Early Childhood Education & Family Studies Practicum Handbook

**2018-2019**

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# mission statement

Providing educators of young children with a solid foundation of knowledge in child development, instructional strategies, and Oregon Core Body of Knowledge (OCBK) for pre-natal through grade 3 in alignment to the National Education Association of Young Children (NEAYC) standards.

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**PROGRAM OUTCOMES:**

The Early Childhood Education and Family Studies (ECE & FS) program prepares you for State Certification in Early Childhood Education. Courses can be used to fulfill training and education requirements for family child care providers and child care teachers in Oregon.

Based on recommendations from the National Association for the Education of Young Children (NAEYC) for Associate-level preparation for Early Childhood Professionals, CGCC’s Early Childhood Education and Family Studies (ECE & FS) program prepares students to:

1. Use their understanding of young children’s characteristics and needs, and of the multiple interacting influences on children’s development and learning, to create environments that are healthy, respectful, supportive, and challenging for all children.
2. Apply a recognition of the importance and complex characteristics of children’s families and communities to the creation of respectful reciprocal relationships that support and empower families and involve all families in their children’s development and learning.
3. Use systematic observation, documentation, and other effective assessment strategies in a responsible way, in partnership with families and other professionals, to positively influence children's development and learning.
4. Employ their understanding of and relationships with children and families and their understanding of developmentally and culturally effective approaches to teaching and learning to implement and evaluate experiences that promote positive development and learning for all young children.
5. Identify and conduct themselves as members of the early childhood profession.
6. Use ethical guidelines and other professional standards related to early childhood practice.
7. Identify themselves as continuous, collaborative learners who demonstrate knowledgeable, reflective, and critical perspectives on their work, making informed decisions that integrate knowledge from a variety of sources.
8. Act as informed advocates for sound educational practices and policies.

Early education classes meet state continuing education requirements for teachers and family child care providers.

**PRACTICUM REQUIREMENTS:**

Practicum (student teaching) is a required component of the program. Practicum allows students to develop skills in working with children in a group setting using developmentally appropriate methods. As an ECE & FS certificate-seeking student, you are required to complete a total of two practicums. As an ECE & FS degree-seeking student, you are required to complete a total of four practicums.

During Practicum Orientation (ECE 130A) you will gather the following documentation and submit in a packet to the ECE & FS Advisor. (These forms are only submitted once during the practicum process). You will not be allowed to register for winter term Practicum until all required documents are submitted.

**Successfully** **Complete Practicum Orientation (ECE 130A)**  
  
 **Central Background Registry**

If you have already completed this for your current employer, please make a photocopy of the letter from the Childcare Division and submit that to the ECE & FS Advisor.

**Measles Immunization Verification Form**

If you were born on or after January 1, 1957 you must update your measles immunization. Boosters are available at your local Health Department.

**Food Handlers Card**

A photocopy of a current food handler’s card must be provided. If you do not have a current card, contact your local Health Department for information on how to obtain one.

**Current Infant/Child First Aid/ CPR card**

Submit a copy of your current card.

**Tuberculosis Screening** You may obtain a TB screening at your local health department.

All of these items will be kept in your file and are considered confidential. If you have any questions or concerns, please contact the ECE & FS Advisor as soon as possible.

**Upon completion of the required Practicum documentation, you will complete the following steps:**

1. Complete [*Request for Practicum Placement*](http://www.cgcc.cc.or.us/Academics/dept/education/ecehome.cfm) form and submit to your Practicum Orientation instructor (located on page 12).

Second year students complete the [*Advanced Practicum Placement*](http://www.cgcc.cc.or.us/Academics/dept/education/ecehome.cfm) form (located on page 13).

1. Permission to select a practicum site not on the approved site list will require a [*Special Circumstances Request*](http://www.cgcc.cc.or.us/Academics/dept/education/ecehome.cfm) form (located on page 14)*.*
2. Prepare a Letter of Introduction for the Practicum site.
3. Schedule a meeting with the Practicum site supervisor and invite the Practicum instructor to attend with you.
4. Present Letter of Introduction and a Practicum Site packet to the site supervisor for review and discussion.
5. Reach agreement with Practicum site representative on expectations and scheduling and sign Practicum Letter of Agreement.
6. Make at least three copies of Letter of Agreement: one for you (student), one for the supervisor, and one for the CGCC Practicum instructor.
7. Complete intake requirements for the Practicum site.

**Please Note:** During Practicum Orientation, students will work with the Practicum instructor to determine an appropriate Practicum placement site. Although students are encouraged to specify their Practicum preferences, the instructor will make decisions based on availability and scheduling considerations. To support students’ understanding of the developmental continuum and diversity within the field of early childhood education, students are strongly encouraged to spend Practicums in different settings throughout their time at CGCC.

Hardship circumstances will be considered when a student works for an Early Learning site and due to their work schedule, must do the majority of their Practicum hours at their work place. Under these circumstances, the student will schedule site visits to at least two other Early Learning centers and provide a brief one-page summary of their observance of those centers.

**Students will not be assigned to a Practicum site unless the College has a current copy of all of the documents noted on page 3. The only exception to this rule applies to students under the age of 18 who cannot request criminal background checks. In this event, students must provide a letter of recommendation from their high school guidance counselor addressed to the ECE & FS program director.**

**Practicum Site Conduct:**

To ensure the integrity of the ECE & FS program and your success in the program, it is essential to be aware of the policies and practices of Practicum sites. Please keep in mind that you are a representative of CGCC and an emerging professional in the field of education. Your conduct should be professional at all times.

**Professional Presence**

While in your Practicum role, it is expected that all students present themselves in a manner that reflects a respect for the profession of teaching and takes into account the perception of others, including children, families, and supervising staff. Please consider the activities in which you will engage during your Practicum experience, including your personal attire. In all communication with Practicum supervisors, children, and families, please keep in mind the following:

a) you are representing your professional future

b) you are representing the ECE & FS program at CGCC

c) you are making connections that may last well into your career.

If you are going to be late, or if you will miss your Practicum hours, it is **your** professional responsibility to inform your supervisors directly.

During your initial meetings with your Practicum supervisor, you **must provide an introductory letter** which details the following:

a) your interest in the field

b) prior work/volunteer experience

c) contact information

d) intentions for your Practicum experience

In addition, we recommend providing your immediate supervisor (e.g., classroom teacher) with a friendly letter to post for families. This letter should serve as an introduction. A picture of you is also helpful.

**Health-Related and No-Smoking Policies**

Following the language established by the Head Start Model Policy on Tobacco-Free Environments, the College agrees that it is the responsibility of early childhood professionals to promote the health, welfare, and safety of students and staff.

During your Practicum experience, tobacco use, distribution or sale on Practicum site premises (or sponsored events) is prohibited. Student volunteers must avoid bringing clothing that smells of smoke into the classroom, center, or onto the playground. For the purposes of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, snuff, in any form. Clothing, bags, hats and other personal items used by students to display, promote or advertise tobacco products are prohibited at Practicum site premises.

Following CGCC guidelines for protecting yourself and others from illness, please remember the following recommendations:

1. Wash hands frequently with soap and warm water or use waterless hand sanitizer.
2. Cover your mouth by coughing or sneezing into a tissue or into the crook of your elbow, not your hand.
3. Stay home when you are ill and experiencing a fever of a fever greater than 100 degrees Fahrenheit or have chills AND a cough or sore throat. Stay home until you have been free of a fever for 24-hours without the use of fever reducing medication.
4. It is recommended you be vaccinated for the flu.

**Practicum Evaluation:**

During your Practicum experiences, your Practicum site teacher will complete three student evaluations - one at the start to serve as a baseline, one mid-point in the Practicum and one at the conclusion. The following qualities are helpful to prepare you for the types of professional behaviors valued in the classroom:

**Personal Qualities**

1. Dressed appropriately
2. Personal hygiene addressed
3. Dependability
4. Flexibility
5. Self-direction
6. Sensitive to other people’s needs and feelings
7. Tact, patience, and cooperation with others
8. Sense of humor
9. Attitude toward children
10. Attitude toward adults
11. Attitude toward administrators
12. Ability to evaluate self and benefit from experiences

**Work With Children**

1. Aware of safety factors
2. Builds rapport and respects children
3. Aware of total situation, even when working with one individual
4. Asks open-ended questions that promote higher level thinking
5. Consistent and effective in setting and maintaining limits
6. Encourages self-help and independence in children
7. Sensitive to children’s cues
8. Sensitive and responsive to cultural differences
9. Aware of professional ethics

**Work With Other Teachers, Parents, and Volunteers**

1. Willingness to accept direction and suggestions
2. Establishes good working relationships
3. Respects confidential information
4. Builds rapport and respects families and their needs
5. Shows professional judgment in relationships with families
6. Effectively conveys information and expresses own opinions
7. Ability to apply new information and skills in this setting

**Programming, Knowledge and Learning**

1. Understanding of child development and appropriate educational concepts and theories
2. Participates appropriately in activities planned by staff
3. Demonstrates ability to adapt curriculum for children with special needs
4. Ability to plan, implement and evaluate developmentally appropriate activities for children and families
5. Knowledge of teaching or intervention strategies for this population of children and families at the end of practicum

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**Mandatory Reporting:**

As defined by the Oregon Department of Human Services (<http://www.oregon.gov/DHS/abuse/mandatory_report.shtml>). All citizens have a responsibility to protect those who cannot protect themselves.

Members of the general public may report suspected abuse and neglect if they choose. Oregon state law, however, mandates that workers in certain professions, such as school and child care personnel, must make reports if they have reasonable cause to suspect abuse or neglect. These people are called mandatory reporters and they are a crucial link in the system to protect Oregon’s most vulnerable citizens. By law, mandatory reporters must report suspected abuse or neglect of a child regardless of whether or not the knowledge of the abuse was gained in the reporter’s official capacity. In other words, the mandatory reporting of abuse or neglect of children is a 24-hour obligation.

**Practicum Portfolios:**

Each student in the Early Childhood Education and Family Studies (ECE & FS) program will prepare a Practicum portfolio. The portfolio is a collection of the student's work that demonstrates the student’s growth over time as an early childhood educator. The portfolio defines and identifies what an emerging teacher knows and the areas in which she/he is still developing. The portfolio reveals the student's ability to think critically by connecting the student's work to the standards set forth by the National Association for the Education of Young Children (NAEYC). It also is documentation of the student's ability to see the interrelatedness of the core courses of the Early Childhood Education and Family Studies Program, their educational philosophy, and their artifacts and reflections. Components of the Portfolio can be found in the Portfolio Contents section of the [*Practicum Portfolio Handbook*](http://www.cgcc.cc.or.us/Academics/dept/education/ecehome.cfm). As you progress through the ECE & FS program, it will be important for you to consider assignments you will be completing in your courses that could serve as artifacts for your portfolio. The [*Practicum Portfolio Handbook*](http://www.cgcc.cc.or.us/Academics/dept/education/ecehome.cfm) will explain each of the portfolio components in more depth.

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**REQUEST FOR PRACTICUM PLACEMENT**

(This application is **required** for Practicum I & II)

Term/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address/City/ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email (preferably CGCC email): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Practicum Placement Information:**

1. Focus Age:

Infant (0-14 mos.)

Toddler (1-3)

1. Site Preference:

OCDC  Little Blossoms

Head Start  Budding Branches

Great ‘n Small

1. Which practicum are you applying for?

Practicum I: Requires ECE 122 & HE 113

Practicum II: Requires ECE 123 & ECE 134

1. What is your primary language?

English

Spanish

Other: ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What credential are you working towards in the Early Childhood Education & Family Studies Program? (Check all that apply):

Early Childhood Education Certificate

Associate of Applied Science Degree

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**REQUEST FOR ADVANCED PRACTICUM PLACEMENT**

(This application is **required** for Practicum ECE 264 & 265))

Term/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address/City/ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email (preferably CGCC email): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Practicum Placement Information:**

1. Focus Age:

Infant (0-14 mos.)

Toddler (1-3)

Preschool (4-5)

1. Site Preference:

OCDC

Head Start

Great ‘n Small

1. Which practicum are you applying for?

Practicum ECE 264: Requires ECE 135, HEC 226, ECE 221, WR 121

Practicum ECE 265: Requires ECE 264

1. What is your primary language?

English

Spanish

Other: ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**SPECIAL CIRCUMSTANCES REQUEST FOR PRACTICUM PLACEMENT**

Term/Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address/City/ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email (preferably CGCC email): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*Attach a copy of your transcript to this request. Requests without a current transcript will not be processed.\*\*\*

**Practicum Placement Site Request**

**Select which Practicum you are requesting a Special Request:**

ECE 134 (Practicum 1)  ECE 264 (Practicum 3)

ECE 135 (Practicum 2)  ECE 265 (Practicum 4)

**Practicum Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Practicum Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Practicum Site Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reason for Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ECE & FS Practicum Instructor ECE & FS Program Director

APPROVED  DENIED ECE & FS

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**Practicum Requirement Checklist**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SID #: \_\_\_\_\_\_\_\_\_\_\_

**Successfully Complete Practicum Orientation (ECE 130A)**

**Central Background Registry**

If you have already completed this for your current employer, please make a photocopy of the letter from the Childcare Division and submit that. [**http://www.oregon.gov/occ/pages/index.aspx**](http://www.oregon.gov/occ/pages/index.aspx)

**Measles Immunization Verification Form**

If you were born on or after January 1, 1957 you must update your measles immunization. Boosters are available at your local Health Department.

**Food Handlers Card**

A photocopy of a current food handler’s card must be provided. If you do not have a current card, contact your local Health Department for information on how to obtain one.

**Current Infant/Child First Aid/ CPR card**

Submit a copy of your current card.

**Tuberculosis Screening** You may obtain a TB screening at your local health department.

**Please assemble all items in packet and provide copies to**

**ECE & FS Program Advisor.**

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**For ECE & FS ADVISOR ONLY**

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Program Contact Information**

ECE & FS Practicum Instructor

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TBD

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ECE & FS website

<http://www.cgcc.edu/career-tech-ed/early-ed>

*Columbia Gorge Community College is an equal opportunity educator and employer. If you need information regarding accommodations for a disability please contact Shayna Dahl, Disability Resources Advisor at 541-506-6046 or via email sdahl@cgcc.edu*