Nashville State Community College
Business and Professional Studies
Early Childhood Education

ECED 2365 V01 - Final Practicum

Course Syllabus

The purpose of the syllabus is to tell you how the 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 semester, you will be notified.

Course Information:
Course Title: Final Practicum
Credits: 3
Class Hours: 1 class hour, 2 lab hours
Join Class Meeting (You will use this link to access class):

Course Description:
A supervised clinical experience with a minimum of 15 clock hours in instruction and 90 clock hours in a Clinical Site approved by the Department (accredited agency, 3-star or Department-approved site). Up to 45 hours may be completed in the student's employment site with department approval. Focuses on the student's demonstration of competencies that produce positive developmental outcomes for young children ages' birth through eight. Prerequisite(s): ECED 2335 and prerequisite or co-requisite ECED 2370. This should be one of the last courses taken in the ECED program.

Instructor Information:

Name: Jennifer Goncalves
Email: Jennifer.goncalves@nscc.edu
Office Phone: (615)- 353-3616
Office Location: White Bridge Rd. Campus, D-21
Office Hours: Check D2L for Campus and Virtual Office Hours
Make an Appointment with Mrs. G - Click the link to schedule a meeting to discuss course progress or advising.

Course Delivery Method
- **Virtual:** Course meets live via Zoom at a set date and time (**synchronous).** We will meet from 8:30 am – 12:15 am on the following Saturdays: 9/07, 9/21, 10/12, 11/16, 12/07

Required Textbook(s) & Other Materials:

Textbook(s): No textbook is required for this course. Required Readings are assigned. Readings are available online at NS Online in the D2L Shell for this course. You are expected to read each one. You will need ADOBE READER or a similar PDF file reader to open most of the files online.

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/NS Online shell for the course. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nscc.edu.

Course Learning Outcomes:

Upon successful completion of this course, students should be able to:

Outcome 1: Design, implement, and evaluate early childhood learning experiences according to the multidimensional knowledge of children. (PLO 1, PLO 4, PLO 5) (NAEYC Professional Standards and Competencies 1d, 4a, 4b, 4c, 5b, 5c)

Outcome 2: Locate and utilize professional resources to inform teaching practices. (PLO 6) (6d)

Outcome 3: Demonstrate professional behaviors and dispositions related to advocacy, ethical behavior, professional standards, professional development, and reflective practice. (PLO 6) (6a, 6b, 6e)

Outcome 4: Practice engaging in professional relationships with children, colleagues, and families. (PLO 2, PLO 6) (6c, 2a, 2b, 2c)

Outcome 5: Apply developmentally appropriate teaching strategies and classroom management. (PLO 4) (1d, 4b, 4c)

Program Description, including Program Outcomes:

The A.A.S. in Early Childhood Education prepares the student for a career in childcare and early education. The program includes both educational theory and the practical application of learning. Graduates are equipped with the knowledge and skills to deliver appropriate programming for young children (birth through age 8) and their families.

Public School Teacher certification in the state of Tennessee requires a baccalaureate degree. Although many of these courses will count toward certification, students interested in certification must consult with their advisor.

Program outcomes for the A.A.S. degree in Early Childhood Education are based on the Standards for Professional Preparation of the National Association for the Education of Young Children (NAEYC). The Program Outcomes include:

      PLO 1: Promoting child development and learning,

      PLO 2: Building family/teacher and community connections,

      PLO 3: Observing, documenting, and assessing to support young children and families,

PLO 4: Using developmentally appropriate practices,

PLO 5: Using content knowledge to build meaningful curriculum, and

PLO 6: Becoming a professional.

NAEYC Professional Standards and Competencies

The AAS Degree in ECED at Nashville State is accredited by the National Association for the Education of Young Children (NAEYC). The following NAEYC Professional Standards and Competencies are addressed in this course:

Standard 1: Child development and Learning in Context

1d: Use multidimensional knowledge - that is knowledge about the developmental period of early childhood, about individual children, and about development and learning in cultural contexts - to make evidence-based decisions that support each child.

Standard 2: Family-Teacher Partnerships and Community Connections

2a: Know about, understand, and value the diversity of families

2b: Collaborate as partners with families in young children's development and learning through respectful reciprocal relationships and engagement.

2c: Use community resources to support young children's learning and development and to support families, and build partnerships between early learning settings, schools, and community organizations.

Standard 4: Developmentally, Culturally, and Linguistically Appropriate Teaching Practices

4a: Understand and demonstrate positive, caring, supportive relationships and interactions as the foundation of early childhood educator's work with young children.

4b: Understand and use teaching skills that are responsive to the learning trajectories of young children and to the needs of each child, recognizing that differentiating instruction, incorporating play as a core teaching practice, and supporting the development of executive function skills critical for young children.

4c: Use a broad repertoire of developmentally appropriate, culturally, and linguistically relevant, anti-bias, and evidence-based teaching skills and strategies that reflect the principles of universal design for learning.

Standard 5: Knowledge, Application, and Integration of Academic Content in Early Childhood Curriculum

5b: Understand pedagogical content knowledge - how young children learn in each discipline - and how to use the teacher knowledge and practices described in Standards 1 - 4 to support young children's learning in each content area.

5c: Modify teaching practices by applying, expanding, integrating, and updating their content knowledge in the disciples, their knowledge of curriculum content resources, and their pedagogical content knowledge

Standard 6: Professionalism as an Early Childhood Educator

6a: Identify and involve themselves with the early childhood field and serve as informed advocates for young children, families, and the profession.

6b: Know about and uphold ethical and other early childhood professional guidelines.

6c: Use professional communication skills, including technology-mediated strategies, to effectively support young children's learning and development and to work with families and colleagues.

6d: Engage in continuous, collaborative learning to inform practice.

6e: Develop and sustain the habit of reflective and intentional practice in their daily work with young children and as members of the early childhood profession.

Topics to Be Covered:
- Practicum Placement and Expectations
- Professionalism and Professional Portfolio
- Teacher Interactions and Relationships
- NAEYC Code of Ethics
- Teaching Project

Course Assessments:
The following performance assessments will be used to demonstrate students' understanding, knowledge, and skills:
- **Field Experiences:** 90 clock hours of field experiences in an approved early childhood setting. Arrangements for this experience will be made by college faculty; students who are employed in a licensed or regulated early childhood program may choose to do 45 of the 90 clock hours in their work setting with approval of work supervisor. **Students MUST complete 90 documented hours of field experiences in this course to receive credit.** Failure to do so will result in an incomplete grade (I) or an F.
- **Readings**: You are expected to read each assigned reading and be prepared to discuss in class. Readings are all available online in the course shell in NS Online.
- **Assignments:**
  - **Drafts**: Article reviews and draft work for both the professional portfolio and the teaching project. Submit for instructor feedback.
  - **Professional Portfolio:** Compile a Professional Portfolio; the course instructor will provide required contents.

- **Teaching Project:** Students will engage and document teaching activities in the practicum site. This includes instructor observations, teacher research, designing, implementing, and documenting learning experiences for children, and reflections.
- **Final Documents and Reflection:** Timecard, Professional Behavior Evaluation, Thank You to site, Oral Reflection and Student Evaluation of Practicum Site.

Note: Students must satisfactorily complete the fieldwork component to receive a passing grade for the course. The student must receive a MEETS EXPECTATIONS rating on the Instructor Observations and an ACCEPTABLE RATING on the Professional Behavior Evaluation by practicum site supervisor to receive a passing grade in this course.

Submitting Assignments:

You turn in assignments online to the Assignment Dropbox by the time class begins on the day the assignment is due. (For example, if class starts at 8:30 am, then your assignment is due at 8:30 am. If turned in after 8:30 am, it is considered late.) This class does not meet each week, so be sure to check the Course Schedule as some due dates and times may vary for your submissions. Your assignment will be graded online, and you will have to go online to see your grade and feedback. Assignments cannot be submitted through email; you must use the Assignment Dropbox in the NS Online system.

Grading Scale			
Criteria	**Items**	**Total Points**	**Approximate Percentage**
Scavenger Hunt/Code of Ethics Signature	1	5	1%
Fieldwork Experience Form	1	5	1%
Drafts	5	75	18%
Professional Portfolio	1	125	29%
Teaching Research Project	1	185	44%
Final Documents and Reflection	5	30	7%
TOTAL POINTS	*	425	100%

Grading Scale:

Letter Grade	Percentage Range	Class Points
A	90- 100%	383-425
B	80 – 89%	340-382
C	70 – 79%	298-339
D	60 – 69%	255-297
F	Below 60%	Below

FA

According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. 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)." Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F. Academic Calendar | Nashville State Community College (nscc.edu)

FN

An FN is awarded to students who never attended class.

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 grade book on NS Online. To see your grades in this format, click on the "Grades" tab at the top navigation area of the course. 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.

Grading Turn-Around

In general, assignments submitted on time will be graded within 7-10 days of submission due dates. You will be notified if there is a need to vary this schedule. Assignments submitted late will be graded by the end of the course. Assignments submitted without completion of module content (videos, readings, and web exploration), may not be graded.

Communication with Instructor

Any student who is checking into the course at least 3 times each week, reading all assignments and instructions but still not performing well on exams, projects, or assignments should contact the instructor to set up an appointment for assistance. In an online class, students sometimes have more difficulty understanding assignment expectations and instructions, especially on large end of the semester projects. You can request a face-to-face conference for support and assistance on any assignment. Phone calls and emails can also assist in clarification. For course related communication, it is best to email me inside the course using the email in the course. To do so, go to the Classlist section

of the course. Choose All. Click on my name. An email window will come up with my email address in the "To" box. Type your email (be sure to include a subject) and send it to me. (This is the same format you will use to email fellow students.) Unless unforeseen circumstances occur, you can expect a reply within 24 hours within the work week, Monday through Friday. You will be notified if this schedule cannot be kept.

Honors Option
If you wish to take this course for honors credit, you must be enrolled in the Honors College and complete an Honors Contract. It is your responsibility to inform your instructor within the first four weeks of the semester that you want to complete an Honors Contract for this course.

Course Policies and Expectations
These are policies required for this course. Read these carefully. Following these policies will assist you in completing this course successfully. Please ask questions if you do not understand any expectation in this course. The ECED faculty wants you to do well! From an academic perspective, you should become familiar with the expectations outlined as follows in the remaining sections of this document. To successfully complete this course, you will need to:

- Check your NS Online email regularly inside this course.
- Schedule 12-15 hours per week to complete assignments, projects, and exams.
- Check the Calendar (or Class Schedule) on a regular basis.
- Follow all the expectations and guidelines established for this course outlined in this Syllabus.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:
Students are encouraged to turn in all assignments on time. If 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

Absences Allowed: <u>Practicum Courses</u> - <u>No more than 1 absence</u>
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
- In-class assignments cannot be made up.
- The instructor's grade book serves as the official record for grades and attendance.
- Absences beyond the allowance can result in a failing grade for the course

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

Participation:
This course is one of the required courses in Early Childhood Education programs, meant to prepare you for the professional work of being a teacher. Professional conduct and courtesy are expected at all times, as is giving the instructor or fellow students your full and polite attention.

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.nscc.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.nscc.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@nscc.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.

Academic Early Alert System

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nscc.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/nscc). 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.