

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



Sault College

COURSE OUTLINE

COURSE TITLE: **FIELD PRACTICE I**

CODE NO. : **ED 108** **SEMESTER:** ONE

PROGRAM: **EARLY CHILDHOOD EDUCATION**

AUTHOR: **ECE FACULTY**
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DATE: Sept. 2009 **PREVIOUS OUTLINE DATED:** Sept.2008

APPROVED: “Angelique Lemay”

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	CHAIR	DATE

TOTAL CREDITS: 4

PREREQUISITE(S): NONE

CO-REQUISITE(S): ED 115 , ED 130

HOURS/WEEK: **2 hours/week for 7weeks from September to October 2009 and 9 Field Placement Days from October - December 2009**

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I. COURSE DESCRIPTION:

This course is designed to orient students to the various facets of the Early Childhood Educator role. It will involve a balance of college classroom instruction and a supervised fieldwork practicum. Students will be prepared in the professional standards and practices that are required for working in varied child care fields. Skills, knowledge, and attitudes gained will enable the student to consistently demonstrate the competencies expected of a beginning early year's educator.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1 Describe the role of the ECE student within a field practice placement *(Reflecting CSAC VOCATIONAL Standards: #5,6,7,9)*Potential Elements of the Performance:

- *Describe the roles and responsibilities of the ECE Student, Mentor, and College Field Practice Supervisor.*
- *Explain the ECE Program Policies and Procedures for field practice.*
- *Outline the student's "Duty to Report" in cases of suspected child abuse or neglect.*
- *Identify the standards around Confidentiality within the profession and demonstrate the standard within the field*
- *Describe the necessary requirements for keeping track of field practice hours and completion of minimum requirements.*
- *Describe the competencies to be met during the field practice placement.*
- *List the steps in providing support to the hygienic care of children: appropriate diapering procedure, hair care, hand washing*

2 Plan developmentally appropriate activities. *(Reflecting CSAC VOCATIONAL Standards: #1,3)*Potential Elements of the Performance

- *Explain and demonstrate the steps in the process of planning informal activities for children that are developmentally appropriate.*

3 Demonstrate effective communication skills *(Reflecting CSAC VOCATIONAL Standards: #4,6 and GENERIC Standard #1)*Potential Elements of the Performance

- *Apply effective interpersonal communication skills during class activities.*
- *Submit work that has been checked for spelling and grammar.*
- *Indicate all sources using APA format.*

- 4 **Demonstrate “self-reflection” practices** (*Reflecting CSAC GENERIC #6,10,11,12 GENERAL ED #1*)
Outline strategies for success in the field placement as a student teacher
- *Outline areas of strengths and areas to work on related to field practice*
- 5 **Demonstrate All of the Competencies Outlined in the Early Childhood Education “Progress Review Form - Semester 1”, at a “Satisfactory” Level**
Field Practice Competencies are based on ECE Program Standards (2002) Ministry of Colleges and Universities and will meet the following Vocational Learning Outcomes
Potential Elements of the Performance
- demonstrate professionalism
 - establish and maintain effective communication with others.
 - establishing a responsive relationship with children
 - plan and implement developmentally appropriate activities

III. TOPICS:

- **Introduction to the role of the Student in Field Practice**
- **Professional Ethics in the Field Practice experience**
- **ECE Program Field Practice Competencies Semester 1**
- **Introduction to Activity Planning**
- **Field Practice 1 Minimum Requirements**
- **Strategies for basic care giving and placement duties.**
- **Field Practice 1 Experience**

IV. REQUIRED RESOURCES:

Required Documents that must be approved prior to start of placement.

Failure to have approval for one or all of the following will result in a student not attending placement and receiving a mark of “0” for ED108

- Current **Police Records Search**
- Updated **Health and Immunization Information** including TB
- Current First Aid / CPR certificate
- Current WHIMS certificate
- ECE Field Placement **Uniform receipt**

TEXTS

- **ECE Field Practice Binder** (revised 2009) Sault College ECE Faculty (In-House Publication A.K. Graphics) Sault College Bookstore
- ***Supplementary resources found on LMS***

PLEASE NOTE:

Regarding Student Progression through the three
Co-Requisite Core ECE courses:

Teaching Methods, Seminar, Field Practice

Students must receive a minimum of a “C” (2.0 G.P.A.) in each semester’s ***Teaching Methods, and Seminar***, courses ***and receive an “S” Satisfactory in their Field Practice***, (in the case of *Field Practice 1*, students must receive a “C”) within the same semester, in order to proceed to the next semester’s co-requisite courses.

*Your instructor reserves the right to modify the course,
as he/she deems necessary to meet the needs of students.*

Dates for projects or tests may be revised depending upon course content/flow

V. EVALUATION PROCESS/GRADING SYSTEM:**NOTE:**

Students must have submitted verification and received approval of their current CPIC, Immunization / Health Card, First Aid / CPR, WHIMS and Uniform prior to being placed in the field.

Due Date for submission of Field Placement Requirements for verification will be announced in class.

If a student does not have or does not submit verification of these placement requirements by the due date announced in class, the student will not be placed in the field and consequently will receive an “F” (Fail) grade in: ED108 Field Practice 1, ED115 Seminar 1, and ED130 Teaching Methods 1.

- **Students must successfully complete ALL evaluation factors (Attendance/ Participation, Assignments and Tests) by the assigned due dates in order to be placed in the field.**
- **Students must satisfactorily complete all field placement requirements as reflected in Field Practice Semester 1 Final Evaluation.**

In-class Activities**20%**

Details of the various in class activities will be discussed in class.

Criteria for participating during scheduled in or out of class activities.

- These activities must be completed during the scheduled time, therefore students who choose not participate, arrive late or leave early, or are absent for the entire class and consequently miss these in-class components will be given a “0” for the identified activity. These activities will not be rescheduled for students.
- Students are expected to be prepared each day with all assigned work due completed in order to participate in scheduled activities.
- Students are expected to consistently make productive contributions to all class activities.
- Students are expected to respond to others in an appropriate manner maintaining a sense of professionalism.
- Students are expected to avoid inappropriate or disruptive “off-task” behaviours

Assignments: 20%

- Informal Story Reading Activity Plan 10%
- Informal Song or Fingerplay Activity Plan 10%

Tests: 10%

Quiz 1 –Module 1	Quiz2 – Module 2
Quiz 3-Module 3	Quiz 4-Module 4
Quiz 5 – Module 5	Quiz 6- Module 6

Field Work Practicum: 50%

Upon successful completion of Field Practice 1, the student will demonstrate **all of the field practice competencies outlined in the Early Childhood Education “Progress Review Form - Semester 1”, at a “Satisfactory” Level.** *Field Practice Competencies are based on ECE Program Standards (2002) Ministry of Colleges and Universities and will meet the following Learning Outcomes*

Students must complete all course requirements and assignments, as well as, receive a satisfactory (S) on their final field work evaluation in order to be successful in this course.

The following semester grades will be assigned to students:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

VI. SPECIAL NOTES:

Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

Substitute course information is available in the Registrar's office.

Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of "academic dishonesty" in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may:

- (i) issue a verbal reprimand,
- (ii) make an assignment of a lower grade with explanation,
- (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade "C",
- (iv) make an automatic assignment of a failing grade,
- (v) recommend to the Chair dismissal from the course with the assignment of a failing grade.

In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations. Announcements, news, the academic calendar of events, class cancellations, your learning management system (LMS), and much more are also accessible through the student portal. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Tuition Default:

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of *November*, will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.

Instructor's Notes**Class Activities:**

1. Students are expected to conduct themselves within the class in a professional and respectful manner. Students should be aware that the expectations for their conduct in class are outlined in the "STUDENT CODE OF CONDUCT" found on the Sault College website / Student Services. <http://www.saultcollege.ca/Services/StudentServices/default.asp>
2. Students are expected to adhere to the ECE Program "Confidentiality" policy when making references to their experiences in the field practice placement within the classroom discussion.
3. Students are reminded to turn their phone off or silent mode. Students will be asked to refrain from engaging in "texting" during scheduled class time. Students will be asked to refrain from engaging in personal or non-course related conversations. If this behavior, or any other behavior deemed disruptive continues, the student(s) will be asked to leave the class room.

4. The use of computers in the class is permitted for course work only. Students using their computer for personal or non-course work will be asked to shut their computer off.
5. Students are expected to participate fully within class activities.
6. Light snack foods are permitted in the class during scheduled class, however students who wish to consume "meals" will be asked to consume their meal in another location outside of the classroom setting.
7. Students are responsible for putting their own items in the "garbage" / recycling bins.
8. Scent free classrooms are requested by the professor to ensure a safe environment for those who are sensitive to scents.
9. Late arrivals are asked to enter the classroom quietly without disturbing the class activities.
10. Students are responsible for obtaining course material missed due to class absence. Therefore, students are encouraged to communicate with a classmate who can collect information on behalf of the absent student.

Assignments

1. All assignments must be submitted on the assigned **due date at the beginning of the class** period unless otherwise specified by the professor. Assignments submitted after the professor has collected the assignments on the due date at the beginning of the scheduled class time will **incur an automatic 5% deduction** from the final assignment mark.
2. Assignments marks will incur a 5% deduction for each "school" day past the scheduled due date.. **Assignments will not be accepted by the Professor after 7 (school) days from the scheduled due date.** Consequently, the student will receive an automatic "0" for the assignments.
3. If extenuating circumstances exists that prevent the student from submitting their assignment on the scheduled date, students are encouraged to communicate with their Professor the nature of the extenuating circumstances and request an extension.. Granting extensions is up to the discretion of the instructor.
4. Students must **adhere to dates set for oral presentations** unless the professor has approved prior arrangements. Students who do not present on their presentation date will forfeit the mark for that assignment
5. All assignments **must be typed and stapled** or they will be returned to the student un marked.
6. To protect students, assignments must be delivered by the student/author to the professor.
7. Students have the responsibility to be **aware of assignment due dates**. If they miss in-class assignments that are due at the end of the class period for evaluation, they forfeit the mark.
8. Students are responsible for **retaining a file of all drafts and returned assignments**. We suggest students keep their computer file of assignments until the end of semester. In the event of a grade dispute, students must produce the graded assignment, so it can be recorded

Tests/Quizzes:

1. Students are expected to come to the test prepared with all of the instruments needed to complete the test. (pencil, student number)
2. Tests/Quizzes must be completed on the date scheduled. If unable to attend due to illness or extenuating circumstances, contact the professor at least one hour prior to the start of the test. **If advance notice is NOT given to the Professor, the student will receive a mark of "0"**. It is the student's responsibility to make an alternative date with the professor that must be scheduled before the next class.
3. Students will be permitted into the class to write the test beyond the start time until the time at which other students have finished the test and left the room. The student will not be given extended time to complete the test. At that point, students will not be able to complete the test and will receive a mark of "0" for the test.

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Dates for projects or tests may be revised depending upon course content/flow