ELCC 322A/323A Practicum IV, part 1 & 2

Weekdays, January 7 – April 23, 2013

**Please note: Reading Week is Feb. 25th - Mar. 1st inclusive, so no practicum**

College Consultants:

Consultant Name: **Hope Moffatt**
Office location: 210A
Phone number: 780-791-8953
E-Mail: Hope.Moffatt@keyano.ca

Consultant Name: **Michelle Carreiro**
Office location: 202B
Phone number: 780-791-8968
E-Mail: Michelle.Carreiro@keyano.ca

Office hours:

Hope:
Mondays, 3:00 – 5:00
Tuesdays, 1:00 – 3:00
Thursdays, Noon – 1:00
Or by e-mail or appointment

Michelle:
Tuesdays 3:00 pm - 4:00 pm
Wednesdays 12:00 pm - 2:00 pm
Fridays 10:30 pm – 12:30 pm
Or by e-mail or appointment

Course Description: **5 Credits (2 + 3), 200 hours (80 + 120)**

Continued enhancement in translating theory to practice with children. Individual contracts are developed to ensure the student’s needs and interests are met.

Required Resources:


AND (depending on your practicum setting) EITHER


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*

**Overview:**
The emphasis in Practicum IV is continuing professional development towards realizing a high quality child-centred developmentally appropriate program for young children. Continuing to be reflective—to think about your interactions with children and adults, as well as how you plan and facilitate learning—is critical to your professional growth.

You will *set specific practicum goals* relevant to your professional needs and your work context.

One of your goals may continue to strengthen your practice in Practicum I, II & III areas:
- maintaining safe and healthy environments
- setting up physical environments
- planning programs through materials and experiences, time and routines
- communicating with children and adults
- forming partnerships with families
- guiding children’s behavior

Related to diploma courses that precede or coincide with Practicum IV, you will examine your present practice and set goals for the 2 or 3 of the following areas:
- examining and changing your environment to reflect your program’s goals and needs (ELCC 302)
- identifying and planning for children’s special needs (if you have previously taken ELCC 301 Exceptional Child)
- planning and implementing an emergent curriculum based on a learning through play philosophy (ELCC 102, 106, 206, 123, 307)
- applying the principles of an anti-bias education to your setting (ELCC 308)
interpersonal effectiveness, team leadership/membership (ELCC 305, 306)
forming relationships with the families of your children (ELCC 303, 304)
examining and improving program practices from the perspectives of EC ethics and current thought regarding EC issues (ELCC 300, 306)
coaching/facilitating the growth of a certificate practicum student (ELCC 105, 305, 306)

You are expected to demonstrate the developing attitudes, knowledge and skills of this practicum on a consistent basis. Your goals definitely must address those areas that are not regularly evident in your professional practice.

Diploma Practicum Record-Keeping:
While the diploma 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. ***In Practicum IV you are also soliciting feedback from supervisor, co-workers, and parents, as well as submitting a final self-evaluation.

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

By January 25, 2013 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 (what specifically do you want to achieve?)
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. Action Plans/Strategies (what specifically are you going to do? When? How often?)
5. Your plan for how you will document your progress towards that goal - both the format (how?), and the timelines (when?)
6. What resources you will require in order to achieve your goals (what else?)

You will have these records, as well as any additional documentation for each visit from your college consultant and/or seminar, as requested. We will aim for 1 seminar/month. Dates and times will be established at first seminar.
<table>
<thead>
<tr>
<th>Broad area:</th>
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<tbody>
<tr>
<td>Goal:</td>
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<tr>
<td>Rationale:</td>
<td></td>
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<tr>
<td>Specific action plan:</td>
<td></td>
</tr>
<tr>
<td>Plan for documentation of your progress toward this goal:</td>
<td></td>
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<tr>
<td>Resources required:</td>
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Course Requirements:

**Direct Experiences:**
As a Practicum IV student, you are accountable for 200 hours of direct experiences with children. This experience forms the practical information base for assignments and discussions and makes it possible for you to reflect on your own practice.

**On-Site Observations:**
Your Keyano consultant will visit you and observe you in your place of work. She will provide descriptive feedback on your practice so that you may review and discuss your performance. It will be helpful for both of you if you have specific areas of concern or celebration on which you would particularly wish her to focus. Use of video is recommended for at least one on-site observation, with you and your College consultant discussing and sharing reflections and observations.

**Practicum Records:**
Your practicum records will demonstrate how you are maintaining and/or improving your practice and your critical reflection of that practice. Use your practicum goals to focus your record-keeping. Alternate forms of record-keeping may be used to demonstrate work on practicum goals, i.e., journaling, log format, observation records, planning records, photos, videotape, etc.

**Seminar or Conferencing:**
At this point in practicum, you have an important role to play as a resource to other diploma students. One way to do this is by initiating discussions with your college consultant and classmates in which you relate your practical experiences and your observations to relevant information from your previous courses. Additionally, you will participate in individual conferences with your consultant, staff meetings which include your consultant, and/or planned seminars.

**Assessment by Parents, Co-Workers and Director:**
In this Practicum, you are expected to carry out a formal assessment of your practice. The assessment, which you will develop, distribute and summarize, should focus on Practicum IV goals as well as your demonstration of developmentally appropriate practice. Ask some of the parents of the children in your care, plus your co-workers (and director if applicable) to provide written observation comments, answer interview questions and/or fill out a questionnaire about your practice. This will provide you with important feedback and enable you to acknowledge your strengths and write your final self-assessment.
Self-Assessment:
The aim of self-assessment is fourfold: (a) to gain skill in self-assessment, (b) to aid in establishing realistic and appropriate goals, (c) to identify and clarify expectations of your role as a professional caregiver, and (d) to provide a focus for future learning and growth.

You are expected to assess your progress informally throughout your practicum, in your practicum records and in your discussion with your consultant. You will also do a formal written self-assessment at the end of the practicum. Address each of the goal areas listed above and include the feedback you gained from parents, supervisors, and co-workers.

Practicum Policies:

1. In order to register in Practicum IV (ELCC 322/323), the student must have completed an Early Learning & Child Care Certificate, all previous diploma level practicums (ELCC 320, 321) and have the consent of the department.

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

3. This course answers the question: “Can this student run a program or a centre, using developmentally appropriate practice?” The student must be in a setting that allows her/him to demonstrate the answer to this question. Students must be employed in pre-school settings (or be placed where they have the ability to make changes) and work directly with children for a minimum of 200 hours for Practicum IV.

4. Students in supervisory or directors’ positions and 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 supervises using developmentally appropriate practice.

5. In order to integrate the practicum component with class content and to share and expand experiences, students will meet for practicum conferences or seminars with the Keyano practicum college consultant.

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 asked to withdraw 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.
7. Students **must always notify their Keyano practicum college consultant** as early as possible about absences.

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

9. Since a student’s work in practicum is the best indicator of her/his understanding of course content, practicums have the status of exams in our program. Consequently, failure in Practicum IV 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 working with young children. A student who fails Practicum IV will be asked to repeat the practicum course.

**Plagiarism and Cheating:**

Every student expects to be treated and evaluated fairly in a course. Plagiarism and cheating robs everyone of this right.

No student may submit words, ideas or data of another student or person as his or her own in any writing, project, assignment, quiz, electronic presentation, exam etc. Any work used that is not the student's own must be clearly cited as belonging to someone else. There are penalties for using other's work and not citing it. The Student's Rights & Responsibilities document clearly outlines these penalties and the appeal process.

- No learner can obtain information from another student during an exam.
- No learner can bring unauthorized information (paper or electronic) into an exam or quiz.
- No student can submit work done in another course for grading in this course without the written prior approval of the course instructor.
- No student can submit copyright protected or commercially produced materials as part or all of an assignment without proper citation & permission.

**NOTE!!** If class is cancelled, for whatever reason, any assignments will be due and submitted at the **BEGINNING** of the following class.

**Academic Regulations**

Please use this link to view Keyano College’s Academic Regulations: http://www.keyano.ca/Media/Collections/Calendars/Keyano.Calendar1011-02-academicregulations.pdf

**Academic Schedule**

Scroll down to page 8 of this document to review the academic schedule: http://www.keyano.ca/Media/Collections/Calendars/Keyano.Calendar1011-01-introduction.pdf
Please note the following dates for Winter 2013:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 1</td>
<td>College closed (New Year’s Day)</td>
</tr>
<tr>
<td>January 7</td>
<td>Winter semester begins for academic programs</td>
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<td>Tuition deposit is non-refundable as of the first day of classes</td>
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<tr>
<td>January 11</td>
<td>Last day to add courses for academic programs</td>
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<td>Winter semester fees due</td>
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<tr>
<td>January 14</td>
<td>$100 late fee is added if all fees are not paid in full, Financial Hold</td>
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<tr>
<td></td>
<td>applied</td>
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<td>January 18</td>
<td>Last day to drop courses for academic programs</td>
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<td>Last day to withdraw from full year courses without academic penalty</td>
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<td>Last day to waive KSCA Health &amp; Dental Plan (new Winter student only)</td>
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<tr>
<td>February 15</td>
<td>Last day to withdraw from courses with 50% refund of tuition fees</td>
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<tr>
<td>February 18</td>
<td>College closed (Family Day)</td>
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<tr>
<td>February 25- March 1</td>
<td>Reading Week. No classes for academic programs</td>
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<tr>
<td>March 8</td>
<td>Last day to withdraw from courses without academic penalty</td>
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<tr>
<td>March 29</td>
<td>College closed (Good Friday)</td>
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<tr>
<td>April 1</td>
<td>College closed (Easter Monday)</td>
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<tr>
<td>April 23</td>
<td>Last day for Academic upgrading and Childhood Studies</td>
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Evaluation:

This course requires a formal evaluation at the conclusion of the practicum period. Your Keyano college consultant will base her evaluation on her observations of your practice, the regularity, volume and depth of your practicum records, feedback from co-workers/parents, and your own final self-assessment.

** Please note: Practica in Early Learning and Child Care programs are measured on a Pass/Fail basis.

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 Chair.

Hope Moffatt, Instructor               Michelle Carreiro, Instructor

Sherry Duncan, Chair                   Date Authorized

Guy Harmer, Dean                       Date Authorized

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