

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: FIELD WORK III

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Code No.: ED 209

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Program: EARLY CHILDHOOD EDUCATION (E.C.E.)

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Semester: THREE

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Date: SEPTEMBER 1992 PREVIOUS OUTLINE DATED: SEPT, 1991

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Authors: BEV BROWNING, JAYE BENNETT, KATHY NIELSEN, MARILYN ROBB

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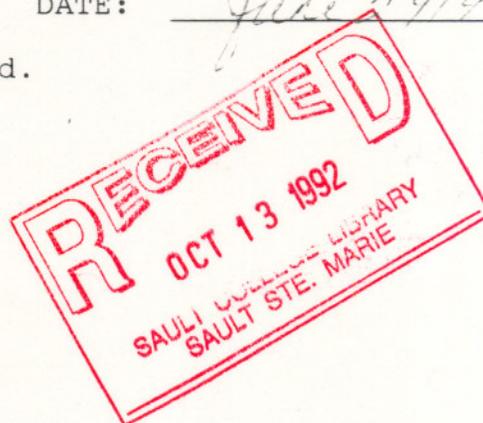
New: \_\_\_\_\_ Revision:  X

APPROVED:

Kitty DeRosario  
Kitty DeRosario, Dean  
Human Sciences and Teacher Ed.

DATE:

June 24/92



ED 209 - FIELD WORK III

Prerequisite(s): ED 102, ED 110, ED 104, ED 116

Corequisite(s) : ED 218, ED 201

**COURSE DESCRIPTION**

Students are scheduled for block placements in addition to the 2 day/week practicum in a community day nursery setting. Students are expected to plan and carry out activities designed to extend children's play and learning opportunities. Through experiential growth and the support of academic course work; the student is able to further solidify his/her philosophy of preschool education.

**GOALS - Semester III**

1. To help the student develop effective interpersonal relationships in the preschool setting.
2. To help the student meet the child's various developmental needs through the existing programme of the preschool.
3. To help the student be an effective preschool teacher in group settings as well as be considerate of the individual child.
4. To help the student demonstrate the ability to handle added responsibility in the preschool setting.

**OBJECTIVES - Semester III**

1. The student should be able to develop effective interpersonal relationships with staff and promote a feeling of team cooperation and professionalism.
2. The student must demonstrate, through the use of materials and equipment, the ability to meet the child's social, emotional, physical and intellectual needs and be able to accommodate for these in the existing programme of the preschool.
3. The student must demonstrate the ability to stimulate curiosity and participation with small groups, keeping in mind the building of the child's positive self-concept.
4. The student must demonstrate the ability to be able to handle responsibility and assume a professional attitude in all aspects of the preschool programme.
5. The student must successfully demonstrate the competencies outlined in the "Progress Review Form" for Semester III.

## METHODOLOGY

Field placement consists of two days per week in an assigned setting plus at least one full week placement in the College's demonstration Child Development Centre (C.D.C.).

A one week block at the beginning of the student's assigned placement will aid in the student's assimilation into the programme as an effective co-worker.

At the beginning of the placement, the student will be given a list of "Minimum Placement Requirements", a brief description of the specific day nursery's program, and any additional requirements of the centre. The student will schedule activity requirements of the placement. These dates are to be noted on the student's timesheet and posted at the placement. The supervisor will place her initial next to the date once the activity has been completed. If the activities are not completed as scheduled, this will be noted as well.

Guidelines for professionalism and fulfilling responsibilities must be followed.

The student will take responsibility for keeping an accurate record of hours worked and completed "activity requirements", at each placement and for completing the established procedures for evaluation of progress at mid-term and at the end of the placement.

## EVALUATION PROCEDURES

1. a) At the beginning of the placement, present the supervisor with the appropriate completed forms including: **Time Sheet** (listing expected dates of placement), **Introductory Sheet** (detailing student needs), and a signed **Confidentiality Form** and **Progress Review Form**.
- b) Make arrangements for carrying out minimum placement requirements and put scheduled dates on time sheet
- c) Have appropriate activity forms completed and initialed by the field seminar teacher and submit to the placement **one week prior** to scheduled presentation date
- d) Request on-going feedback from the placement staff/supervisor
- e) At mid-term and end of term submit a completed form **one week prior** to the scheduled evaluation date
- f) Discuss the evaluation comments with the placement supervisor and sign the evaluation form in her presence. (Your signature means that you have read and understand the completed evaluation).
- g) If you disagree with any part of the evaluation, your reasons are to be written down on the form with your signature next to your comments.
- h) If a student misses more than the allowable 3 days, she/he must fill out the appropriate form (attached) and have it approved by a member of the ECE faculty and by the placement.

2. The student has three days sick leave per year and any time missed other than this is to be made up on her/his own time, scheduled through the field supervisor. The student must take responsibility to notify his/her placement when unable to report in at the scheduled time. If the contact person is not notified of an absence, then a penalty of one week make-up per day missed will apply.
3. Students on a one week block in the C.D.C. must schedule a meeting with the assistant supervisor the week prior to the scheduled block week. Calls to set up the meeting time must be made on the Monday between 11:30 a.m. and 1:00 p.m. The purpose of the meeting is to discuss requirements for the block placement and to schedule activities. if this procedure is not followed then the student will not be able to complete the block and will consequently lose 25% of the semester's field work grade. Exceptions will only be made in extreme extenuating circumstances.
4. If an evaluation is not satisfactory and/or an "R" grade is received, that segment or semester must be repeated. If an "R" is received, the placement hours accumulated will not be counted in the student's total and must be repeated. The student must successfully complete Semester III and the corresponding Integrative Seminar (ED 218) to be eligible for Semester IV Fieldwork.

#### GRADING - Semester III

- A+ - Consistently outstanding performance
- A - Exceptional integration of theory and practice
- B - Average competence
- C - Minimal performance
- X - As per College Policy
- R - "Repeat" - indicated failure to meet required competency level of that semester and field work course must be repeated.
- W - Withdrawal from course after the "drop deadline".

EARLY CHILDHOOD EDUCATION FIELD PLACEMENT  
MAKE-UP DAYS CONSENT FORM

STUDENT: \_\_\_\_\_

PLACEMENT: \_\_\_\_\_

DAYS MISSED: \_\_\_\_\_

SCHEDULED DATES  
FOR MAKE-UP DAYS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF STUDENT: \_\_\_\_\_

ACTIVITIES TO BE  
COMPLETED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CONSENT OF PLACE-  
MENT SUPERVISOR: \_\_\_\_\_

CONSENT OF ECE  
COORDINATOR: \_\_\_\_\_

SIGNATURE OF PLACE-  
MENT SUPERVISOR UPON COMPLETION: \_\_\_\_\_

PROCEDURE (OVER)

## MAKE-UP DAYS PROCEDURE

- 1) STUDENT OBTAINS MAKE-UP FORM AND A SEPARATE TIMESHEET FROM THE COLLEGE.
- 2) STUDENT DISCUSSES MAKE-UP TIME WITH PLACEMENT SUPERVISOR WHO SIGNS THE FORM IN AGREEMENT.
- 3) STUDENT BRINGS FORM FOR THE COORDINATOR'S APPROVAL AND SIGNATURE AND RETURNS IT TO THE PLACEMENT.
- 4) STUDENT COMPLETES MAKE-UP DAYS, ASSIGNED ACTIVITIES AND SEPARATE TIMESHEET.
- 5) SUPERVISOR SIGNS TIMESHEET AND MAKE-UP FORM.
- 6) STUDENT RETURNS MAKE-UP FORM AND TIMESHEET TO ECE COORDINATOR.