

**MAYLAND COMMUNITY COLLEGE  
Welcomes You To:**

**COE 121, Section 10  
Co-Op Work experience II  
Credit Hours: 1    Contact Hours: 1**

**COE 125, Section 10  
Work Experience Seminar II  
Credit Hours: 1    Contact Hours: 1**

**Course Description**

**COE 125:**

This course provides an opportunity to discuss the application of skills demonstrated in COE 121. Emphasis is placed on practical, hands-on experience in a developmentally appropriate early childhood environment. Upon completion, students should be able to demonstrate competence in planning, presenting, and evaluating learning experiences for young children. This course is intended for Early Childhood Associate students.

**Prerequisites:** None

**Corequisites:** COE 121

**Instructor Information**

**Instructor:** Deborah Greenlee  
**Office Location:**  
**Telephone Number:** 765-7351 ext. 380  
**E-mail Address:** dgreenlee@mayland.edu  
**Office Hours:** Monday 1:00 to 2:00 & 5:00 to 6:00  
Tuesday 5:00 to 6:00  
Wednesday 1:00 to 2:00 & 4:00 to 5:00  
Thursday 9:00 to 11:00 & 2:00 to 4:00  
Friday 11:00 to 1:00

**Course Information**

COE 125 Monday 11:00 – 11:50 am, Inclement Weather, Option B 12:00 – 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.** 5<sup>th</sup> Edition. New York: Delmar Publishers. 2000.

Jablon, Ruth R., Dombro, Amy L. & Dichtelmiller, Margo L  
**The Power of Observation.** Washington DC: Teaching  
Strategies. 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 125:**

Regular class attendance is regarded as essential to the academic progress of the student. Students are expected to be present for the entire class time and will not be counted present if they leave early. You are expected to attend class and are therefore responsible for contacting the instructor **BEFORE** class begins if you will be absent. Attendance is counted as 1 test grade. **Each student may NOT be absent more than TWO classes and pass the course.**

Two (2) tardies will equal 1 absence. You are considered tardy if not in the classroom at the appointed time for class to begin. Students are tardy if they are not in the classroom at the appointed time for class to begin.

**I expect that all assignments will be turned in on time. Late assignments WILL NOT be accepted!!!!!!**

**Grading Criteria/Tests/Projects:**

Grades will be assigned according to the following criteria:

**Participation:**

Participation in class discussions and activities is required and expected. In 1944 John Dewey said, "One cannot share in social intercourse with others without learning – without getting a broader point of view and perceiving, things of which one would otherwise be ignorant."

**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:**

Tests on material(s) covered in class and assigned readings. You are expected to take tests on assigned dates. If this is not possible, you are responsible for making prior arrangements with the instructor. All make-up tests **must** be taken within **one week** of assigned date. After one week, the grade for the test will be a **zero**. **It is the student's responsibility (not the instructor's) to initiate the make-up arrangements.** There will be an accumulative final that **must be taken on assigned date** or the test grade will be zero.

**Activities:**

Refer to Student Handbook Laboratory Experiences for requirements

\*Activities, Learning Games, and Interest Center are to be recorded on Activity Plan Sheet or Teacher-Made Materials Sheet and handed in as they are completed. **ALL** activities 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. Activity forms and Teacher-Made Materials form are posted on LEO.

**\*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.

**Case Study:**

Following outline provided, in Student Handbook Laboratory Experiences, student will complete a study of one child in the center/classroom. Student will clear the assignment with the supervising teacher early in the semester and **must** secure

parental permission before proceeding with the project. **No “creative” Case Studies will be accepted.** Case studies will **not** be accepted after the due date.

**Due: December 12**

**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 the requirements are also posted on LEO. **It will be necessary that you be prepared with an understanding of these events so you can seek clarification in class.**

**Due:**

<b>Weeks 1 &amp; 2 – 5</b>	<b>September 24</b>
<b>Weeks 6 – 9</b>	<b>October 22</b>
<b>Weeks 10 – 13</b>	<b>November 19</b>
<b>Weeks 14 – 15</b>	<b>December 10</b>
<b>Week 16</b>	<b>December 17</b>

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. Office hours are listed on the instructor’s office door. If the instructor deems it necessary, she may request an individual conference with you.

**A copy of this syllabus is posted on the site for COE 121.**

**Grading Criteria:**

<b>Tests &amp; Attendance</b>	<b>20%</b>
<b>Activities, Games, Interest Center</b>	<b>20%</b>
<b>Case Study</b>	<b>30%</b>
<b>Journal</b>	<b>30%</b>

**Grading Scale:**

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

**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. While individuals are expected to give due consideration to their responsibilities for attendance, the College recognizes and expects that adults must ultimately make their

own decisions about attendance and accept responsibility for them. When announcements pertaining to schedule changes due to inclement weather are made, it will be posted on the front page of Mayland's Website ([www.mayland.edu](http://www.mayland.edu)), on the homepage for LEO ([leo.mayland.edu](http://leo.mayland.edu)) and aired on local radio and television outlets. For complete listing of these radio and television outlets refer to the Student Handbook.

**Academic Standards/Student Expectations/Ethics:**

Please turn off all electronic equipment; cell phones, beepers, or etc. during class, unless you have prior instructor approval. Students are expected to conduct themselves as mature and responsible individuals at all times, showing high regard and respect for the rights, privileges and property of others, including college facilities and property. Students who are disrespectful, exhibit rude or disrespectful behavior to the instructor or other students will be asked to leave class. For grading purposes this will be considered an absence. All students are expected to follow MCC's Conduct Policy & Student Code of Conduct listed in the Student Handbook. Violation of any regulations or applicable federal, state, or local statutes may result in administrative action up to and including suspension or expulsion. This is especially critical in regards to **confidentiality**. Breaking of the confidentiality policy will result in administrative withdrawal from the course.

In addition to academic performance, students should exhibit the qualities of honesty and integrity. Any form of dishonesty (cheating, fabrication, facilitation of academic dishonesty, plagiarism, etc.) will make the student subject to disciplinary action. In other words **Be honest!**

The incomplete "I" grade indicates that the student has failed to finish a portion of the required work for the class due to unusual circumstances. Should you request and receive an "I" for this course; it must be removed before the end of the next semester to avoid the grade automatically changing to an "F".

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.

**Withdrawal Dates:**

**Fall 2007**

End of Unconditional Withdrawal	Tuesday, September 25, 2007
End of Conditional Withdrawal	Thursday, November 1, 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.**

**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 6 – Student Teaching  
Classroom Management: Beyond Discipline  
Forward – Power of Observation

**Weeks 4 & 5**

Chapter 7 – Student Teaching  
Using Case Studies to Understand Behavior  
Chapter 1 – Power of Observation  
Introduction

**Weeks 6 & 7**

Chapter 8 – Student Teaching  
Working With Children With  
Chapter 3 – Power of Observation  
You as Observer

**Weeks 8 & 9**

Chapter 9 – Student Teaching  
Common Problems of Student Teachers  
Chapter 4 – Power of Observation  
Guidelines for Effective Observation

**Weeks 10 & 11**

Chapter 10 – Student Teaching  
Student Teachers and Families  
Chapter 5 – Power of Observation  
Becoming a Skilled Observer

**Weeks 12 & 13**

Review Chapters 6, 7, & 8 – Student Teaching

Chapter 6 – Power of Observation  
Using What You Learn

### **Weeks 14 & 15**

Review Chapters 9 & 10 – Student Teaching

Chapter 2 – Power of Observation  
Using Observation to Build Relationships

### **Week 16**

Chapter 7 – Power of Observation  
Getting Started: Observing Every Day  
Finalize course requirements.

## **Course Description**

### **COE 121:**

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 125

## **Instructor Information**

<b>Instructor:</b>	Deborah Greenlee
<b>Office Location:</b>	
<b>Telephone Number:</b>	765-7351 extension 380 or Cell (828) 467-0630
<b>E-mail Address:</b>	dgreenlee@mayland.edu
<b>Office Hours:</b>	Monday 1:00 to 2:00 & 5:00 to 6:00 Tuesday 5:00 to 6:00 Wednesday 1:00 to 2:00 & 4:00 to 5:00 Thursday 9:00 to 11:00 & 2:00 to 4:00 Friday 11:00 to 1:00

## **Course Information**

**COE 121** 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 Monday. 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	50 %
MLO completion	10%
Student Mid-Term & Final Eval.	10%
Supervising Teacher Eval.	10%
Videotaping	10%
Completed & Returned MCC	10%
Instructor Observations	

**Withdrawal Dates:**

**Fall 2007**

End of Unconditional Withdrawal  
End of Conditional Withdrawal

Tuesday, September 25, 2007  
Thursday, November 1, 2007

For a full explanation of correct procedures for withdrawal see Student Handbook.

**If the student receives a failing grade in either the Work Experience or the Seminar then that student will fail both and need to repeat both.**

**There will be a STATE MANDATORY information meeting before the next semester. Any student who does not attend will do a written evaluation of the Student Handbook Laboratory Experiences.**