



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

Semester: 201712 Course Title: ECCE Practicum Course Number: ECCE 1121 Credit Hours/Minutes: 3/5250 Class Location: Room 317 Class Meets: Monday 5:00-5:50pm CRN: 20084	Instructor: Karen Bush Office Hours: Office Location: Room 314 Email address: kbush@southeasterntech.edu Phone: 912-538-3256 Fax: 912-538-3156 Preferred Method of Communication: Email
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REQUIRED TEXTS: None

REQUIRED SUPPLIES: Notebook, a folder with pockets so students can turn in assignments, secure a site to complete the 75 required hours. **A SATISFACTORY Fingerprint Check from Cogent Systems which MUST be initiated by the childcare site, not STC. You cannot begin your hours until the Instructor has a copy of your declarations form from DECAL.**

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, and guidance techniques and classroom management.

PREREQUISITES: ECCE 1105/ **COREQUISITES:** ECCE 1105

COURSE OUTLINE:

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 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.

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. 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. Unannounced quizzes/assignments may be given. Students that miss an unannounced quiz or assignment will receive a grade of 0. Students will save all class assignments in their student folder (P Drive) for this 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 child care 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 DECAL 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.

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...): Failure to take tests on the scheduled day will result in a grade of zero for the test not taken. Students are allowed to make up one test. The makeup test must be taken the next day upon returning to class. The zero assigned for the missed test will be replaced with the grade the student makes on the makeup exam. **Makeups are not allowed for any unannounced quizzes/assignments.**

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.

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.

GRADING POLICY:

Requirement	Weight	Average	Multiplied by	GRADE
Hours at site	50%		0.45	
Lab Activities/Class	50%		0.50	
Total of Points (Grade):				

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

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
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
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
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
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
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
Week 8- Oct 17-21 Work due by Oct 21	Standard Precautions	Lab Hour Timesheet Work on Lab Duties Observations 7	*1, 4, 5 ** a, ,b ,c

		Activity 7 Lab reaction 7 Work on Family Activity	
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
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
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
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
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
Week 14 Dec 5-9 Work due Dec 9	Discipline	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	

Course Competencies:

- 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

****Gen. Ed 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

IMPORTANT INFORMATION:

You must have 75 total hours in a child care center/school by the end of the semester documented and signed by the director/assistant director/principal. If not, you will have to re-take this class.

15 LESSON PLANS ON SPECIFIC ACTIVITIES:

Lesson plans must be written on the attached form and must be complete. Allow your supervising teaching at the center/school to review the lesson plans before you teach them.

15 OBSERVATIONS:

Must be typed and at least on full page. Place a cover sheet with the child's identifying information and your information. These must be written on 5 different common childhood behaviors.

5 MILESTONES CHECKLISTS:

These must be printed from CDC website. Make sure the child's identifying information is on each checklist. You must complete the checklists on a child of that age. EXAMPLE: For 2 year old milestones, you will choose a child between 24-35 months.

www.cdc.gov search milestones, click on the first link that appears, then the age of the child/ren you are teaching, print off the check off sheets, and complete them on the appropriate age child

1 PARENT NIGHT ACTIVITY: we will work on in class but you must complete outside of class

You will be developing (on paper only) a Parent Night Program. You must include the following:

- 1- Decide on a topic that would help parents and be interesting
- 2- agenda of the night
- 3-create an invitation to send home to parents about the program
- 5- have at least 2 guest speakers to go along with your Parent Night topic—real names and positions they have in the community
- 6- create an outline of what information the guest speakers would discuss at Parent Night
- 7- create a menu of what will be served at the meeting
- 8- if child care will be provided, who will (titles) provide it? explain
- 9- create a survey so parents can give feedback about the program
- 10-create a thank- you note to send to parents who attended

Check-Off Sheet for Site Teacher to sign—MUST BE TURNED IN WHEN ALL ARE COMPLETED!!!

<u>ASSIGNMENT</u>	<u>NAME OF LESSON (title)</u>	<u>DATE COMPLETED</u> <u>OR TAUGHT</u>	<u>DIRECTOR'S (ASST.)</u> <u>SIGNATURE/DATE</u>
<u>MUSIC LESSON #1—must</u> <u>all be signed!!!!!!</u>			
<u>MUSIC LESSON #2</u>			
<u>MUSIC LESSON #3</u>			
<u>ART LESSON #1</u>			
<u>ART LESSON #2</u>			
<u>ART LESSON #3</u>			
<u>STORY-TIME ACTIVITY #1</u>			
<u>STORY-TIME ACTIVITY #2</u>			
<u>STORY-TIME ACTIVITY #3</u>			
<u>STORY-TIME ACTIVITY #4</u>			
<u>5-Milestones Checklist on</u> <u>5 different children</u> <u>(choose appropriate</u> <u>milestones checklists</u> <u>from www.cdc.gov)</u>			
<u>5 typed observations (1</u> <u>page each). You are to</u> <u>observe for behaviors—</u> <u>make sure they are on</u> <u>correct topic!</u>			
<u>75 TOTAL HOURS</u>	<u>Weekly time sheets given</u> <u>to instructor!</u>		
<u>Parent Night Activity</u>	<u>Does not need to be</u> <u>signed-off on!</u>		

The director will check off only after you have the lesson plan/checklist/activity typed. It is the student's responsibility to have all

items necessary to teach each lesson. . See STC instructor if you need additional materials to teach your lessons.

Activity Planning Sheet

(Make copies—MUST use this form)

Student's Name	Date of Activity		Time	
Theme	Class:	Birth – 12 months	1-2 year olds	3-4 year olds
Name of Activity	Target Group:	Lg Gr	Sm Gr	Individual
Goal (what are you teaching the children?)	Curriculum Area (Art, Music, Math, etc.)			
STANDARDS: GELDS or Common Core				
Materials Needed and Teacher Preparation				
Beginning Essential Question (This must be an open ended question that requires the child to think and relate to the activity)				
Step-by-Step Teaching Procedure				
End review (This must be an open ended question related to the activity to ensure the child learned the goal of the activity)				
Guidance Suggestions/Safety Precautions (This is what you will do to prevent accidents during the activity)				

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This is for the supervising teacher to grade the student while teaching the required lesson to the class. ATTACH this to the lesson plan you taught!!!! This must be attached in order to receive credit for the lesson taught.

Activity Evaluation Rubric

Student's Name	Date of Activity/NAME OF ACTIVITY	
6 points	8 points	10 points
Student did not sign up with instructor.	Student signed up the day of the activity.	Student signed up with instructor 2 or more days in advance
Student was not prepared, disorganized, did not have enough for every child to participate	Student was mostly prepared and had most materials, some children allowed to participate	Student was well prepared and organized, had enough materials for all children to participate
Student started activity without essential question for children.	Student started with a closed ended question.	Student started with opened ended essential question
Instructions were confusing for children. Students should have practiced activity. Activity was too long/short	Children were given instructions. Student has practiced activity and plenty of time to complete activity	Presentation of activity was developmentally appropriate by addressing the individual needs of children
Student was sluggish/no energy	Student displayed some energy	Student was enthusiastic and energetic
Children were not interested in activity	Children were interested in activity	Children's interest in activity was heightened
Student did not follow plans, Student had few/poor plans	Student followed some of their plans, but not all, Student has some good ideas	Student followed plans exactly, Excellent ideas/creative
Activity not suitable for age group or not theme related	Activity suitable for age group, DAP and is theme related	Activity is very appropriate for age group, and is theme related
Did not clean-up materials	Cleaned-up materials	Cleaned-up. Left room and children ready for next activity
Children were out of control and did not learn.	Children were listening but the student needed limited assistance from teacher.	Good classroom management skills. Student needed no assistance from teacher.

Comments

Supervising Teacher's Signature _____

STC Instructor's Signature _____