

**CHDEV 19V**  
**Reedley College**  
**Cooperative Work Experience Section # 57008**  
**Spring 2019**

**Instructor:** Richell Swallow, M.A.Ed. (ECE)  
**Office Location:** Child Development Center  
**Office hours:** By Appointment or at student work site  
**Phone:** 559.638.0300 x 3730  
**Email:** In Box through Canvas

**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 – 5, 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 Canvas, 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. Orientation to held on **January 16th** (15 points) in CCI 205 at 6:00 p.m. All students will receive a letter from the instructor with information on the orientation. **Any student who does not attend the orientation will be dropped on that day. No exceptions.**

2. **Student Information (FORM# 1)**– To be completed and signed by your supervisor. (10 points)  
**DUE January 16th.**
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 January 30<sup>th</sup>.**
4. **Contract (FORM # 3)** – To be completed with approved learning objectives from form #2. Must be signed by student and supervisor. (40 points) **DUE February 13th.**
5. **Weekly Discussion Boards** - Students will use Canvas to dialogue and discuss weekly questions and ideas generated through their work experiences. Students are required to share ideas, concerns, and answer prompt questions 10 times during the semester. These discussion questions will begin the 3<sup>rd</sup> week of the semester (February 4<sup>th</sup>). (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. All students must complete required hours to pass this course. (25 points) **DUE May 20-23rd.**
7. **Mid-Term Evaluation (25 points)** - Students will need to meet with the instructor for review of progress of goals. Students and instructor will discuss progress towards meeting learning objectives. Meetings will be arranged week #10 (March 18-21<sup>st</sup>).
8. **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 May 20-22nd.**
9. **Final Meeting (25 points)** – Students will meet with instructor one on one. Meeting to be arranged during final's week with instructor. **May 20-22nd.**

### Assignment Policies:

- All **assignments/forms are to be typed** unless otherwise specified by the instructor.
- **Original copies** with signatures must be turned into the instructor by the due date. Fax, PDFs, emailed, photo copied, scanned forms WILL NOT BE ACCEPTED. No exceptions.
- 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 or a volunteer site directly related to work experience class, Child Development or Early Education in a setting pertaining to Infant/Toddlers, Preschool or Transitional Kindergarten. **NO EXCEPTIONS.**
- 60 hours of volunteering = 1 unit
- 75 hours of paid work experience = 1 units

### Grades:

	Possible Points	Total Points	Final Grade
Orientation	15		
Learning Objectives Worksheet (Form # 2)	10		

	Possible Points	Total Points	Final Grade
Student Information (Form # 1)	10		
Contract (Form #3)	40	202 – 225	A
Journal Entry (10 x 5 points each)	50	181-201	B
Timesheet (Form # 4)	25	162- 180	C
Mid-Term Evaluation Meeting	25	145-161	D
Final Evaluation (Form #5)	25	144 - 160	F
Final Meeting with Instructor	25		
TOTAL POINTS	225		

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 or in an online setting.***

Failure to meet the total hour requirement for the course will result in failure of the course, no matter the point standing. No exception.

### 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](mailto: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. Canvas is available at <http://reedleycollege.edu>. You will use your RC username and password to login. 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.

### **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:**

January 14 <sup>th</sup> , 2019	Instruction Begins
January 21 <sup>st</sup> , 2019	Holiday – no classes
February 1 <sup>st</sup> , 2019	Last day for student add a class/Drop without a "W"
February 15-18 <sup>th</sup> , 2019	President's Weekend
April 15 <sup>th</sup> -19 <sup>th</sup> , 2019	Spring Break
May 20-24 <sup>th</sup> , 2019	Finals Week (Check the Finals Schedule for your courses times)

