



**ECCE COURSE SYLLABUS
SPRING SEMESTER 2015**

Semester: Spring 2016

Instructor: A. Barr

Course Title: ECCE Internship

Office Hours: M-R: 8:00-8:30 and M-R 2-4pm

Course Number: ECCE 2240

Office Location: 314

Credit Hours/ Minutes: 12/27,000

Email Address: abarr@southeasterntech.edu

Class Location: 317

Phone: 912-538-3256

Class Meets: January 11 at 3:45

Fax Number: 912-538-3156

CRN: 40356

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.

REQUIRED TEXTS: NONE

REQUIRED SUPPLIES: (2) 4" ring notebook (portfolio), page protectors (if desired, not required)

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.

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.*

EXIT EXAM: A final portfolio will be turned in which encompasses much of the information learned during the diploma/degree program. This portfolio (in lieu of exit exam) and the exit interview will count for 50% percent of the final grade. If these two requirements are not completed satisfactorily, the Internship must be taken again and passed. A grade of C or better in the class is required.

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 Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, 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 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.

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 entire policy/procedures will be discussed with you by the instructor. The policy can also be found in the *STC Catalog*. ALL work is expected to be a student's original work.

PROCEDURE FOR ACADEMIC MISCONDUCT:

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.

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).

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

ACCESS TO TECHNOLOGY: For information regarding Blackboard, 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	
Portfolio/Interview	50%	A (90% - 100%)
Performance Evals/Hours/On-time paperwork	40%	B (80% - 89%)
Class attendance	10%	C (70% - 79%)
	100%	D (60% - 69%)
		F BELOW 60

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.

May change at instructor's discretion.

DATE	ASSIGNMENTS	COMP AREA (top numbers) GEN ED COMPETENCY AREA (bottom numbers)
Jan 11	<p><u>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 450 required hours in a childcare/Pre-K/school setting.</u> 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>	<p>1,2,3,4,5,6,7</p> <p>-----</p> <p>1,2,3</p>
Jan 18 STC Holiday		
Jan 25	<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>	<p>1,2,3,4,5,6,7</p> <p>-----</p> <p>1,2,3</p>
Feb 1	<p>Same as week 2 Work on portfolio</p>	<p>1,2,3,4,5,6,7</p> <p>-----</p> <p>1,2,3</p>
Feb 8	<p>Same as week 2 Work on portfolio</p>	<p>1,2,3,4,5,6,7</p> <p>-----</p> <p>1,2,3</p>
Feb 15	<p>Same as week 2 Work on portfolio</p>	<p>1,2,3,4,5,6,7</p> <p>-----</p> <p>1,2,3</p>
Feb 22	<p>Same as week 2 Work on portfolio</p>	<p>1,2,3,4,5,6,7</p> <p>-----</p> <p>1,2,3</p>
Feb 29	<p>Same as week 2 but MIDTERM INTERN EVAL FORM due—must be filled out by supervisor!! Work on portfolio</p>	<p>1,2,3,4,5,6,7</p> <p>-----</p> <p>1,2,3</p>
<p>LEAD TEACH ONE WEEK ONLY—as much as allowed Mar 7</p>	<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,</p>	<p>1,2,3,4,5,6,7</p> <p>-----</p> <p>1,2,3</p>

	Work on portfolio			
Mar 14	<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 ----- 1,2,3
Non lead teaching activities				
Work on portfolio				
Mar 21	<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 ----- 1,2,3
Non lead teaching activities				
Work on portfolio				
Mar 28 ----- March 28-31 STC Spring Break	<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 ----- 1,2,3
Non-lead teaching activities				
Work on portfolio				
April 4	Non-lead—same as week 3 Work on portfolio	1,2,3,4,5,6,7 ----- 1,2,3		
April 11	Non-lead same as week 3 Work on portfolio	1,2,3,4,5,6,7 ----- 1,2,3		
April 18	Non-lead same as week 3 Interviews and portfolio due next week FINALIZE PORTFOLIO!!!! FINAL INTERN EVALUATION form due—completed by your supervisor CONTACT ADVISOR BY PHONE CALL about interview date/time!	1,2,3,4,5,6,7 ----- 1,2,3		
April 25	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 ----- 1,2,3		

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 many employees.