

Sample Catalog Template

Each program description should include:

Program Title Upper/lower case

Degree Available

Accrediting/approving agencies (if applicable)

Program Contact Person: Name, phone number, office number, and Email address

Description of Program:
_____(program name)____prepares students for_____
The program includes_____...

Limit description length to 3 sentences.

- What does program prepare students to do?
- What does the program include?
- What are the performance requirements?

List 3-5 main program outcomes for students.

Provide admission information if there are special requirements

(Example)

Early Childhood Education

Associate of Applied Science Degree

Accredited by the National Association for People Who Teach Young Children (NAPWTYC) and approved by the Head Start program.

Program Coordinator: Nancy Ledbetter, 353-3616, K-118, nancy.ledbetter@nsc.edu

Early childhood education prepares students for employment in the field of child care and early education. The program includes theoretical and practical components, preparing early education professionals to work effectively with infants, toddlers, preschoolers, and primary age children birth to age nine.

Graduates of the program should be able to:

1. Promote the development and learning of young children.
2. Build family and community relationships.
3. Design, implement, and evaluate experiences that promote positive development and learning for all children.
4. Identify and conduct themselves as members of the early childhood profession.

Admission requirements

Prospective students must have three letters of recommendation, pass an interview process and background check, and be available during daytime hours to complete a field practicum.

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Each program description should include:

Bulleated list of 4-5 job/careers

Career Opportunities:

- Teacher
- Assistant Teacher
- Caregiver
- Administrator in child care centers, family child care homes, Head Start programs, before and after school programs, and preschools

Include Additional Requirements and/or necessary information

Clinical Practicum Courses I, II, and III:

Students who wish to register for any of the three ECED Clinical Practicum courses MUST contact their advisor for department permission to enroll in the course. Before registering for any Clinical Practicum course (I, II, or III) a student must have

- a. attained a grade of C or higher in all ECED courses taken
- b. met all pre-requisite requirements
- c. attended a mandatory orientation meeting the previous semester
- d. completed a Student Information Form
- e. received permission from his/her advisor to register in the course.

Special Grading policy

Grading Policy for Early Childhood Majors:

A grade of C or above must be earned in all early childhood courses prior to graduation. The student majoring in ECED must receive a C or above in each course in order to meet prerequisite requirements for subsequent courses.

Discuss transfer/advising issues.

Transfer/Advising

Students are prepared for further academic training in early childhood development if they choose to transfer to pursue a bachelor's degree or licensure in early childhood education . A student who plans to transfer should consult his/her advisor. Failure to do so could result in a loss of credits in the transfer process.

Coop Education Requirements

Same as current catalog