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

**Reedley College**

Department of Child Development

Child Development 19V - Course # 55141

Cooperative Work Experience

Instructor: Lisa Neufeld, MA                         Office: CCI 217          Hours: Varies and by Appointment Only

Cell Phone: 559-270-9682 (texting ok)                                 E-mail: [lisa.neufeld@reedleycollege.edu](mailto:lisa.neufeld@reedleycollege.edu)

**Course Syllabus:**

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, students 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.

**COURSE ASSIGNMENTS & PAPERWORK TIMELINE:**

|  |  |
| --- | --- |
| **Date** | **Assignment / Paperwork Due** |
| **January 20th**  **(Tuesday)** | **Mandatory Orientation – 5:00pm**  **CCI-205**  **Student Information – FORM #1 due**  **Make sure it is signed by a supervisor bring to orientation** |
| **February 5th**  **(Thursday)** | **Learning Objective Worksheet – FORM #2 \*\***  **Make sure it is signed by a supervisor.** |
| **May 19th**  **(Tuesday)** | **\*Time Sheet Due (Form #3)  with supervisor’s signature\*\***  **\*Contract Due (Form #2) with supervisor’s signature\*\***  **\*Completed Evaluation (Form #4) Supervisor completes (NOT INSTRUCTOR)** |

**\*Time sheet and Complete Contract** (include hours through May 22th)

\*\*Learning Objective Worksheet, Time Sheet and Contract may be dropped off at the receptionist desk or my office.  It is important to **make copies** of these in the event they are misplaced.

\*\*You may also mail these (mail early to make sure they are received on time) to:

**Lisa Neufeld**

Reedley College Child Development Center

995 N Reed Ave

Reedley, CA 93654

**Assignment and Grading:**

The final grade will be determined on the basis of accumulated points from the following assignments:

**Assignment                                                                          Points**

1.       Attend orientation meeting                                                5 points

2.       Contract                                                                                10 points

3.       Time sheet completed                                        10 points

4.       Supervisor’s evaluation                                      15 points

5.       Individual Meetings with Instructor                 10 points

**Total points                                                         50 points**

**Grading Scale**

**45-50 = A              39-44 = B              33-38 = C                27-32 = D             0-26 = F**

**IMPORTANT DATES TO REMEMBER:**

  Last day to request an enrollment refund: January 23rd, 2015 (Friday)

  Last day to add for full-term class: January 30th , 2015 (Friday)

  Last day to drop to avoid a “W”: January 30th, 2015 (Friday)

  Last day to drop to avoid a letter grade:  March 13th , 2015 (Friday)

**\*Dropping a class:**

***It is ultimately the student’s responsibility to drop a class they no longer intend to participate in, to avoid receiving an “F” grade.***

**UNIT(S) AND HOURS 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**

**SYLLBUS DISCLAIMER:**

The student’s decision to attend the class denotes acceptance of:

  This syllabus as a contract outlining the student’s responsibilities to complete all required assignments by the due dates.

  The policy that late assignments will not be accepted.

  The changing syllabus statement.

  The expectations of this course as outlined in this syllabus.

  That final grade is determined on the basis of accumulated points from required assignments.

  The policy that students are responsible for supplying evidence of any discrepancy in grades as determined by returned/graded assignments.

**ACADEMIC SUCCESS:**

1.         In order to succeed at the highest level in college, be sure to utilize College services that are available.

a.       Tutorial

b.       Disabled Student Services

c.        Computer lab

d.       Library

e.        Counseling

2.         College success means planning ahead and scheduling everything.

3.        ***Accommodations for Students with Disabilities****:*  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 of the Rehabilitation Act, please contact me as soon as possible.

**STUDENT CONDUCT:**

Students are expected to conduct themselves according to the *Student Conduct Standards*.  Cause for discipline include, but are not limited to:

**A.**      Dishonesty, including but not limited to cheating, plagiarism, or furnishing false information to the college.

**B.**      Threat of physical abuse, on or off college property, of the person or property of any member of the college community or of members of his/her family.