

**“Excuses are tools of incompetence used to build monuments of nothingness.
Those who use them seldom amount to anything.”**

**CHDEV 19V
Reedley College
Cooperative Work Experience #
Fall 2018**

Instructor: Marcy Davidson

Office Location: Child Development Center

Office hours: Mon. 9:30 – 10:30, Tues. 11:00 – 12:00, Wed. 9:00 – 10:00, & Thurs 9:00 - 9:30

Virtual Office hour: Friday – 8:00 – 9:00 via email or canvas

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Course Description

This course will offer the student supervised teaching experience in a childcare or educational facility. Students will have the opportunity to gain work experience that leads to their career goal, identify student learning objectives, execute and evaluate those objectives, and demonstrate the value of positive work ethic.

Course Outcomes:

Upon completion of this course the student will be able to:

- A. Work at an increased level of competency with children and colleagues.
- B. Identify individualized needs of children & apply appropriate solutions.
- C. Write learning objectives, and evaluate the level of completion.
- D. Utilize learning occupational skills in future employment.

This class requires students to be currently employed or plan to volunteer in a child development program serving children aged 0 – 6, attend the mandatory orientation with the instructor, develop learning objectives with the supervisor they will be working with, submit all required paperwork and assignments as assigned, complete a weekly journal on the canvas course, attend a final meeting with the instructor and submit all end of the semester required forms.

Course Information & Policies

LAB requirement – student will work or volunteer in a child development center as determined by unit enrollment calculations.

1. This course requires full participation in a lab setting and satisfactory completion of lab hours.
2. Lab placements are done in conjunction with your instructor and the on-campus Child Development Center or off campus approved site.
3. A lab contract is required and must be completed by the student and mentor teacher / lab teacher. This contract dictates your scheduled lab time. Students may not deviate from the hours on the contract without permission from the lab site and instructor.
4. Students must submit written proof of completion of lab hours (timesheet).
5. All lab students must have an updated TB test (available with Health Services) and complete any required paperwork from the lab site prior to the start of lab time. If you have tested positive to TB, take your most recent chest x-rays to the Reedley College nurse for clearance. Students completing work experience off campus must follow the requirement of the agency.

Assignments

1. Orientation - Student is required to attend a mandatory orientation. This orientation will review the requirements of the course, assignments and deadlines. (15 points).
 2. Student Information (FORM# 1) – To be completed and signed by your supervisor. (10 points)
DUE August 31st.
 3. Learning Objectives Worksheet (FORM # 2) – This form is to be used to develop your contract objectives. You will have two weeks to complete, discuss and review with your supervisor, and submit to the instructor. Once approved, the objectives may be transferred to the Contract form #3. (10 points) **DUE August 31st**
 4. Contract (FORM # 3) – To be completed with approved learning objectives from form #2. Must be signed by student and supervisor. (40 points) **DUE September 10th**
 5. Weekly Discussion Boards - Students will use Bb to dialogue and discuss weekly questions and ideas generated through their work experiences. Students are required to share ideas, concerns, and answer prompt questions at least 10 times during the semester. (10 times x 5 points each).
 6. Time Sheet (Form # 4) – The timesheet must remain at your work site during the semester. You are required to sign in/out each day worked/volunteered and track your duties for the day. This time sheet is to be completed and signed by student and supervisor at the end of the semester and submitted to the instructor. (25 points) **DUE Dec. 6th**
 7. Evaluation (Form # 5) - A final evaluation completed by the supervisor based on students' learning objectives. Students will need to give this form to the supervisor along with a copy of form # 3. (25 points) **DUE Dec. 6th**
 8. Final Meeting – Students will meet with instructor one on one. Meeting to be arranged during final's week with instructor. (25 points).
- All **assignments are to be typed** unless otherwise specified by the instructor.
 - Papers should be double - spaced, 12 point font, spell – checked, one inch margins in an easy to read font.
 - All lesson plans and forms are available on Canvas
 - Always **make a copy** of your work.
 - Take responsibility to present completed, polished college level work on-time.
 - No late assignments will be accepted

Units and Hour Requirements

- Must have a job directly related to work experience class.
- 60 hours of volunteering = 1 unit
- 75 hours of paid work experience = 1 units
- If enrolled hours are not met during the semester, students units will be lowered. For example: If you enroll for three units as a volunteer which requires 180 hours over the course of the semester but you only complete 148 hours, you will only receive 2 units for the class.

Grades:

	Possible Points	Total Points	Final Grade
Orientation	15		
Learning Objectives Worksheet (Form # 2)	10		
Student Information (Form # 1)	10		
Contract (Form #3)	40	180 – 200	A
Journal Entry (10 x 5 points each)	50	160 - 179	B
Timesheet (Form # 4)	25	140 - 159	C
Final Evaluation (Form #5)	25	120 - 139	D
Final Meeting with Instructor	25	119 or below	F
TOTAL POINTS	200		

If a problem arises during the semester, please make an appointment with the instructor or come during office hours to discuss how we can best resolve the issue and help you achieve success in class. **Grades are confidential and will not be discussed in the classroom.**

Academic Success

In order to succeed at the highest level in college, be sure to utilize the College services that is available to all students. This includes the Tutorial Center, Writing Center, Disabled Student Services, Computer Lab, Library, and Counseling Services.

If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 or the Rehabilitation Act, please see me as soon as possible. The instructor will comply with the requirements of the American's with Disabilities Act (ADA), by appropriately accommodating any student with a verified disability.

Written Work Expectations

Proper writing is a basic expectation when someone has earned a college degree, and writing quality does matter as a college student and in the profession as an educator. If you intend to work with children and families, there will be many times when you need to communicate information that is crucial, including rationale for continued funding for your job and the children and families you serve. It is valuable to you if you are able to communicate through writing and that you used consistent writing mechanics.

All assignments completed in this class are expected to have college level quality writing which includes proper use of grammar, usage, mechanics, style, as well as proper APA citing style where applicable. All outside classroom assignments are to be typed. Assignments turned in hand written will result in a score of zero.

The Writing Center (Humanities Building Room 58) offers free writing assistance to students on campus. For more information on all they offer, visit or call Writing Center Information at 638-0300 ext. 3619 or email rcwritingcenter@reedleycollege.edu. Learning to study more effectively will also help with writing, and The Tutorial Center (Library Building LRC 111) has a variety of services to help you succeed in college through more effective learning strategies. For more information call the Tutorial Center at 559-638-0358.

Canvas

Information about this course, and resources for it, will be available on Canvas. Through Canvas you will be able to access the syllabus, assignment guidelines, and any handouts. In addition, you will be able to send emails to the instructor directly from canvas. You will also be able to use canvas to check your grades online. You should monitor your grades to be sure they are entered accurately and completely. If there is a mistake, please bring it to my attention as soon as you notice it. Please keep all returned assignments until your final grade has been posted at the end of the semester.

Please note that ONLY your my.scccd email address is recognized by canvas. Any messages that I send to the class will be sent through canvas, and therefore through your my.scccd email address. I will not respond to

personal emails due to spam and other computer viruses. Please only use your Reedley College email when communicating with me via email. You are responsible for information disseminated through email; ignorance ("I didn't check my email," "My e-mail isn't working," "I don't have access to a computer," etc.) is not an acceptable excuse. Please be sure to put the class in the message box (CHDEV 19V) so that I can quickly and accurately reply to your email or message.

Syllabus Disclaimer

This syllabus constitutes a contract between the instructor of this course and the student enrolled in the course. The student's decision to attend the class denotes:

1. acceptance of this syllabus.
2. acceptance of the expectations of this course as outlined by this syllabus.
3. the student's understanding that the course schedule outline in this syllabus, except assignment due dates, is subject to change without notification to the student.
4. the student's understanding that it is their responsibility to read and complete all assignments and turn in all work by the designated times.

** The instructor reserves the right to make changes to the course syllabus or schedule as deemed necessary for the good of the class.

Important Dates to remember

First Day of Class	Monday, August 13, 2018
Campus Closed – Labor Day	Monday, September, 3, 2018
Campus Closed – Veteran's Day	Monday, November 12, 2018
Campus Closed – Thanksgiving	Thursday/Friday, November 22/23, 2018
Last Day of Classes	Friday, December 14, 2018