



## **ECCE 1121 Early Childhood Practicum**

### **COURSE SYLLABUS**

**Fall Semester 2017 (201812)**

#### **COURSE INFORMATION**

Credit Hours/Minutes: 3/5250

Class Location: Room 317

Class Meets: Monday 5:00 -5:50

CRN: 20231

Preferred Method of Contact: @southeasterntech.edu

#### **INSTRUCTOR CONTACT INFORMATION**

Instructor Name:

Office Location: Main Room 317

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

Email Address: @southeasterntech.edu

Phone: 912-538-3256

Fax Number: 912-538-3156

Tutoring Hours (if applicable):

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Tutoring Hours (if applicable):

#### **REQUIRED TEXT**

NONE

#### **REQUIRED SUPPLIES & SOFTWARE**

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 90 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, 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**

It is the student's responsibility to check their email twice a week and to contact the instructor when they are in need of additional assistance in the course.

## **ATTENDANCE**

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](mailto: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](mailto: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 will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Monday of each week. Assignments and test not received on the due date will be assigned a 0 until received. Ten points per week will be deduct points for work that is submitted late.

## CRIMINAL RECORDS CHECK

**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:

### 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" 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

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member 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).

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

<b>ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer</b>	<b>Title VI - Title IX (Employees) - EEOC Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a>

## **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](#).

## **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**

<b>Assessment/Assignment</b>	<b>Percentage</b>
Lab Hours	50%
Lab Activities/Class	50%

## **GRADING SCALE**

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

## ECCE 1121 Early Childhood Practicum

### Fall Semester 2018 lesson plan

Date/Week/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 1 8/14-21  Due 8/21		Introduction, Secure Lap Site, Activities and Assignments	Finger Printing completed	
Week 2 8/21-28  Due 8/28		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 8/28-9/5  Due 9/5		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 9/5-11 Due 9/11		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 9/11-18 Due 9/18		Confidentiality	Lab Hour Timesheet Work on Lab Duties Observations 4 Activity 4 Lab reaction 4 Work on Family Activity	*2, 5 ** a, ,b ,c

Date/Week/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 6 9/18-25 Due 9/25		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 9/25-10/2  Due 10/2		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 10/2-9 Due 10/9		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
Week 9 10/9-16 Due 10/16		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 10/16-23 Due 10/23		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 10/23-31 Due 10/30		Discipline	Lab Hour Timesheet Work on Lab Duties Observations 10 Activity 10 Lab reaction 10 Work on Family Activity	*2,6 ** a, ,b ,c

Date/Week/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 12 and 13 10/30-11/13 Due 11/13		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 11/13 –20 Due 11/20		Organizations/GAYC	Lab Hour Timesheet Work on Lab Duties Observations 13 Activity 13 Lab reaction 13	*6 ** a, ,b ,c
Week 14 and 15 11/20-27 Due 11/27		Discipline	Lab Hour Timesheet Work on Lab Duties Observations 14 Activity 14 Lab reaction 14 Complete Family Activity	*6 ** 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, and interpret information.



## 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	

Date	Task	Teacher's signature
	<p>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.</p>	
	<p>Put children's work, letters to parents, etc in parent's mailbox. See teacher.</p>	
	<p>Change diaper-on changing table</p>	
	<p>Change diaper-on changing table</p>	
	<p>Change POOPY diaper-on changing table</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>	
	<p>Check the first aid kits in the classroom AND the one that goes outside for needed supplies. If something is missing, inform Mrs. NEW INSTRUCTOR. The playground kits and classroom kits should have gloves, bandaids, wound cleaning solution or wipes, antibody cream</p>	

## 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.	

Date	Task	Teacher's signature
	<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>	
	<p>Put children's work, letters to parents, etc in parent's mailbox. See teacher.</p>	
	<p>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.</p>	
	<p>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.</p>	

Date	Task	Teacher's signature
	<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	

Date	Task	Teacher's signature
	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-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.	
	Read a book to children. No lesson plan is required. Just read a book	
	Read a book to children. No lesson plan is required. Just read a book	
	Conduct 1 Group Time	
	Conduct 1 group time	
	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	
	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.	
	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)	



Date	Task	Teacher's signature
	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)	
	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)	
	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, 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,	

Date	Task	Teacher's signature
	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	
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	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.	
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	<p>Put children's work, letters to parents, etc where the parents gather things at the end of the day. See teacher.</p>	
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	<p>Change diaper-on changing table</p>	
	<p>Change diaper-on changing table</p>	
	<p>Change POOPY diaper-on changing table</p>	
	<p>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.</p>	

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	<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 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</p>	
	<p>Supervise center time-interact with children while children are in center and use classroom management skills, and transition children to another activity.</p>	
	<p>Be in charge of a field trip or arranging for a classroom visitor</p>	
	<p>Be in charge of a field trip or arranging for a classroom visitor</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>	
	<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</p>	

Date	Task	Teacher's signature
	all other toys (balls etc) in the green turtle.	
	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	
	Check the first aid kits in the classroom AND the one that goes outside for needed supplies. If something is missing, inform Mrs. NEW INSTRUCTOR. The playground kits and classroom kits should have gloves, bandaids, wound cleaning solution or wipes, antibody cream	
	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 Name \_\_\_\_\_

Date	Time In	Time Out	Total Time	Signature of Supervisor

Total number hours for the week \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Student's Signature \_\_\_\_\_

## WEEKLY SELF-REFLECTION REPORT

Name

Week of

Answer each question with specific comments.

1. What new knowledge/skill did you learn on the job during this week? Describe.
2. What was the biggest mistake you made this week and how did you correct it?
3. What was the best thing you did this week in lab? How did you make you feel? How did others react to it?
4. In what skill or technique do you feel you need more training for this job?