

MAYLAND COMMUNITY COLLEGE



COE 111 and 115 SECTION 10 January 2007

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**MAYLAND COMMUNITY COLLEGE
Welcomes You To:**

**COE 111, Section 10
Co-Op Work experience II
Credit Hours: 1 Contact Hours: 1**

**COE 115, Section 10
Work Experience Seminar II
Credit Hours: 1 Contact Hours: 1**

Course Description

COE 115:

This course provides an opportunity to discuss hands-on experiences in COE 111 with peers and faculty. Emphasis is placed on evaluating and integrating practicum experiences. Upon completion, students should be able to demonstrate competence in their field of study.

Prerequisites: None

Corequisites: COE 111

Instructor Information

Instructor: Deborah Greenlee
Office Location:
Telephone Number: 765-7351 extension 380 or cell (828) 467-0630 (when leaving a voice mail message; please leave a call back number, if you need a call back). **Please use the cell # when reporting you will not be at internship.**
E-mail Address: dgreenlee@mayland.edu
Office Hours: before class or after class

Course Information

COE 115 Friday 11:00 – 11:50 am in Gwaltney Hall, Room 207
Inclement Weather, Option B 12:15 – 12:55
No student may be absent from class for reasons of student teaching.

Required Text(s): Machado, Jeanne M. & Helen Meyer Botnarescue. **Student Teaching: Early Childhood Practicum Guide.** 5th Edition. New York: Delmar Publishers. 2000.

Jablon, Ruth R., Amy L. Dombro, & Margo L. Dichtelmillre.
The Power of Observation. Washington DC Teaching
Stratgies, 1999.

LRC Resources: None

Required supplies: None

Course Objectives/Competencies:

1. Be able to discuss how to observe children and their unique characteristics and skills.
2. Discuss and give examples of how to interact appropriately with children.
3. Discuss and give examples of ways to assist in and use appropriate child guidance and classroom management.
4. How to plan appropriately with members of staff.
5. Discuss ways to implement assigned activities for a small group or the entire class.
6. Follow local, state, and/or federal child care requirements.
7. How to maintain a clean and orderly environment.
8. Appropriate ways to observe and record data on children's developmental skills, interests, and problems in an organized system.
9. How to appropriately match learning activities with children's abilities and interests.
10. Can appropriately carry out daily routines with children.
11. Appropriately direct children in indoor/outdoor games/activities.
12. Monitor the children in the learning environment and provide appropriate feedback to the parent and/or administration.
13. Appropriate ways of reading and/or telling stories to children.
14. Practice **confidentiality** and follow policies in communicating information about children, personnel, and activities.

Attendance Policy/Tardiness/Make-Up Work:

COE 115:

Regular class attendance is regarded as essential to the academic progress of the student. You are expected to attend class and are responsible for contacting the instructor when you must be absent. Each student will begin the semester with 100 attendance points. Each absence will result in a 5 point deduction. You must be present the entire class period to be considered present. If you do not contact the instructor **BEFORE** class begins you will not be allowed to do the make-up work, which will give back the 5 points lost because of absence.

Each student may NOT be absent more than TWO classes and pass the course.

Students are tardy if they are not in the classroom at the appointed time for class to begin. **Two** tardies equal **one** absence.

You must do **ALL** of one of the following to make-up any of the 2 absences from class.

Make-up work will be as follows:

- 1 critique (in MLA form) concerning working with young children.
- 1 activity
- A 2 page summary of the current chapter of the texts we are addressing in class. Summary must be double spaced, using a professional 12 font.

OR

- A 2 page summary of the current chapter in Student Teaching, Early Childhood Practicum Guide with an attached doctor's excuse. Summary must be double spaced, using a professional 12 font.

This work **must** be turned in to the instructor within **one week** after your return to class or make-up work will **not be accepted**.

Students must contact instructor, prior to class, if they will be absent from class.

Grading Criteria/Tests/Projects:

Grades will be assigned according to the following criteria:

Participation:

Participation in class discussions and activities is required and expected.

Reading:

Reading of text, supplemental text(s) and instructor assigned reading is required and expected. Students are expected to be prepared for class, this requires staying current with course materials.

Tests and pop Quizzes:

Students will be tested on material covered in class and assigned reading. A test will be given at the end of each chapter with an accumulative test at semester end. Tests must be taken on assigned dates. The student is responsible for making arrangements with the instructor **prior** to testing date if the student must be absent. Any bonus question on original test will not be on make-up test. Make-up tests **must** be taken within **one week** of assigned date, arrangements will be made with instructor. Pop quizzes **can not** be made up.

Activities:

Refer to Student Handbook Laboratory Experiences for requirements
Activities are to be recorded on Activity Plan Sheet and Bulletin Board on Teacher-Made Materials Sheet and handed in as they are completed. **ALL** activities and bulletin board must be discussed with and approved by the supervising teacher **BEFORE** presenting with the children. Have supervising teacher sign form. After presentation, student will complete evaluation and turn in to MCC instructor.

There are 12 Activities and 1 Bulletin Board due during the semester. By May 4 all activities and the bulletin board will be completed and in the COE folder for instructor

grading and recording. After this date, May 4, no other activities or the bulletin board will be graded or recorded.

***Be sure to write appropriate category in upper right-hand corner of Activity Plan Sheet, or circle appropriate category on Teacher-Made Materials Sheet.**

- Failure to write category on Activity Plan Sheet, Evaluate (on back of form) or circle appropriate category on Teacher-Made Materials Sheet will directly effect the grading of the activity.

Child Studies:

Following the outline provided, in Student Handbook Laboratory Experiences, student will complete studies on each child in their center/classroom. For presentation requirements please refer to Student Handbook Laboratory Experiences. **Child Studies will not be accepted after the due date**

Due: May 4

Journal:

Students will follow specific journal requirements for the age of the children you are interning with. The requirements of each journal will be given to the student. If you lose the requirements sheet please refer to Student Handbook Laboratory Experiences. **It will be necessary that you be prepared with an understanding of these events so you can seek clarification in class.** For presentation requirements please refer to Student Handbook Laboratory Experiences. The Age Appropriate Journal specifics are also posted on LEO. **The due dates for Age Appropriate Journal entries are:**

Week 1 and Weeks 2 – 5 February 23

Weeks 6 – 9 March 23

Weeks 10 – 13 April 20

Weeks 14 – 15 and Week 16 May 4

- **Journal entries WILL not be accepted after the due dates**

Assignments are due according to dates printed on this syllabus or at times specifically assigned by the instructor, whether the student is present or not. **No parcel assignments will be accepted.** If you know that you must be absent on the due date of an assignment, turn it in early. **No late assignment will be accepted.** If problems arise, you are encouraged to contact the instructor **prior** to the due date. If you are experiencing difficulty in this course please contact the instructor for assistance. If the instructor deems it necessary, she may request an individual conference with you.

Grading Scale:

A= 94 -100

B = 86 – 93

C = 78 – 85

D = 70 -77

F = Below 70

Evaluation:

Attendance & Participation 10%

Tests & Pop Quizzes 10%

Book Evaluation 10%

Activities & Bulletin Board 20%

Journals 20%

Child Studies 30%

Inclement Weather Procedures:

In all periods of inclement weather you are reminded to use good judgment when making travel decisions. Life and safety are the primary considerations. We expect you to give due consideration to your responsibility for attendance; however, we expect you to make decisions of whether to travel on unsafe highways and to accept the responsibility for your decisions. Make-up work will be assigned according to procedures already cited in the syllabus.

Academic Standards/Student Expectations/Ethics:

Please turn off all electronic equipment; cell phones, beepers, or etc. during class, unless you have prior instructor approval to leave turned on. Students are expected to conduct themselves as mature and responsible individuals at all times, showing the highest regard and respect for the rights, privileges and property of others, including College facilities and property. Students who are disruptive, exhibit rude or disrespectful behavior to the instructor or other students will be asked to leave the class, for grading purposes this will be considered an absence. Student behavior is subject to federal, state, and local laws.

Students are expected to perform honest academic work and follow established College policies and procedures. This is especially critical in regards to **confidentiality**. Violation of any College regulations or applicable federal, state, or local statues may result in administrative action up to and including suspension or expulsion.

Cheating in any form will result in a grade of 0 for the work.

Breaking of the confidentiality policy will result in administrative withdrawal from the course.

Please retain a copy of this syllabus and refer to it often, this is your guide to course expectations and requirements. If this syllabus is lost another can be downloaded from LEO.

Withdrawal Dates:

Spring 2007

End of Unconditional Withdrawal	Tuesday, February 13, 2007
End of Conditional Withdrawal	Tuesday, March 27, 2007

Any student requesting special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which accommodations, if any, the student needs for success in this course.

While I have attempted to be as thorough as possible with this syllabus, course procedures may vary from this outline to meet the needs of this particular group

of students. If you have concerns about any information printed in this syllabus, please share your concerns with the instructor.

Administrative Withdrawal Policy:

If a student has not been in contact with the instructor and has not attended class for a two-week period, an administrative withdrawal will be submitted by the instructor.

Course Outline/Weekly Topics

Week 1

Syllabus and course business

Weeks 2 & 3

Chapter 1 – Student Teaching
Introduction to Student Teaching Practicum

Weeks 4 & 5

Chapter 2 – Student Teaching
A Student Teacher's Values and Developing Teaching Style

Weeks 6 & 7

Chapter 3 – Student Teaching
Being Observed: Discovering Your Competencies

Weeks 8 & 9

Chapter 4 – Student Teaching
Review of Child Development and Learning Theory

Weeks 10 & 11

Chapter 5 – Student Teaching
Instructional Planning

Weeks 12 & 13

Forward & Chapter 1 – The Power of Observation
Introduction

Weeks 14 & 15

Chapter 2 – The Power of Observation
Using Observation to Build Relationships
Chapter 3 - The Power of Observation
You as Observer

Week 16

Finalize course requirements.

Course Description

COE 111:

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work related competencies.

Prerequisite: none

Corequisite: COE 115

Instructor Information

Instructor: Deborah Greenlee
Office Location:
Telephone Number: 765-7351 extension 380 or Cell (828) 467-0630 (when leaving a voice mail message; please leave a call back number, if you need a call back). **Please use the cell # when reporting you will not be at internship.**
E-mail Address: dgreenlee@mayland.edu
Office Hours: before class or after class

Course Information

COE 111 Work hours are scheduled around student's class hours.

Required Text(s): None

LRC Resources: None

Required Supplies: None

Course Objectives/Competencies:

15. Observe children for their unique characteristics and skills.
16. Interact appropriately with children.
17. Assist with child guidance and classroom management.
18. Plan with members of staff.
19. Implement assigned and student-planned activities for a small group or the entire class.
20. Exhibit professional attributes.
21. Follow local, state, and/or federal child care requirements.
22. Maintain a clean and orderly environment.
23. Observe and record data on children's developmental skills, interests, and problems in an organized system.
24. Match learning activities with children's abilities and interests.

25. Provide opportunities for children to practice self-help skills.
26. Carry out daily routines.
27. Direct children in indoor/outdoor games/activities.
28. Monitor the children in the learning environment and provide feedback to the teacher.
29. Read and/or tell stories to the children.
30. Practice **confidentiality** and follow policies in communicating information about children, personnel, and activities.
31. Be tactful.
32. Have fun!

Attendance Policy:

COE 121

Each student will be allowed **NO** absences from work experience. Each student **must** attend and participate in **160** hours of laboratory experience. **All** absences must be made up and should be completed within one week of initial absence. Students are expected to complete all laboratory hours and are responsible for contacting the college instructor and the supervising teacher when they must be absent for any reason. Any student who does not inform their supervising teacher and the MCC instructor that they will not be at lab will lose **10** points from the final grade for each absence. If the student informs the supervising teacher but fails to inform the MCC instructor, the penalty will be **5** points from the final grade for each absence. If the student is called out of lab due to family emergency, that student has 12 hours, beginning at the hour the call is received, to notify the MCC instructor of:

- ✓ the nature of the emergency
- ✓ what arrangements you have made to make up miss lab hours

If no notification occurs, **10** points will be deducted from final grade.

Any student who does not complete 160 hours will receive an “F” for this course!

Students are to follow the policies and procedures of the center/school to which they are assigned to complete laboratory experience. This includes dress codes, arrival times, etc., if applicable.

Physical & TB Test:

If student's Physical and/or TB Test expire, while student is doing student teaching, the student will stop their student teaching until such time as the student provides the MCC instructor a current Physical and/or TB Test.

Grading Criteria:

Grades will be assigned according to the following criteria:

Completion of the required 160 hours.

Completion of your Measurable Learning Objectives (MLOs).

Student Mid-Term Evaluation:

The MCC instructor will provide students with the appropriate form at Mid-Term.

Student final Evaluation:

The MCC instructor will provide student with the appropriate form for the Final Evaluation.

Supervising Teacher Evaluation:

The MCC instructor will provide student with the appropriate form so student can deliver to supervising teacher.

Completed/Return of MCC Instructor Observations.**Videotaping of activity:**

During the last half of the semester, each student will plan and present one activity with the children which will be videotaped by the instructor. Student will clear this activity with the supervising teacher, schedule a time with the instructor for taping, present and evaluate the activity, and turn in to the college instructor for grading. This activity may be counted as one of the required activities. The instructor will provide a sign-up sheet, towards the end of the semester, so students may make arrangements with instructor for the videotaping.

Student Weekly Report:

A student Weekly Report **must** be turned in each Friday. Make sure Student Name, Date, School or Center, Supervising Teacher, and Supervising Teacher's Signature are filled in. **No Student Weekly Report will be accepted/recorded that is more than 2 weeks over due.**

All forms MUST be filled out completely! (Example, the top portion of the Student Weekly Report requires Student Name, Date, School or Center, and Supervising Teacher.) Any form turned in that is incomplete will be returned to the student.

Academic Standards/ Student Expectations/ Ethics:

Please refer to above Academic Standards/ Student Expectations/ Ethics. Also **confidentiality** cannot be stressed enough. In your *Student Handbook Laboratory Experiences* under Procedures Related to the Program, number 1 states, "The student will practice professional ethics at all times, remembering always that information about children, families, the program, and the staff is **confidential.**" Breaking of the confidentiality policy will result in administrative withdrawal from the course.

Grading Scale:

A = 94 – 100
B = 86 – 93
C = 78 – 85
D = 70 – 77
F = Below 70

Evaluations:

160 Hours	75 %
MLO completion	5%
Student Mid-Term & Final Eval.	5%
Supervising Teacher Eval.	5%
Videotaping	5%
Completed & Returned MCC	5%
Instructor Observations	

Withdrawal Dates:

Spring 2007

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