wipe, wipe out chairs, sweep floor under table, take cart to kitchen</p>	
	<p>Serve and Clean up Snack. This includes cleaning the table before the meal is served, putting on bibs, cutting up food, passing out plates, feeding children who need help, wipe hands and faces after they finish, send child to sink to brush teeth, scrape food off plates, put plates on cart, pour out milk from cups, spray table and leave for 30 seconds and wipe, wipe out chairs, sweep floor under table, take cart to kitchen</p>	
	<p>Serve and Clean up Snack. This includes cleaning the table before the meal is served, putting on bibs, cutting up food, passing out plates, feeding children who need help, wipe hands and faces after they finish, send child to sink to brush teeth, scrape food off</p>	

	<p>plates, put plates on cart, pour out milk from cups, spray table and leave for 30 seconds and wipe, wipe out chairs, sweep floor under table, take cart to kitchen</p>	
	<p>Brush teeth- put tooth paste dab on individual paper towel, as children clean up their plate and cup, they come to the sink to brush teeth, have 1 cup per child with sip of water ready, put toothpaste on toothbrush, make sure correct child gets their toothbrush, child brushes teeth with assistance, when child is finished, take toothbrush and give child cup of water, child sets cup on side, wipe hands and mouth with wipes. Send children who are potty trained to the potty. All others children to lay on cot. Repeat with EACH child in the class. After all children have finished brushing teeth, spray sink in classroom and in bathroom and toilet with bleach water, let it sit for 30 seconds and the wipe down with paper towel.</p>	
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	Put children's work, letters to parents, etc where the parents gather things at the end of the day. See teacher.	
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	Change diaper-on changing table	
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	Change POOPY diaper-on changing table	
	Change Pull Up-Get materials together which include gloves, wax paper, wipes, and cream (if needed). Lay wax paper on the tile wall, lay out 3 wipes, and clean pull up. Put on gloves. Check child to if wet and/or poopy. If child is wet, remove pull by undoing BOTH sides of pull up and put it on the wax paper, wipe child with wipes and place child on toilet to allow child to potty. Once child is finished, wipe child (with wipe on toilet paper as needed), put used wipe on wax paper. Remove gloves and put these on the wax paper. Put clean pull up on child. If child's pull up will unfasten on the sides, then put the pull-up on and fasten the sides. IF the pull up does NOT fasten on the sides, ask teacher for assistance. Assist child as he pulls up his pants. Fold up both ends of wax paper enclosing the pull-up and wipes. Put this in the diaper pail that is on the back of the door. You and child need to wash hands.	
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	Clean up paint cups at easel, clean out brushes, clean off easel, put up fresh paper, put lid on paint cups, set brushes up to dry, put extra paint if needed	
	Supervise center time-interact with children while children are in center and use classroom management skills, and transition children to another activity.	
	Be in charge of a field trip or arranging for a classroom visitor	
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	Clean up playground at the end of the day. Put all riding toys under the shaded area. Put all sandtoys in the sandbox, put all other toys (balls etc) in the green turtle.	
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	Clean up the playground at the end of the day. Sweep porch, put all riding toys on porch, put all sand toys in sandbox, put playhouse toys in playhouse, put	

	blocks up	
	<p>Check the first aid kits in the classroom AND the one that goes outside for needed supplies. If something is missing, inform Mrs. Gena.</p> <p>The playground kits and classroom kits should have gloves, bandaids, wound cleaning solution or wipes, antibody cream</p>	
	Play one board game with the children	

Rubric for grading Observations

95

Student has a good grasp of information; demonstrates full knowledge (more than required); complete thoughts expressed. Information is in logical, interesting, sequence which reader can follow. Observation has 5 quality statements. Presentation has no misspellings or grammatical errors; work is neatly done.

85

Student has some grasp of information; information needs some clarity. Information is presented in logical sequence which reader can follow. Observation has 4 quality statements. Presentation has no more than two misspelling and/or grammatical errors.

75

Student needs more thought and is able to demonstrate basic concepts; needs improvement on communication and writing skills; reader has difficulty following work because student jumps around. Observation has 3 quality statements. Presentation has three misspellings and/or grammatical errors. Work is sloppy.

0=No observation submitted.

Weekly Time Sheet

Student's Name

Dates

Date	Time In	Time Out	Total Time	Signature of Supervisor

Total number hours for the week _____

Supervisor's Signature _____

Student's Signature _____

