

“Children are not distractions form more important work, they are the most important work.”

~ C.S. Lewis

**ECE 19V
Reedley College
Cooperative Work Experience # 51016
SPRING 2024**

Instructor: Rubisela Sanchez **Office Location:** Center for Early Childhood & Education
(Office #152)

Office Hours: Zoom Office Hours: Mon. 3:00- 4:00 p.m. & Fridays: 10:00-11:00 a.m.
<https://scccd.zoom.us/j/92437206984?pwd=K25JTm1laFVnSGhHai92bzViQnY4QT09>

On campus by appointment only

Phone: 559.494-3000 ext. 3237

Email: Rubisela.sanchez@reedleycollege.edu

Text:

Required Texts: NO TEXTBOOK FOR THIS CLASS!! WAHOOO This is an OER (Online Educational Resources) Course. All reading and information for this class will be available via 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 should be able to:

1. Work at an increased level of competency with children and colleagues.
2. Identify individualized needs of children & apply appropriate solutions.
3. Write learning objectives, and evaluate the level of completion.
4. 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

This course has a work experience/lab requirement – Students will need to work or volunteer in a child development center or educational program as determined by unit enrollment calculations. If you need support in locating a site to complete the work experiences for this course, please let me know.

1. This course requires that students fully participate in a lab setting and satisfactorily complete all lab hours.
2. Lab placements may be on the Reedley College Children’s Program & Lab School or off campus at an approved site.
3. A lab contract is required and must be completed by the student and mentor teacher or supervisor of the program. This contract should provide your scheduled lab arrangements including days and time. Students should not change these from the hours on the contract without permission from the lab site and instructor.
4. Students will need to submit written proof of completion of lab hours on the timesheet provided.
5. All students must meet all immunization requirements required by the lab site, and complete any required paperwork from the lab site prior to the start of lab time.



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Assignments

Orientation - Plan to attend the mandatory in person **ECE-19V Orientation** scheduled **JANUARY 12TH 2024- Location: Center for ECE #104 Time: 12:30-1:30 p.m.** This orientation will review the assignments and deadlines of the course, and address all questions. (10 points).

Student Information (FORM# 1) – Complete and have signed by your supervisor. (10 points) **DUE JANUARY 19TH 2024**

Learning Objectives Worksheet (FORM # 2) – This form is to be used to develop your contract objectives. Complete, discuss and review with your supervisor, and submit to the instructor. Once reviewed, the objectives may be transferred to the Contract form #3. (10 points) **DUE JANUARY 26TH 2024**

Contract (FORM # 3) – Complete this form with the approved learning objectives from form #2. You and your supervisor will need to sign this form. Submit the signed contract. Be sure to keep a copy for yourself and give one to your supervisor. (25 points)

DUE FEBRUARY 16TH 2024

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).

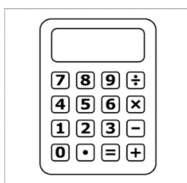
Time Sheet (Form # 4) – The timesheet needs to remain at your work site during the semester. Be sure to sign in/out each day worked/volunteered and track your duties for the day. At the end of the semester you and your supervisor will need to sign to verify the completed hours. Once signed, the original form will need to be submitted. (25 points) **DUE: MAY 13TH 2024**

Work Experience Completion (Form # 5) - A final completion form should be completed the by supervisor based on students' learning objectives. Please be sure to give this form to your supervisor with enough time for them to complete and submit by the due date. Be sure to give the supervisor both form # 3 and # 5 together. (25 points)

DUE: MAY 13TH 2024

Mid-Semester and Final Meeting – Twice during the semester we will have one-on-one meetings via zoom or in person to see how you are doing. A sign up sheet will be provided. (20 points).

- Please be sure that all work submitted is **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
- Be sure to always **make a copy** of your work.
- As a college student, please take responsibility to present completed, polished college level work on-time.
- Life happens and sometimes we don't finish our work as expected or meet the due dates. Be sure to connect with me should you run late on any forms and canvas work and if support is needed.



Units and Hour Calculations

- In order to complete this class, you will need to have a paid job or volunteer in a position directly related to this 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.

Points Available

	Possible Points	Total Points	Final Grade
Orientation Zoom Meeting	10		
Student Information (Form # 1)	10	157 - 175	A
Learning Object. Worksheet (Form # 2)	10	140 - 156	B
Contract (Form #3)	25	122 – 139	C
Journal Entry (10 x 5 points each)	50	105 - 121	D
Timesheet (Form # 4)	25	120 or below	F
Work Exp. Completion (Form #5)	25		
Meetings w/ Instructor (10 each)	20		
Total Points	175		

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 should have college level quality writing which includes proper use of grammar, usage, mechanics, style, as well as proper APA citing style where applicable. Please only submit typed assignments.

The Writing Center offers free writing assistance to students on campus. For more information on all they offer, visit or call Writing Center information, 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.

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 (ECE 19V) so that I can quickly and accurately reply to your email or message.



Each week I have a virtual office hour if you need guidance, support etc.

- Zoom Office Link:
<https://scccd.zoom.us/j/92437206984?pwd=K25JTm1laFVnSGhHai92bzViQnY4QT09>
- Zoom Office Hour: Monday 3:00 p.m.-4:00 p.m.
- Zoom Office Hour: Friday's 10:00-11:00 a.m.

The Zoom office hour will be when I am online (Canvas and emails) and will respond to you within the hour.

- If you are on campus and would like a one-on one in person appointment, this can be arranged by request. Please send me a Canvas Message. My office is located at the Center for ECE (Office #152).

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. Thank you!

Important Dates to Remember

First Day of Class	Monday, JANUARY 8 TH 2024
ECE 19V Mandatory Orientation	Friday, JANUARY 12 TH 2023 (12:30 p.m.-1:30 p.m.)

Last Day to Add

01/28/2024

First Day to Drop

01/08/2024

Last Day to Drop (no W assigned)

01/28/2024

Last Day to Drop (W assigned)

03/08/2024