ELCC 320/321 Practicum III
5 Credits (2 + 3), 200 hours (80 + 120)
Weekdays, September 11 – December 13, 2012

College Consultants
Consultant Name: **Hope Moffatt**  
Office location: 210A  
Phone number: 780-791-8953  
E-Mail: [Hope.Moffatt@keyano.ca](mailto:Hope.Moffatt@keyano.ca)

Consultant Name: **Michelle Carreiro**  
Office location: 202C  
Phone number: 780-791-8968  
E-Mail: [Michelle.Carreiro@keyano.ca](mailto:Michelle.Carreiro@keyano.ca)

Office hours
Hope:
Monday 3:00 – 5:00  
Tuesday 4:30 – 5:30  
Wednesday 3:00 – 4:00  
Friday Noon – 1:00  
Or by e-mail or appointment

Michelle:
Mondays 4:30pm -6:30pm  
Tuesdays 12:00pm- 2:00pm  
Wednesdays 12:00pm -1:00pm  
Or by e-mail or appointment

Required Resources

AND (depending on your practicum setting) EITHER


**OR**


**OR**


OR


**Recommended:**
Articles in *Child Care Information Exchange, Young Children* and other early childhood journals/websites

Access to and use of a digital camera and USB flash drive

**COURSE DESCRIPTION:**
This course is designed to help students translate early childhood theory into developmentally appropriate practice with children. The ability to self-reflect on one’s practice through writing and discussion is emphasized.

*Prerequisite or Co-requisite: ELCC certificate + 4 second year courses*

**Overview**

ELCC 320/321 is a practical course designed for ELCC second year students who are responsible for planning and implementing programs at any level within an early childhood setting.

Practicum III provides an experience in which understandings and abilities gained in Practica I and II can be further developed and integrated with ELCC diploma coursework. This practicum assists you in continuing to develop the necessary skills, attitude, and knowledge to significantly change your level of expertise and reflection in practice. The ability to be reflective – to think about your interactions with children and plan your next steps – is critical to professional growth. Practicum III will additionally focus on deepening your understanding of developmentally appropriate practice. You will identify achievable goals based on past evaluations and content of recent and present courses.

You will be strengthening skills that facilitate developmentally appropriate child-centered practice and planning. **One or more of your goals may address your continued growth in the following areas:**

- Professionalism (ELCC 110/210)
- Taking initiative in program planning (ELCC 110/210, ELCC 102, 123)
- Maintaining a safe and healthy environment (ELCC 110/210 & ELCC 116)
• Communicating with children and adults (ELCC 210/225 & ELCC 105)
• Guiding children’s behavior (ELCC 210/225 & ELCC 104)
• Facilitating play and development (ELCC 210/225 & ELCC 106/206)

Related to second year courses that you are presently taking, you will examine your present practice and **set one or two goals for the following areas**:

• examining and improving program practices from the perspectives of EC ethics and current thought regarding CS issues (ELCC 300)
• identifying and planning for children’s special needs (ELCC 301)
• examining your environment and making changes that reflect recommended practices and your program’s goals (ELCC 302)
• forming collaborative partnerships and enhancing communication strategies (verbal & written) with families (ELCC 303)
• advocating for families (ELCC 304)
• interpersonal relationship skills (ELCC 305) and teamwork (ELCC 306)
• planning and implementing a child-centered curriculum approach and being able to articulate the particular curriculum model your program has adopted, i.e. the project approach, Pacific Oaks emergent curriculum, Reggio Emilia, High Scope, Montessori (ELCC 307)
• applying the principles of anti-bias curriculum to your program (ELCC 308)
• applying philosophically congruent strategies to supporting children’s behaviour, growth and change (ELCC 309)

Practicum III & Practicum IV extend throughout second year course work to allow students sufficient time to demonstrate the integration of coursework theory and personal practice.

**PRACTICUM POLICIES:**

1. In order to register in Practicum III (ELCC 320/321) the student must have completed the first year of the Early Learning and Child Care program, be registered or have completed four second year level courses, and have the consent of the department.

2. Students are accepted into Practicum III on the basis of academic performance, professional suitability, fitness and conduct.

3. Students must work directly with children for a minimum of 80 hours during Part 1 of Practicum III (ELCC 320), and 120 hours in Part 2 of Practicum III (ELCC 321). This course answers the question: “Can this student run a program or a centre, using developmentally appropriate practice?” Students must be in a setting that allows them to demonstrate the answer to this question.
4. Students in supervisory or director’s positions, who do not work directly with children for the required number of hours, must demonstrate an acceptable level of proficiency for all practicum objectives. The director will be responsible for training any staff she/he supervises using developmentally appropriate practice.

5. In order to integrate the practicum component with class content and to share and expand experiences, students will be expected to meet periodically for practicum seminars with the practicum college consultant(s) and with classmates. At least three seminars will be planned for each term.

6. Students are expected to maintain a high standard of professional conduct. If there is a violation of expected appropriate behaviors or ethics, students may be withdrawn from the practicum. Unprofessional conduct is behavior that causes physical or psychological harm to others or conduct which seriously disrupts the educational activities, services or events of the learning community. A breach of confidentiality is considered unprofessional behavior. Please refer to the Keyano ELCC Practicum protocol.

7. All holidays recognized by Keyano College will be observed for practicum purposes.

8. Since a student’s work in practicum is the best indicator of her/his understanding of course content, practica have the status of exams in our program. Consequently, failure in Practicum III is a serious matter and will result in the Childhood Studies department reviewing the overall coursework of the student, as well as her/his suitability for continuing in the ELCC diploma program. A student who fails Practicum III will be put on probation. The terms of probation must be met in order for the student to continue in the program.

Performance Requirements

Assessing and planning for developmentally appropriate practice:
In Practicum III you will be deepening the understanding of developmentally appropriate practice that you began in the first year of studies. You will review Bredekamp’s *Developmentally Appropriate Practice in Early Childhood Programs* as well as the Harms and Clifford *Environment Rating Scale* that applies to your program situation. You will then assess your program and make plans for appropriate changes to your practice based on your own
readings and reflections, your consultation with your Keyano College Consultant, your observations, and your discussions with colleagues.

Goals for continuing development:
The initial phase of practicum involves your reflective assessment of your present understandings and skills. Using Developmentally Appropriate Practices, ITERS, FDHERS, SACERS or ECERS, you will identify at least three goal areas for further development. One of these goals must involve your planning skills.

Articulate your goals in writing using the format provided, clearly explaining why these are important and appropriate professional goals (your rationale), the method you will use to document your progress and any resources you anticipate needing to accomplish your goals. Be specific about how you intend to meet your goals. For example, you may need to review course materials from your first year of study, and/or you may identify several specific skills that you are going to put into practice or improve on during the first part of practicum.

Your College Consultant will visit at least three times during the term once your initial goals have been submitted. She will observe and confer with you about your goal work. She may also identify an additional goal area to focus on during the term.

The follow-through on your goals involves demonstration of the targeted skills/understandings and your record-keeping. Your dated records will document examples of your goal work as well as your continuing reflections. You will submit your written work to your college consultant at least three times during the term.

EVALUATION:
Work toward your goals will be documented in whatever manner you outlined in your Goals and Action Plans. Final assessment will be a combination of: (1) the documented record of your work toward your goals, (2) your College Consultant’s observations, (3) feedback from colleagues and/or supervisors (if applicable), and (4) your own self-assessments.

** Please note: Practica in Early Learning and Child Care programs are measured on a Pass/Fail basis.
Second year PRACTICUM RECORD-KEEPING

While the second year of practicum experience is very individualized, there is a framework within which we must operate. That framework includes attendance at seminars, speedy formulation of goals, consistent record-keeping of efforts towards those goals, observation by and consultation with your College Consultant, and regular submission of your documentation to your College Consultant.

Each term, your practicum experience will begin with a group seminar to help you develop your goals for the current semester.

By September 28th, 2012 you will submit your (at least) 3 written goal statements. Following the same format as the next page, you will identify:

1. The broad goal category, i.e., programming, environments, anti-bias, relationships with families, etc. (1 goal must be in Programming category)

2. Each specific goal and action items, (what specifically are you going to do? Remember: SMART – i.e. Specific, Measurable, Achievable, Realistic, Time-Bound)

3. The rationale (why?) for choosing that goal, (from your own self-reflections and interests, feedback from supervisors/College consultant/children & parents, class experiences and readings, needs of program)

4. Your plan for how you will document your progress towards that goal - both the format (how?), and the timelines (when? How often?)

5. What resources you will require in order to achieve your goals (what else?)

You will submit these records, as well as any additional documentation sheets at each seminar (or when requested by your College Consultant) – We will aim for 3 short seminars this semester. Dates and times will be established at first seminar.
<table>
<thead>
<tr>
<th><strong>Broad area</strong></th>
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<tbody>
<tr>
<td><strong>Goal + specific action plan:</strong></td>
<td>(what specifically are you going to do? Remember: SMART – i.e. Specific, Measurable, Achievable, Realistic, Time-Bound)</td>
</tr>
<tr>
<td><strong>Rationale:</strong></td>
<td>(why did you choose this goal?)</td>
</tr>
<tr>
<td><strong>Plan for documentation of your progress toward this goal:</strong></td>
<td>both the format (how?), and the timelines (when? How often?)</td>
</tr>
<tr>
<td><strong>Resources required:</strong></td>
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NOTE!! If you quote information or ideas that are not general knowledge, you MUST provide correct documentation. Failure to do so is PLAGIARISM. Plagiarism is literary theft and is a serious offence.

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 9 of this document to review the academic schedule:
http://keyano.ca/sites/default/files/a_files/calendars/keyano.calendar.credit%282012-2013%29.pdf

Please note the following dates for Fall 2012:

<table>
<thead>
<tr>
<th>September</th>
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<tbody>
<tr>
<td>Tuesday, 4</td>
<td>Orientation Day</td>
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<tr>
<td>Wednesday, 5</td>
<td>Fall semester begins</td>
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<tr>
<td>Thursday &amp; Friday, 6,7</td>
<td>St. John 1st Aid</td>
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<tr>
<td>Tuesday, 11</td>
<td>Last day to add courses for academic programs.</td>
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<td></td>
<td>Tuition for Fall semester is due. Late fee of $100 charged on any outstanding balance after this date.</td>
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<tr>
<td>Tuesday, 18</td>
<td>Last day to drop courses for academic programs. Last day to waive health and dental benefits.</td>
</tr>
<tr>
<td>Friday, 21</td>
<td>Fall Awards application deadline</td>
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<tr>
<th>October</th>
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<tbody>
<tr>
<td>Monday, 8</td>
<td>Thanksgiving Day, College closed.</td>
</tr>
<tr>
<td>Friday, 12</td>
<td>Last day to withdraw from courses with 50% refund of tuition fees.</td>
</tr>
<tr>
<td>Friday, 26</td>
<td>Last day to withdraw from courses without academic penalty, courses dropped after this date will be graded “WF”.</td>
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<tr>
<th>November</th>
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<tbody>
<tr>
<td>Monday, 12</td>
<td>In observance of Remembrance Day, College closed.</td>
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<tr>
<td>Tuesday, 27</td>
<td>Keyano College Student Awards ceremony</td>
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<tr>
<th>December</th>
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<tbody>
<tr>
<td>Thursday, 13</td>
<td>Last day of Classes for Childhood Studies programs.</td>
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<tr>
<td>Friday, 21</td>
<td>Fall grades due to Registrar by 4:30 p.m.</td>
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<tr>
<td>Saturday, 25 to</td>
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<tr>
<td>Tuesday, Jan. 1 (inclusive)</td>
<td>College closed.</td>
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**Winter term Classes resume on Monday, January 7, 2013**
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 Counsellor, 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.

______________________________
Hope Moffatt, Instructor

______________________________  ________________________________
Sherry Duncan, Chairperson      Date Authorized

______________________________  ________________________________
Guy Harmer, Dean                  Date Authorized

Signed copies to be delivered to:
Instructor
Registrar’s Office