



**ECCE COURSE SYLLABUS
FALL SEMESTER 2015**

Semester: Fall
Course Title: ECCE Internship
Course Number: ECCE 2240
Credit Hours/ Minutes: 12/27,000
Class Location: 317
Class Meets: First day of semester
CRN: 20186

Instructor: A. Barr
Office Hours: M-R: 8:00-8:30;M 1-4; W 1-4; R 1-3
Office Location: 314
Email Address: abarr@southeasterntech.edu
Phone: 912-538-3256
Fax Number: 912-538-3156

COURSE TITLE AND NUMBER: ECCE 2240---Early Childhood Care and Education Internship

COURSE LENGTH AND CREDIT: ECCE 2240 is a 12 credit hour class meeting a total of 27,000 minutes for the semester. This is a total of 450 HOURS during the semester: 15 hours to be completed in the classroom—one hour a week for the entire semester. That means 435 must be completed in the childcare setting.

REQUIRED TEXTS: NONE

REQUIRED SUPPLIES: (2) 4" ring notebook (portfolio), page protectors

COURSE DESCRIPTION: Provides the student with the opportunity to gain a supervised experience in an actual of simulated work 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.

PREREQUISITES: ECCE 1101, ECCE 1103, ECCE 1105

CO-REQUISITES: ECCE 1105

MAJOR COURSE COMPETENCIES/COURSE OUTLINE:

Order	Description
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
7	Professional Portfolio Development

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.

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.

STUDENT REQUIREMENTS: Students are expected to complete all work shown on the lesson plan. Students are also expected to complete all tests on the dates specified on the plan. Students are responsible for policies and procedures included in the *STC Catalog*. A grade of C or better is required for this class.

If the full 450 hours required for internship isn't completed by the last day of the semester and an incomplete is granted in the absence of an extenuating circumstance, students may receive a letter grade reduction. An extenuating circumstance is a major illness or a death in the family

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.*

Special Needs: Students with documented special needs may be provided with an individualized Instructional Plan with specifications for scheduled instructional time. It is the student's responsibility to inform the Special Needs Specialist as students and instructors are required to have documented evidence prior to receiving or allowing special accommodations. See *STC Catalog* and *Student Handbook*, Student Affairs section for further information regarding special needs.

Special Needs Addendum: Students with disabilities who believe they may need accommodations in this class based in the impact of a disability are encouraged to contact Jan Brantley, Room 218 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

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 the Special Needs Office. Swainsboro Campus: Jan Brantley (478) 289-2274—Vidalia Campus: Helen Thomas Room 108 (912) 538-3126.

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 TEST(S) / ASSIGNMENTS/QUIZZES: If a student misses a test, a grade of zero will be assigned. Only students with extenuating circumstances (who contact the instructor on or before the day of the test regarding their absence) will be allowed to take a makeup test, which will replace the zero.

Assignments will not be taken late (no exceptions). If a student is absent the day of a quiz he/she will receive a grade of zero. Quiz grades cannot be made up.

CELL PHONE POLICY: Cell phones are not to be used while in class. When a student enters the classroom, the cell phone should be placed on silent or vibrate. If cell phones become a problem, the instructor reserves the right to give a quiz to the entire class each time a phone rings/vibrates or anytime a student is caught using a phone in class.

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).

ACCESS TO TECHNOLOGY: For information regarding Angel, the Information Delivery System (IDS), Student Owl Mail, and BannerWeb, please see the IT Department link on STC's website at <http://www.southeasterntech.edu>.

GRADING POLICY:

ASSIGNMENTS	GRADING SCALE	
	A	(90% - 100%)
Portfolio/Interview	50%	B (80% - 89%)
Performance Evals/Hours/On-time paperwork	40%	C (70% - 79%)
Class attendance	10%	D (60% - 69%)
	F	BELOW 60
	100%	

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.

DATE	ASSIGNMENTS	COMP AREA		
Week 1	<p>FINGERPRINT DECLARATION SHEET FROM DECAL MUST BE GIVEN TO INSTRUCTOR BEFORE HOURS CAN BEGIN:---Site permission forms and all others forms signed before entering a child care center for the 435 required hours in a childcare/Pre-K/school setting.</p> <p>Write lesson plans and have them approved by supervising teacher. Must teach 2 lessons a day during each week except for week 8. Week 8 you will need to be responsible for most of the daily teaching and responsibilities.</p>	1,2,3,4,5,6,7		
Week 2	<p>Non-lead teaching activities—min., 2 a day. on the included lesson plan form, self eval. form, time sheets due; your class roster and your daily schedule</p>	1,2,3,4,5,6,7		
Week 3	<p>Same as week 2 Work on portfolio</p>	1,2,3,4,5,6,7		
Week 4	<p>Same as week 2 Work on portfolio</p>	1,2,3,4,5,6,7		
Week 5	<p>Same as week 2 Work on portfolio</p>	1,2,3,4,5,6,7		
Week 6	<p>Same as week 2 Work on portfolio</p>	1,2,3,4,5,6,7		
Week 7	<p>Same as week 2 but MIDTERM INTERN EVAL FORM due—must be filled out by supervisor!! Work on portfolio</p>	1,2,3,4,5,6,7		
Week 8	<p>LEAD TEACHING—be responsible for as many activities as the supervisor will allow, time sheets due, weekly summary report, Weekly planning form (2pages), self-evaluation form, Work on portfolio</p>	1,2,3,4,5,6,7		
Week 9	<table border="1"> <tr> <td>Non lead teaching activities</td> </tr> <tr> <td>Work on portfolio</td> </tr> </table>	Non lead teaching activities	Work on portfolio	1,2,3,4,5,6,7
Non lead teaching activities				
Work on portfolio				
Week 10	<table border="1"> <tr> <td>Non lead teaching activities</td> </tr> <tr> <td>Work on portfolio</td> </tr> </table>	Non lead teaching activities	Work on portfolio	1,2,3,4,5,6,7
Non lead teaching activities				
Work on portfolio				
Week 11	<table border="1"> <tr> <td>Non-lead teaching activities</td> </tr> <tr> <td>Work on portfolio</td> </tr> </table>	Non-lead teaching activities	Work on portfolio	1,2,3,4,5,6,7
Non-lead teaching activities				
Work on portfolio				
Week 12	<p>Non-lead—same as week 3 Work on portfolio</p>	1,2,3,4,5,6,7		

Week 13	Non-lead same as week 3 Work on portfolio	1,2,3,4,5,6,7
Week 14	Non-lead same as week 3 Interviews and portfolio due next week FINALIZE PORTFOLIO!!!! FINAL INTERN EVALUATION form due—completed by your supervisor	1,2,3,4,5,6,7
Week 15	FINISH those 430 hours!!!! Same as week 3 PORTFOLIO AND INTERVIEWS THIS WEEK—call instructor for date and time if you have not received an email—912-538-3256	1,2,3,4,5,6,7

You must LEAD TEACH for 1 week of the semester--- to be completed week by 8. . This means you are responsible for as many activities as the supervising teacher will allow. You must allow your supervising teacher to APPROVE ALL of your lesson plans prior to teaching them during NON-LEAD and LEAD TEACHING WEEKS.

You are responsible for checking your STC OwlMail at least 2 different days a week!!! You may be receiving important information!!

If you are going to be absent from work, you must call and SPEAK to your supervisor (no voice mail messages or texts). You must also let me know if you are not going to be at work. You can leave me a voicemail or email me.

Barr: 912-538-3256 or abarr@southeasterntech.edu

YOU MUST BRING THE PAPERWORK TO MS. BARR EACH THURSDAY DURING CLASS TIME. FRIDAY’S WORK WILL BE ON THE NEXT WEEK’S PAPERWORK!!!

Fax number 912-538-3156

Make sure to put a coversheet on your work that you fax with ALLISON BARR on the “ATTENTION” line. This fax machine is used by hundreds of employees.