TENTATIVE—SUBJECT TO CHANGE

ECCE 2245 Internship II
COURSE SYLLABUS
Summer Semester 2022

COURSE INFORMATION SUMMER

Credit Hours/Minutes: 6/13500
Campus/Class Location: Vidalia Campus, Main Building
Class Meets: 225 hours at Internship Site
Couse Reference Number (CRN): 60047
Preferred Method of Contact: College Email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Mindy Sumner
Email Address: Mindy Sumner (msumner@southeasterntech.edu)
Campus/Office Location: Vidalia Main Building, Room 316
Office Hours: Monday and Thursday 8:00 A.M. – 12:00 P.M. and Wednesday 2:00 P.M-4:00 P.M.
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 (https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf).

REQUIRED TEXT

Internship Packet

REQUIRED SUPPLIES AND SOFTWARE

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. Secured site to complete 225 hours.

Reliable access to internet, Microsoft Excel, and Microsoft Word. Internet browser should be Internet Explorer (IE) 7 or higher or Mozilla Firefox 2.0 or higher. If you do not have computer access, see your instructor for information regarding use of open labs on both Swainsboro and Vidalia campuses.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

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

To pass the class, students must complete all assignments on the syllabus and complete the required 225 hours at their Internship site. Students will have at least one week to complete assignments. **All assignments are due at 11:59 P.M. on Monday of each week.** Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week spending adequate time during the semester doing the required assignments, and turn in time sheets each week, signed by the Internship site director or lead teacher. Students are expected to communicate frequently through college email. College email and other STC resources can be accessed from the mySTC tab on STC's Website. Email can also be accessed in the menu of your Blackboard course.

Within the first three days of class ALL students must:
- o   Complete Online Orientation Quiz in Blackboard
- o   Complete the Pledge Acknowledgment in Blackboard
- o   Complete COVID 19 Presentation and Acknowledgment in Blackboard

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, students are highly encouraged to wear masks or face coverings while in a classroom or lab at Southeastern Technical College. Masking may be implemented in some program areas (i.e. Health Sciences and Cosmetology) where students, faculty, and clients are in close proximity and social distancing cannot be maintained. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC).

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Chills
Shortness of breath of difficulty breathing (not attributed to any other health condition)
Cough; new or worsening, not attributed to another health condition
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea

In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor(s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using https://www.southeasterntech.edu/covid-19/. Report all positive cases of COVID-19 to your instructor and Stephannie Waters, Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

ATTENDANCE GUIDELINES

Class (Internship site) attendance is a very important aspect of a student's success. Being absent from class (Internship site) 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" (Failing 0-59) 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: Daphne Scott (dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.
Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 165

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: Daphne Scott (dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.
Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 165

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" (Withdrawn) 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" (Failing 0-59) 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 accessed due to the withdrawal. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

CRIMINAL RECORDS CHECK

National Fingerprint-Based Criminal History Background Check: All students enrolled in ECCE 1121 Practicum and ECCE 2245 and 2246 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 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.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC…)

I will accept missed work/assignments if it is no more than one week late. Points will be deducted for late assignments. Students have a week to complete assignments. If Internet or browser failure occurs, contact your instructor immediately.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College 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

As set forth in the student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

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

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

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 Southeastern Technical College'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 Southeastern Technical College Website (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	50%
Evaluations	10%

GRADING SCALE

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

ECCE 2246 Internship II
Summer Semester 2022 Lesson Plan

Date/Week/Due	Content	Assignments	Competency Area
Week 1 5/16-5/23 **Due Monday, 5/23 by 11:59 P.M.**	-THOROUGHLY Read Syllabus -All day teaching -Work on Portfolio at home	• **Non-Lead Teaching Week:** -3 activities (3 Intern Lesson Plans for Non-Lead Teaching) -Weekly Time Sheet -Weekly Summary Report -Self-Evaluation Form -Non-Lead Teaching Observational Tool	1, 2, 3, 4, 5, 6,7 a, b, c
Week 2 5/23-5/31 **Due Tuesday, 5/31 by 11:59 P.M.**	-All day teaching -Work on Portfolio at home	• **Non-Lead Teaching Week:** -3 activities (3 Intern Lesson Plans for Non-Lead Teaching) -Weekly Time Sheet -Weekly Summary Report -Self-Evaluation Form -Non-Lead Teaching Observational Tool	1, 2, 3, 4, 5, 6,7 a, b, c
Week 3 5/31-6/6 **Due Monday, 6/6 by 11:59 P.M.**	-All day teaching -Work on Portfolio at home	• **Non-Lead Teaching Week:** -3 activities (3 Intern Lesson Plans for Non-Lead Teaching) -Weekly Time Sheet -Weekly Summary Report -Self-Evaluation Form -Non-Lead Teaching Observational Tool	1, 2, 3, 4, 5, 6,7 a, b, c

Date/Week/Due	Content	Assignments	Competency Area
Week 4 6/6-6/13 **Due Monday, 6/13 by 11:59 P.M.**	-All day teaching -Work on Portfolio at home **Lead Teaching Week**	• **Non-Lead Teaching Week:** -3 activities (3 Intern Lesson Plans for Non-Lead Teaching) -Weekly Time Sheet -Weekly Summary Report -Self-Evaluation Form -Non-Lead Teaching Observational Tool	1, 2, 3, 4, 5, 6,7 a, b, c
Week 5 6/13-6/21 **Due Tuesday, 6/21 by 11:59 P.M.**	-Assisting reinstated -Teaching at least 3 hours a day -Work on Portfolio at home	• **Lead Teaching Week:** -Lead Teaching Lesson Plans -Weekly Time Sheet -Weekly Summary Report -Self-Evaluation Form	1, 2, 3, 4, 5, 6,7 a, b, c
Week 6 6/21-6/27 **Due Monday, 6/27 by 11:59 P.M.**	-Assisting is maintained -Teaching 1.5-3 hours a day -Work on Portfolio at home	• **Non-Lead Teaching Week:** -3 activities (3 Intern Lesson Plans for Non-Lead Teaching) -Weekly Time Sheet -Weekly Summary Report -Self-Evaluation Form -Non-Lead Teaching Observational Tool	1, 2, 3, 4, 5, 6,7 a, b, c
Week 7 and 8 6/27-7/12 **Due Tuesday, 6/12 by 11:59 P.M.**	-Assisting is decreased -Teaching up to 3 hours a day -Portfolio -Exit Interview	• **Non-Lead Teaching Week:** -3 activities (3 Intern Lesson Plans for Non-Lead Teaching) -Weekly Time Sheet -Weekly Summary Report -Self-Evaluation Form -Non-Lead Teaching Observational Tool	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.