

**Nashville State Community College  
Social and Behavioral Sciences  
Early Childhood Education**

**Master Course Syllabus  
Full 15-Week Term**

**ECED 2335 – Initial Practicum**

The purpose of the syllabus is to inform you how this course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the course term, you will be notified.

**Course Information:**

**Course Title:** Initial Practicum

**Credits:** 3

**Class Hours:** 2 class hours; 1 lab hour

**The class meets on the following dates:** 1/23, 1/30, 2/13, 2/20, 2/27, 3/20, 4/3, 4/10, 4/24

**Course Description:**

A supervised practicum which includes a minimum of 30 clock hours in instruction and 45 clock hours in a clinical site approved by the Department (accredited agency, 3-Star, or Department-approved site). These hours may be completed in the student's employment site with Department approval. Course includes a study of the physical and human qualities that combine to create an environment that is safe and healthy and that promotes optimum learning for young children ages birth through eight.

**Prerequisite(s):** ECED 2310 or department approval

**Instructor Information:**

**Name:**

**Email:**

**Office Phone:**

**Alternative Phone #:**

**Office Location:**

**Office Hours:** By appointment;

**Scheduling QR Code for Appointments:**

**Instructor Zoom Room link:**

**Class Session Zoom Link Information (if virtual):**

## Course Delivery Method

**Virtual:** Course meets live via Zoom at a set date and time (**synchronous**)

## Required Textbook(s) & Other Materials:

**Textbook(s):** Bullard, J. Creating Environments for Learning 3<sup>rd</sup> Edition. Upper Saddle River, NJ: Pearson (Merrill). 2017

**ISBN:** 978-0134014555

## Reference Materials:

[National Center for Pyramid Model Innovations \(challengingbehavior.org\)](http://challengingbehavior.org)

The Tennessee [Early Learning Development Standards \(TN-ELDS\)](#)

[CSEFEL: Center on the Social and Emotional Foundations for Early Learning \(vanderbilt.edu\)](http://vanderbilt.edu)

## Supplies:

Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the [bookstore's website](https://www.bkstr.com/nscstore/shop/textbooks-and-course-materials) ( <https://www.bkstr.com/nscstore/shop/textbooks-and-course-materials> ) using your A# or by entering your course information. If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3363 or [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu).

**Honors Option:** Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

**Course Outcomes:** At the end of the term, this is what you should know and/or be able to do:

1. Create a safe, healthy, respectful, supportive, and challenging learning environment for young children (1c, 2c, 4b)
2. Evaluate and reflect on the effectiveness of learning environments (1c, 4b, 4d, SS1, SS4, SS5)
3. Demonstrate understanding of positive relationships and appropriate guidance through a supportive environment (1c, 4a, 4c)

## NAEYC Initial Standards:

### Standard 1: Promoting Child Development and Learning

1c. Using developmental knowledge to create healthy, respectful, supportive, and challenging learning environments for young children

### Standard 2: Building Family and Community Relationships

2c. Involving families and communities in young children's development and learning

### Standard 4: Using Developmentally Effective Approaches

4a. Understanding positive relationships and supportive interactions as the foundation of their work the young children

4b. Knowing and understanding effective strategies and tools for early education, including appropriate uses of technology

4c. Using a broad repertoire of developmentally appropriate teaching/learning approaches

4d. Reflecting on own proactive to promote outcomes for each child

## Supportive Skills

- Skills in self-assessment and self-advocacy

- Written and verbal communication skills
- Skills in identifying and using professional resources

### Course Competencies:

The following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes:

- **Objective 3:** Learning to *apply* course material (to improve thinking, problem-solving, and decisions)
- **Objective 4:** Developing specific skills, competencies and points of view needed by professionals in the field most closely related to this course
- **Objective 9:** Learning how to find and use resources for answering questions or solving problems

### Topics to Be Covered:

- The Pyramid Model
- Fostering Relationships and Interactions
- The Physical Environment
- The Daily Schedule, Routines, & Transitions
- Positive Feedback and Encouragement
- Classroom Expectations, Rules, and Guidelines

**Course Assessments:** We will use the following assessments to demonstrate your understanding, knowledge, and skills:

- **Practicum Site Experiences & Timecard-** Complete 45 clock hours observing, interacting, and working with children in the practicum site. These hours will be documented on a Timecard and are required in order to receive a passing grade in this course.

\*\* Students who are employed in a licensed or regulated early childhood program may choose to do their 45 clock hours in their work setting with approval of work supervisor.

- **Fieldwork:** Complete four (4) written fieldwork assignments
  1. Relationships and Interactions
  2. Room Arrangement and Learning Centers
  3. Schedules and Transitions
  4. Routines, Rules, & Expectations
- **Projects:** You will complete two (2) projects demonstrating skills in creating a safe, healthy, challenging learning environment -- the Schedule Project and Teacher Research Learning Center Project. You are **required** to submit both projects to receive a passing grade in this course. If you fail to turn in either one of these, you will receive an F for the course. **These are major assessments in the course that demonstrate your knowledge and skills related to the course outcomes and NAEYC Standards. Completion of both projects is mandatory for passing the course.**
- **Individual Conference:** The student will meet virtually with the course instructor one-on-one to consult on the practicum experience and class projects.
- **Practicum Evaluation:** The student is evaluated by a designated practicum site supervisor.
- **Final Exam:** The student reflects on what they have learned over the semester based on the course outcomes and NAEYC Initial Standards.

<b>Course Assessment Point Break Down Chart</b>		
<i>Assignment Name</i>	<i>Number of Items</i>	<i>Total Points</i>
Practicum Forms Packet	1	20 points
Fieldwork Assignments	4	120 points
Individual Conference	1	30 points
Schedule Project	1	100 points
Teacher Research: Learning Centers Project	1	100 points
Final Exam	1	30 points
		<b>400 points</b>

### **Submitting Assignments:**

You can turn in assignments one way in this class – by submitting to the Assignment Dropbox by the date listed on the Course Schedule. For example, if the assignment is due at 6:00 PM on Monday and turned in after 6:00 PM, it is considered late. In the dropbox you will see a due date and close date; the close date is the last day that an assignment can be submitted in the late submission window. Once an assignment dropbox has “closed” submissions will no longer be accepted. Your assignments will be graded online and once posted you will be able to see your grade and feedback. Assignments cannot be submitted through email unless there is a known issue with D2L.

### **Grading Policy:**

***All ECED majors working on a technical certificate or an AAS degree are required to receive a C or above in all ECED classes.***

Grades are posted in the Gradebook on NS Online. To see your grades in this format, click on the "Evaluation" tab at the top navigation area of the course and select "Grades". All your grades are visible to you and you can track your progress overall in the course.

It is expected that students follow instructions carefully, study the grading criteria, and ask questions if they do not understand an assignment. For each assignment, you will be required to complete the grading rubric as a self-grading component of the assignment. The purpose of this self-grading is to focus your attention on the expectations for the assignment and enhance your own self-evaluation and critical thinking skills. Completing the rubrics will help you practice self-assessment and identify areas for improvement; these are very important skills for a professional in early education. Even though you may submit a self-scored rubric, the instructor will make the final determination on all grades and scores.

Two individual projects are required: Schedule Project and Teacher Research Project. You are required to submit both projects to receive a passing grade in this course. If you fail to turn in either one of these, you will receive an F for the course. **These are major assessments in the course that demonstrate your knowledge and skill related to the course outcomes and NAEYC Standards. Completion of both projects is mandatory for passing the course.**

## Grading Scale:

Letter Grade	Percentage Range	Points Range
A	90-100%	360-400
B	80-89%	320-359
C	70-79%	280-319
D	60-69%	240-279
F	Below 60%	Below 240

### FA

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the “Last Day to Earn F for Attendance (FA).” If you stop attending your course after this date (*March 24, 2023*), you will receive an F.

### FN

An FN is awarded if you have never attended your course or done any of the work in an online course.

### Late Work Policy:

Students are encouraged to turn in all assignments on time. In the event that you miss a due date, you may **turn in the assignment late, up to one week beyond the due date, but no later. Ten percent (10%) of the points for an assignment will be deducted on late work.** No assignments will be accepted more than one week late, and no assignment will be accepted beyond the last class date. Late assignments are to be submitted to the Assignment Dropbox. You do not need to notify the instructor about late work; the Dropbox is pre-set to allow late submissions up to one week late. See example below about reduction of points.

**EXAMPLE:** An assignment worth 100 points is due Feb. 10th. The final date to submit is on Feb. 17th, a week later. If not turned in on Feb. 10th, then it is considered late and will have 10% (10 points) deducted from total score. You have up until Feb. 17th to turn in the assignment, but no later. As for grading, if you turned in late and earned 90, 10 points will be deducted, and your final score will be 80.

### Attendance Policy

#### General Policy

- *Absences in a course may affect your final grade.*
- *Tardiness may also affect your final grade.*
- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*
- *If you are not well enough to attend a course session (class), you must notify the instructor as soon as possible before the scheduled course time.*

- *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*
- *If you have an unavoidable conflict with a scheduled course session, you must notify the instructor before the course session.*
  - *If you are unable to notify an instructor before the scheduled course time, you must contact the instructor as soon as reasonably possible.*

## **Instructor's Policy**

The attendance policy for this course is:

**For financial aid** purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are:

- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board
- completing and submitting assignments

To the extent that attendance is kept in this class it is not for the purpose of the College but is instead associated with the instructor's individual grading rubric. The attendance policy for this class is: **NOTE: This class does not meet every week (see course schedule)**

Students are expected to attend all scheduled classes. Absences in a course may affect a student's final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student's final

Absences Allowed:

- Regular Fall & Spring Semester Once a Week Classes: No more than 3 absences.
- Summer 10-week term or **Practicum Courses: No more than 2 absences**
- Twice a Week Classes: No more than 5 absences

Coming to class late (after the instructor has taken attendance) and/or leaving early (before the instructor dismisses the class) counts as a tardy. **Three (3) tardies count as one (1) absence.** Any student arriving more than 30 minutes after class has started or leaving more than 30 minutes before class is dismissed will be considered as absent for the entire class.

Any student who is absent is responsible for the content of the class missed and any assignments given. The student is encouraged to get notes and information missed from another student in the class or contact the instructor.

- In-class assignments cannot be made up.
- The instructor's grade book serves as the official record for grades and attendance.

## Technology Statement

- All classes at the College are web enhanced. “Web enhanced” means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on “mute” until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on the [access to internet and technology website](#).

## Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

## D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nsc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nsc.edu emails contain important information from college offices, such as Financial Aid.

## ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage

you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615-353-3363, or e-mail [accesscenter@nsc.edu](mailto:accesscenter@nsc.edu).

### **Classroom Misconduct**

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as “disruptive conduct” in their courses. Please review the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

### **Academic Misconduct**

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear [Academic Misconduct Policy](#) that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an “F” or a “zero” for such violations or for the term grade.

- **Plagiarism** includes using the words or ideas of another as one’s own, either on purpose or unintentionally. This includes, but is not limited to, copying whole, portions, or the paraphrasing (rewording) of passages or information from any source in any academic exercise (written, digital, or oral) without giving credit to the author or source using an appropriate citation style. You must be able to prove that your work is your own.
- **Penalties for Plagiarism:** Cheating and plagiarism (using someone’s work without acknowledging the source from which it came) constitutes academic dishonesty. There are established college reporting procedures if a student is suspected of committing an academically dishonest act. In addition to other possible disciplinary measure that may be applied through regular college procedures as a result of academic dishonesty, **the instructor has the authority to assign an “F” or a “zero” for the exercise, paper, or examination, or to assign an “F” for the course.** Students may appeal through the appropriate college grade appeal procedures.

### **Academic Early Alert System**

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nsc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

### **RAVE Emergency Alert System**

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses through the [RAVE app \(https://www.getrave.com/login/nsc\)](https://www.getrave.com/login/nsc). The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.

- If you've never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you.
- Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

## **Student Wellness**

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- [Free tutoring](#) can assist you beyond the classroom to help you make the most of your college education.
- [These resources](#) include NSCC email, scheduling, online courses, textbooks, tech check out and support, computer labs on campuses, academic advising, financial advising, COVID-19 information and procedures on campuses.
- [Services](#) that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance.

## **Equity Statement**

Nashville State Community College strives to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We understand and practice ideals of equity and inclusion for our students by embracing a full spectrum of experiences, viewpoints, and intellectual approaches in order to overcome barriers to success.

## **Inclement Weather & Campus Closings**

You get notices about campus closings in these places: text messages from RAVE and [the Nashville State website](#).

Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

## **Class Cancellation Policy**

Our instructors post messages about cancelling classes in the [D2L/NS Online](#) course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.