



**ECCE Internship
ECCE 2240
COURSE SYLLABUS
Fall Semester 201712**

Semester: Fall 201714
Course Title: ECCE Internship
Course Number: ECCE 2240
Credit Hours/ Minutes: 12/27,000
Class Location#314 Main Campus
Class Meets: January 9, 2:00 p.m.
CRN: 40118

Instructor: Karen Bush
Office Hours: 1:30-5:00 M, 1:30-4:30 T, W
Office Location: #314 Main Campus
Email Address: kbush@southeasterntech.edu
Phone: 912-538-3256
Fax Number: 912-538-3156

Preferred Method of Contact:
kbush@southeasterntech.edu

REQUIRED TEXT: Internship Packet

REQUIRED SUPPLIES & SOFTWARE: 4" ring notebook (portfolio), page protectors. 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.

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

MAJOR COURSE COMPETENCIES: Promoting Child Development and Learning, Building Family and Community Relationships, Observing, Documenting, and Assessing to Support Young Children and Families, Teaching and Learning, Becoming a Professional, Guidance Techniques and Classroom Management, Professional Portfolio Development

PREREQUISITE(S): ECCE 1101, ECCE 1103, ECCE 1105

CO-REQUISITE(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
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.

STUDENT REQUIREMENTS: Students are expected to complete all work included in the internship packet. This packet will be reviewed at the beginning of the semester. Students are responsible for policies and procedures included in the *STC Catalog*. A grade of C or better is required for this class. All work submitted must be a student's original work. All Early Childhood diploma and degree students are required to pass the Exit Interview and Portfolio portion of ECCE 2240 at the end of the semester. **Students must score 70% or better on the Exit Interview and Portfolio to successfully complete the course. Students scoring below 70 will be required to retake ECCE 2240.**

National Fingerprint-Based Criminal History Background Check: All students enrolled in 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. **Students are required to provide a copy of the determination letter to their instructor before beginning the practicum or internship.** 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 accessed 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.

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: 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:

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

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

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

GRADING POLICY

60%-Portfolio/Interview
40%-Hours, Paperwork, Evaluations

GRADING SCALE

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

TCSG GUARANTEE/WARRANTY

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

Assignments: See Internship Packet

***Dates of lead teaching may vary depending on needs of site. Two weeks of lead teaching is**

required by the end of the semester. They do not have to be consecutive weeks.

ECCE 2240 Internship LESSON PLAN			
Date	Assignment	Required Paperwork Due	Comp Area
Monday, January 9 2:00 PM, Room 314	Meeting with instructor	*Internship Application *Internship Contract *Site Responsibilities *Student Responsibilities *Must be completed before beginning internship	*1, 2, 3, 4, 5, 6,7 **a, b, c
Week 1 1/9-16 Due 1/16	Observe in the classroom Assisting increases Teaching 60-90 minutes a day added Work on Portfolio at home	Send classroom schedule Class Schedule Time Sheets Weekly Summary Report Self Evaluation	*1, 2, 3, 4, 5, 6,7 **a, b, c
Week 2 1/16-23 Due 1/23	Observing is reduced Assisting increases Teaching 60-90 minutes a day added Work on Portfolio at home	Children's Names Lead Teaching Dates 3 activities & Non-Lead Teaching Time Sheets Weekly Summary Report Self Evaluation	*1, 2, 3, 4, 5, 6,7 **a, b, c
Week 3 1/23-30 Due 1/30	Assisting increases Work on Portfolio at home	Lead Teaching Dates 3 activities & Non-Lead Teaching Lead Teaching Plans Time Sheets Weekly Summary Report Self Evaluation	*1, 2, 3, 4, 5, 6,7 **a, b, c
Week 4 1/30-2/6 Due 2/6	Assisting increases Teaching minimum of 1 ½ hours a day Work on Portfolio at home	3 activities & Non-Lead Teaching Observation Tool OR Lead Teaching Plans Time Sheets Weekly Summary Report Self Evaluation	*1, 2, 3, 4, 5, 6,7 **a, b, c
Week 5 2/6-13 Due 2/13	Assisting decreased Teaching minimum of 1 ½-3 hours a day Work on Portfolio at home	3 activities & Non-Lead Teaching Observation Tool OR Lead Teaching Plans Time Sheets Weekly Summary Report	*1, 2, 3, 4, 5, 6,7 **a, b, c

		Self Evaluation	
Week 6 2/13-20 Due 2/20	Assisting is decreased Teaching up to 3 hours a day Work on Portfolio at home	3 activities & Non-Lead Teaching Observation Tool OR Lead Teaching Plans Time Sheets Weekly Summary Report Self Evaluation	*1, 2, 3, 4, 5, 6,7 **a, b, c
Week 7 2/20-27 Due 2/27	Teaching at least 3 hours a day Work on Portfolio at home	3 activities & Non-Lead Teaching Observation Tool OR Lead Teaching Plans Time Sheets Weekly Summary Report Self Evaluation Mid Term Evaluation	*1, 2, 3, 4, 5, 6,7 **a, b, c
Week 8 2/27-3/6 Due 3/6	Teaching 3-4 ½ hours a day Work on Portfolio at home	3 activities & Non-Lead Teaching Observation Tool OR Lead Teaching Plans Time Sheets Weekly Summary Report Self Evaluation	*1, 2, 3, 4, 5, 6,7 **a, b, c
Week 9 3/6-3/13 Due 3/13	All day teaching Work on Portfolio at home	3 activities & Non-Lead Teaching Observation Tool OR Lead Teaching Plans Time Sheets Weekly Summary Report Self Evaluation	*1, 2, 3, 4, 5, 6,7 **a, b, c
Week 10 3/13-20 Due 3/20	All day teaching Work on Portfolio at home	3 activities & Non-Lead Teaching Observation Tool OR Lead Teaching Plans Time Sheets Weekly Summary Report Self Evaluation	*1, 2, 3, 4, 5, 6,7 **a, b, c
Week 11 3/20-3/27 Due 3/27	All day teaching Work on Portfolio at home	3 activities & Non-Lead Teaching Observation Tool OR Lead Teaching Plans Time Sheets Weekly Summary Report Self Evaluation	*1, 2, 3, 4, 5, 6,7 **a, b, c
Week 12 3/27-4/3 Due 4/3	All day teaching Work on Portfolio at home	3 activities & Non-Lead Teaching Observation Tool OR Lead Teaching Plans Time Sheets Weekly Summary Report Self Evaluation	*1, 2, 3, 4, 5, 6,7 **a, b, c

<p>Week 13 4/3-11</p> <p>Due 4/10</p>	<p>Assisting reinstated Teaching at least 3 hours a day</p> <p>Work on Portfolio at home</p>	<p>3 activities & Non-Lead Teaching Observation Tool OR Lead Teaching Plans</p> <p>Time Sheets</p> <p>Weekly Summary Report</p> <p>Self Evaluation</p>	<p>*1, 2, 3, 4, 5, 6,7</p> <p>**a, b, c</p>
<p>Week 14 4/10-4/17</p> <p>Due 4/17</p>	<p>Assisting is maintained Teaching 1 ½ -3 hours a day</p>	<p>3 activities & Non-Lead Teaching Observation Tool OR Lead Teaching Plans</p> <p>Time Sheets</p> <p>Weekly Summary Report</p> <p>Self Evaluation</p> <p>Portfolio due at exit interview</p>	<p>*1, 2, 3, 4, 5, 6,7</p> <p>**a, b, c</p>
<p>Week 15 4/17-24</p> <p>Due 4/24</p>	<p>Assisting increases Teaching at least 1 ½ hour a day</p> <p>Exit Interview April 20</p>	<p>3 activities & Non-Lead Teaching Observation Tool OR Lead Teaching Plans</p> <p>Time Sheets</p> <p>Weekly Summary Report</p> <p>Self Evaluation</p> <p>Final Evaluation</p>	<p>*1, 2, 3, 4, 5, 6,7</p> <p>**a, b, c</p>

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7. Professional Portfolio Development

****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.

****Disclaimer Statements****

******Instructor reserves the right to change the syllabus and/or lesson plan as necessary.******