



**Early Childhood Care and Education (ECCE)  
ECCE 2245 Internship I  
COURSE SYLLABUS  
Spring Semester 2019**

**COURSE INFORMATION SUMMER**

Credit Hours/Minutes: 6/13500  
Class Location: Main Building, Room 317  
Class Meets: Internship  
Course Reference Number (CRN): 40243  
Preferred Method of Contact: College Email

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Mindy Sumner  
Email Address: [Mindy Sumner \(msumner@southeasterntech.edu\)](mailto:msumner@southeasterntech.edu)  
Campus/Office Location: Vidalia/Main Building, Room 316  
Office Hours: 1:30-4:00  
Phone: 912-538-3256

**SOUTHEASTERN TECHNICAL COLLEGE'S (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 \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

**REQUIRED TEXT**

Internship Packet

**REQUIRED SUPPLIES AND SOFTWARE**

Students will need a four inch ring notebook for their portfolio with page protectors. Students will be conducting learning activities; therefore, they will need supplies such as paper, glue, markers, and etcetera (etc.). The type and cost of supplies varies per semester and per activity.

**COURSE DESCRIPTION**

This course 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. Internship topics include promoting child development and learning; building family and community relations; observing, documenting, and assessing to support young children and families; using developmentally effective approaches; using content knowledge to build meaningful curriculum; and becoming a professional.

**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; using developmentally effective approaches; using content knowledge to build meaningful curriculum; becoming a professional.

### **PREREQUISITE(S)**

ECCE 1101, ECCE 1103, 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. Using developmentally effective approaches.
5. Using content knowledge to build meaningful curriculum.
6. Becoming a professional.

### **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 Southeastern Technical College Catalog. A grade of C or better is required for this class. All work submitted must be the student's original work.

### **NATIONAL FINGERPRINT-BASED CRIMINAL HISTORY BACKGROUND CHECK**

All students enrolled in ECCE 2245 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 a child care facility. Students are required to provide a copy of the determination letter to their instructor before beginning the practicum or internship. 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 operator which must be met before placement at a particular site for internship or practicum is finalized. The final approval of the placement is contingent upon acceptance by the individual center/facility operator.

### **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.

### **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:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

### **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:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

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" 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' 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.

**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...)**

Assignments must be turned in on the specified date. All work must be printed off and turned in at the beginning of class the date that it is due. If a student is absent from class, all work must be turned in at the beginning of class the next day upon returning to class. If this is not done, 10 points will be deducted for work turned in late or work not turned in at the beginning of class. Work will not be accepted if it is over one week past the due date. Failure to take tests on the scheduled day will result in a grade of zero for the test not taken. 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. **STUDENTS WILL ONLY BE ALLOWED TO TAKE ONE MAKEUP TEST DURING THE SEMESTER!** Students are responsible for policies and procedures included in the STC Catalog and Student Handbook.

### **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 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

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).

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a>

## 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 STC's website.

## ACCESS TO TECHNOLOGY

Students can now access Blackboard, 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	40%
Weekly Assignments	60%

## GRADING SCALE

Letter Grade	Range
A	90-100

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

## ECCE 2245 Internship I Spring Semester 2019 Lesson Plan

Date/Week/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 1  Week of January 7  <b>Due 1/14</b>		Meeting with instructor	-Internship Application -Internship Contract -Site Responsibilities -Student Responsibilities <b>Must be completed before beginning internship</b>	1, 2, 3, 4, 5, 6,7 a, b, c
Week 2  Week of January 14  <b>Due 1/22</b>		Observe in the classroom Assisting increases Teaching 60-90 minutes a day added  Work on Portfolio at home	-Class Schedule -Time Sheets -Weekly Summary Report -Self-Evaluation  <b>Due 1/22</b>	1, 2, 3, 4, 5, 6,7 a, b, c
Week 3  Week of January 21  <b>Due 1/28</b>		Observing is reduced Assisting increases Teaching 60-90 minutes a day added  Work on Portfolio at home	-List of Children's Names -Lead Teaching Dates -3 activities and Non-Lead Teaching Plans -Time Sheets -Weekly Summary Report -Self-Evaluation  <b>Due 1/28</b>	1, 2, 3, 4, 5, 6,7 a, b, c
Week 4  Week of January 28  <b>Due 2/4</b>		Assisting increases  Work on Portfolio at home	-Lead Teaching Dates -3 activities and Non-Lead Teaching Plans -Time Sheets -Weekly Summary Report -Self-Evaluation  <b>Due 2/4</b>	1, 2, 3, 4, 5, 6,7 a, b, c
Week 5  Week of February 4  <b>Due 2/11</b>		Assisting increases Teaching minimum of 1 ½ hours a day  Work on Portfolio at home	-3 activities and Non-Lead Teaching Observation Tool <b>or</b> Lead Teaching Plans -Time Sheets -Weekly Summary Report -Self-Evaluation  <b>Due 2/11</b>	1, 2, 3, 4, 5, 6,7 a, b, c

<b>Date/Week/Due</b>	<b>Chapter/Lesson</b>	<b>Content</b>	<b>Assignments</b>	<b>Competency Area</b>
Week 6  Week of February 11  <b>Due 2/18</b>		Assisting decreased Teaching minimum of 1 ½-3 hours a day  Work on Portfolio at home	-3 activities and Non-Lead Teaching Observation Tool <b>or</b> Lead Teaching Plans -Time Sheets -Weekly Summary Report -Self-Evaluation <b>Due 2/18</b>	1, 2, 3, 4, 5, 6,7 a, b, c
Week 7  Week of February 18  <b>Due 2/25</b>		Assisting is decreased Teaching up to 3 hours a day  Work on Portfolio at home	-3 activities and Non-Lead Teaching Observation Tool <b>or</b> Lead Teaching Plans -Time Sheets -Weekly Summary Report -Self-Evaluation <b>Due 2/25</b>	1, 2, 3, 4, 5, 6,7 a, b, c
Week 8  Week of February 25  <b>Due 2/27</b>		Teaching at least 3 hours a day  Work on Portfolio at home	-3 activities and Non-Lead Teaching Observation Tool <b>or</b> Lead Teaching Plans -Time Sheets -Weekly Summary Report -Self-Evaluation -Evaluation Due <b>Due 2/27</b>	1, 2, 3, 4, 5, 6,7 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. Using developmentally effective approaches.
5. Using content knowledge to build meaningful curriculum.
6. Becoming a professional.

### **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.