



TENTATIVE—SUBJECT TO CHANGE

**ECCE 1121 Early Childhood Practicum
COURSE SYLLABUS
Online **Asynchronous**
Fall Semester 202412**

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 20095

Preferred Method of Contact: College Email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Kay Wilson

Office Location: Building 2, Room 2125

Office Hours: Monday-Thursday 1:00-4:00

Email Address: [Kay Wilson \(kwilson@southeasterntech.edu\)](mailto:kwilson@southeasterntech.edu)

Phone: 478-289-2213

Fax Number: 478-289-2276

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(https://catalog.southeasterntech.edu/\)](https://catalog.southeasterntech.edu/).

REQUIRED TEXT

NONE

REQUIRED SUPPLIES & SOFTWARE

Students will be conducting learning activities, therefore they will need supplies such as paper, glue, markers, etc. The type and cost of supplies varies per semester and per activity. Secured site to complete 90 hours.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

This course 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.

PREREQUISITE(S)

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:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

To pass the class, students must complete all assignments on the syllabus and complete the required proctored event. Students will have at least one week to complete tests and assignments. **All tests and assignments are due at 11:59 P.M. on Monday of each week.** Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to complete all work required by the instructor. Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Monday of each week, unless otherwise stated. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spend adequate time during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email and other STC resources can be accessed from the [mySTC](#) tab on STC's Website. Email can also be accessed in the menu of your Blackboard course.

Within the first three days of class ALL online students must:

- Complete Online Orientation Quiz in Blackboard. (Getting Started tab in left menu in Blackboard)
- Complete the Pledge Acknowledgment in Blackboard. (Getting started tab in left menu in

Blackboard)

- Complete Syllabus Quiz in Blackboard

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related 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" (Failing 0-59) in a course.

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. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:59 P.M. on Monday of each week. 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.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: Emily Jarrell (ejarrell@southeasterntech.edu), 478-289-2259, Building 1, Room 1210.

Vidalia Campus: Helen Thomas (hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

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 make appropriate arrangements with the appropriate campus coordinator.

Swainsboro Campus: Emily Jarrell (ejarrell@southeasterntech.edu), 478-289-2259, Building 1, Room 1210.

Vidalia Campus: Helen Thomas (hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made PRIOR to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery MAY NOT be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the

term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

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

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. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

CRIMINAL RECORDS CHECK

National Fingerprint-Based Criminal History Background Check: All students enrolled in ECCE 1121 Practicum and ECCE 2245 and 2246 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 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.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)

There are no make-up exams or assignments in an online class. Students have a week to complete assignments. If Internet or browser failure occurs, contact instructor immediately. A student who needs an exam reopened must come to campus to take the test.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

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

1. 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.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) 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.

3. 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 third 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

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p>	<p>Melanie Walker, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Melanie Walker mwalker@southeasterntech.edu</p>

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’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 [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (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

Assessment/Assignment	Percentage
Placement Site Hours	50%
Placement Activities/Class	45%
Evaluation from Site	5%

GRADING SCALE

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

**ECCE 1121 Early Childhood Practicum
Fall Semester 202412 Lesson Plan**

Date/Week/Due	Content	Assignments	Competency Area
Module 1 Due Monday, 8/28 by 11:59 p.m.	Syllabus; Lab Hours; Weekly Self-Reflections	-THOROUGHLY Read Syllabus -Complete Syllabus Quiz -Complete Online Orientation in Blackboard -Complete Pledge Acknowledgement Quiz -Complete COVID Requirement in Blackboard Read Chapters Finger Printing Completed -Secure Site Placement -Weekly Timesheet	1, 2, 5 a, c
Module 2 Due Tuesday, 9/5 by 11:59 p.m.	Observations; Weekly Self-Reflection; Activity Plans	-Turn in Weekly Time Sheet -Print Off Placement Task Sheet and begin working on it (due last week of the semester) -View Observation Information -Watch Observation Video -Turn in Observation 1	1, 5 a, b, c
Module 3 Due Monday , 9/11 by 11:59 p.m.	GELDS	-Weekly Time Sheet -Continue working on Placement Tasks -View How To Write An Activity Plan Information -Activity Plan 1 Due (This must be taught to the children. The plan must be signed by the supervisor in order for it be accepted.) -View Self-Reflection Information -Self-Reflection 1 Due	1, 5 a, b, c
Module 4 Due Monday, 9/18 by 11:59 p.m.	Work Ethics	-Weekly Time Sheet -View Standards Precautions Information Power Point -Continue Working on Placement Tasks -Discussion Board 1	5 a, b, c

Date/Week/Due	Content	Assignments	Competency Area
<p>Module 5</p> <p>Due Monday, 9/25 by 11:59 p.m.</p>	<p>Assessments</p>	<ul style="list-style-type: none"> -Weekly Time Sheet -View ASQ (Ages and Stages Questionnaire) Assessment Video -View ASQ Assessment Information -Complete and ASQ Assessment on a child -Continue Working on Placement Tasks -Observation 2 Due (Be sure to review observation guidelines) -Self-Reflection 2 Due 	<p>2, 5 a, b, c</p>
<p>Module 6</p> <p>Due Monday, 10/2 by 11:59 p.m.</p>	<p>Confidentiality Classroom Management/ Positive Guidance Techniques</p>	<ul style="list-style-type: none"> -Weekly Time Sheet -Watch Work Ethics Video -Continue working on placement tasks -Discussion Board 2 -Activity 2 Due (This must be taught to the children and signed by the supervisor.) 	<p>1, 4 a, b, c</p>
<p>Module 7</p> <p>Due Monday, 10/9 by 11:59 p.m.</p>	<p>Bulletin Boards</p>	<ul style="list-style-type: none"> -Weekly Time Sheet -View Bulletin Board Information -Complete one Bulletin Board (upload a picture) -Work on Placement Tasks -Observation 3 Due -Self-Reflection 3 Due 	<p>1, 4, 5 a, b, c</p>
<p>Module 8</p> <p>Due Monday 10/16 by 11:59 p.m.</p>	<p>Interacting With Children Diapering</p>	<ul style="list-style-type: none"> -Weekly Time Sheet -Watch Confidentiality Video -Work on Placement Tasks -Activity 3 Due (Must be taught to the children and signed by the supervisor.) -Discussion Board 3 	<p>4 a, b, c</p>
<p>Module 9</p> <p>Due Monday, 10/23 by 11:59 p.m.</p>	<p>Family Involvement and Communication</p>	<ul style="list-style-type: none"> -Weekly Time Sheet -Watch Classroom Management Video -Work on Placement Tasks -Observation 4 	<p>5 a, b, c</p>

Date/Week/Due	Content	Assignments	Competency Area
Module 10 Due Monday, 10/30 by 11:59 p.m.	Review GELDS	-Weekly Time Sheet -View Family Project Information -Family Activity Plan Due (Activity 4) (Must be taught and signed by supervisor.) -Work on Placement Tasks -Discussion Board 4	5 a, b, c
Module 11 Due Monday, 11/6 by 11:59 p.m.	Review Work Ethics	-Weekly Time Sheet -Watch Quality Interaction Video -Work on Placement Tasks -Observation 5	1, 4, 5 a, b, c
Module 12 Due Monday, 11/13 by 11:59 p.m.	Working with Parents	-Weekly Time Sheet -View Positive Guidance Techniques Information -Watch Positive Guidance Video -Work on Placement Tasks -Discussion Board 5	1, 4, 5 a, b, c
Module 13 Due Monday, 11/27 by 11:59 p.m.	Importance of Being Punctual	-Weekly Time Sheet -View Diapering Information -Observation 6 -Self-Reflection 4	4 a, b, c
Module 14 Due Monday, 12/4 by 11:59 p.m.	Working as a Team Player	-Weekly Time Sheet -View Community Relationships Information -Continue Working on Placement Tasks (due next week) -Activity 5 Due (Must be taught and signed.) -Self-Reflection 5	4 a, b, c
Module 15 Due Monday, 12/11 by 11:59 p.m.		-Weekly Time Sheet -Turn in Placement Task Sheet -Practicum Test	3 a,b,c

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,