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**Childhood Studies/Early Learning and Child Care Certificate**

Fall 2013

**College Consultants:****Hope Moffatt:**

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**Linda Black:**

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**Michelle Carreiro:**

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**Sherry Duncan**

Office location: 213A  
Phone number: 780-791-4840  
E-Mail: [sherry.duncan@keyano.ca](mailto:sherry.duncan@keyano.ca)

**Office hours:****Hope:**

Mondays 3:00 pm – 4:00 pm  
Wednesdays 2:00 pm – 4:00 pm  
Fridays 10:00 am – 12:00 pm  
Or by e-mail or appointment

**Linda:**

Tuesdays 1:00 pm – 4:00 pm  
Wednesdays 9:00 am – 12:00 pm  
Or by e-mail or appointment

**Michelle:**

Tuesdays 11:00 am- 1:00 pm  
Wednesdays 12:00 pm - 1:00 pm  
Thursday 11:00 am- 1:00 pm  
Or by e-mail or appointment

**Sherry:**

Monday 3:00 pm – 4:00 pm  
Tuesday 12:00 pm – 1:00 pm  
Wednesday 12:00 pm – 1:00 pm  
Thursday 4:30 pm – 6:30 pm  
Or by e-mail or appointment

**Hours of Instruction:**Weekdays September 19<sup>th</sup>- December 12<sup>th</sup>, 2013**Course Description:**

Students have an opportunity to put theory into practice by working with children in the Keyano Play Program as well as community settings including daycare, preschool and kindergarten classes. Students must provide their own transportation to assigned Practicum, keep time sheets, and daily record of progression in the Practicum booklet.

Practicum may be repeated or extended when deemed necessary by the ELCC department.

*3 credit, 45 weeks, 120 hours*

*Pre-requisite or co-requisite for this course: ELCC 125 and 3 first year courses including ELCC 104.*

### **Required Resources:**

Practicum Booklet (REPROPACK)

### **Course Outcomes:**

At the completion of the course, students will be able to:

- Implement necessary work habits to be successful in the community setting environment.
- Demonstrate professionalism by: maintaining confidentiality, inquiring about the program and program policies, communicating in an effective manner, participating as a team member and using feedback for improving practice.
- Take progressively more initiative for staff responsibilities and routines, contributing ideas/resources and planning for children's learning experiences.
- Apply Health and Safety understandings and practices personally and through the daily supervision of children.
- Demonstrate a willingness to listen and speak to children as an interested partner in communication.
- Use a problem-solving guidance approach as discussed in ELCC 104.
- Observe, support and record children's progress through the creating of materials and learning resources.
- Observe and work within the developmental abilities of individual children.

**Evaluation:**

In accordance with Keyano College policy, Practicum courses are a PASS/FAIL course. A student must succeed in both Practicum I (ELCC 110) and Practicum Seminar I (ELCC 125) in order to receive a passing grade in both.

Skills and responsibilities increase in complexity throughout the practicum. Discussions between student, practicum coach, and College Consultant will allow the student to set goals for continuing development. Each student will keep track of her/his progress in a practicum skills booklet and demonstrate understanding by keeping quality, dated records in the practicum booklet. College Consultants will review booklets regularly. Practicum coaches will be asked to provide feedback.

**Performance Requirements:**

Skills and responsibilities increase in complexity throughout the practicum. Discussions between student, practicum coach, and College Consultant will allow the student to set goals for continuing development. Each student will keep track of her/his progress, practicum skills and understandings by keeping dated records in the practicum booklet. College Consultants will review booklets regularly. Practicum coaches will be asked to provide feedback.

***Academic Regulations***

Please use this link to view Keyano College's Academic Regulations:  
<http://keyano.ca/sites/default/files/academic%20regulations.pdf>

***Academic Schedule***

Scroll down to page 8 of this document to review the academic schedule:  
[http://keyano.ca/sites/default/files/creditcalendar2013-14\\_book.pdf](http://keyano.ca/sites/default/files/creditcalendar2013-14_book.pdf)

***Attendance Expectation:***

Regular attendance and punctuality in the practicum setting is essential. More than one day absence from practicum must be made up. See the *Guide for ELCC Practicum Students* for further explanations about confidentiality, attendance, punctuality, personal responsibility, professionalism agency policies and regulations, and the role of the College Consultant.

**Please note the following dates for Fall 2013:**

<p><b><u>September</u></b>            Tuesday, 3            Wednesday, 4            Thursday &amp;            Friday, 5, 6</p> <p>Tuesday, 10</p> <p>Tuesday, 17</p> <p>Friday, 20</p>	<p>Orientation Day            Fall semester <b>begins</b></p> <p><b>St. John 1<sup>st</sup> Aid</b></p> <p>Last day to add courses for academic programs.  <b>Tuition for Fall semester is due. Late fee of \$100</b> charged on any outstanding balance after this date.</p> <p><b>Last day to drop</b> courses for academic programs. Last day to waive health and dental benefits.</p> <p><b>Fall Awards application deadline</b></p>
<p><b><u>October</u></b>            Friday, 11            Monday, 14            Friday, 25</p>	<p>Last day to withdraw from courses with 50% refund of tuition fees.            Thanksgiving Day, <b>College closed.</b>            Last day to withdraw from courses without academic penalty, courses dropped after this date will be graded <b>"WF"</b>.</p>
<p><b><u>November</u></b>            Monday, 11</p>	<p>In observance of Remembrance Day, <b>College closed.</b></p>
<p><b><u>December</u></b>            Tuesday, 3            Thursday, 12</p> <p>Friday, 20</p> <p>Saturday, 25 to            Tuesday, Jan. 1            (inclusive)</p>	<p>Keyano College <b>Student Awards ceremony</b>            Last day of Classes for Childhood Studies programs.</p> <p>Fall grades due to Registrar by 4:30 p.m.</p> <p><b>College closed.</b></p> <p><b>**Winter term Classes resume on Monday, January 6, 2014</b></p>

## **Specialized Supports & Duty to Accommodate:**

### ***Disability Support Services: Learner Assistance Program***

If you have a documented disability or you think that you would benefit from some assistance from a Disabilities Counselor, please call or visit the Disability Supports Office 780-792-5608 to book an appointment (across from the library). Services and accommodations are intended to assist you in your program of study, while maintaining the academic standards of Keyano College. We can be of assistance to you in disclosing your disability to your instructor, providing accommodations, and supporting your overall success at Keyano College.

### ***Specialized Supports and Duty to Accommodate***

Specialized Support and Duty to Accommodate are aligned with the office of Disability Support Services: Learner Assistance Program (LAP) guided by federal and provincial human rights legislation, and defined by a number of Keyano College policies. Keyano College is obligated by legislation to provide disability-related accommodations to students with identified disabilities to the point of undue hardship.

**Authorization:**

This course outline has been reviewed and approved by the Program Chairperson.

\_\_\_\_\_  
Michelle Carreiro, Instructor

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Linda Black, Instructor

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Hope Moffatt, Instructor

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Sherry Duncan, Instructor

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Vincella Thompson, Chair

\_\_\_\_\_  
Date Authorized

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Guy Harmer, Dean

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Date Authorized

**Signed copies to be delivered to:**

Instructor  
Registrar's Office