

Syllabus: Internship

Course Number: CDEC 2387

Instructor Information

Name: Dana L. Strickland

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Office Hours: Mondays:1-2; 4-5; Tuesdays: 10:30-11; 2-3; Wednesdays: 1-2; 5-6;
Thursdays: 10:30-11; 4-6; Fridays: 11:30-1:30

Textbook Information

No textbook is required for the CDEC 2387 Internship course.

Student Learning Outcomes for the Course

- (1). Students will gain hands-on experience working with children in a licensed facility.
- (2). Students will gain hands-on experience of physical, cognitive, social, and emotional development of children.
- (3). Students will learn about and implement proper teaching activities/techniques.

Student Requirements for Completion of the Course and Due Dates

Teaching Activity #1 (3/16); Teaching Activity #2 (3/23); Teaching Activity #3 (3/30); Bulletin Board Presentation (4/6-4/27); Supervisor Observations (5/4); ALL assignments will be included on the CDEC 2387 Spring 2015 schedule and will be explained IN FULL at a later date.

Student Assessment

You have the following possibilities for earning points:

- | | |
|-----------------------------|-----------------|
| (1) 3 Teaching Activities - | 100 points each |
| (2) 1 Bulletin Board - | 100 points |
| (3) 10 Observations - | 100 points |

There will be 10 observations total to be conducted by a site supervisor and your TC Professor collectively. These observations are worth 10 points each for a total of 100 points. This will count as HALF of your Internship grade. The three teaching activities and one bulletin board display will be worth 100 points each. These four grades will be averaged and count – together – as the other half of your course grade.

-Any exam or assignment that does not contain a student's name will have an automatic 25 points deducted.

Course Description

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, students achieve objectives that are developed and documented by the college and directly related to specific occupational outcomes. This may be a paid or unpaid experience.

Further Requirements for Completion of the Course and Due Dates

Students in the CDEC 2387 Internship course are required to work/volunteer CURRENTLY and throughout the semester. This experience MUST be in a licensed childcare facility of the student's choosing. A documented 15 hours per week for at least 12 weeks of the semester should be logged, equaling 180 total hours. Documentation of these hours is due at the end of the semester – NO LATER THAN THURSDAY, MAY 7, 2015. **Any attempt to falsify documentation will be considered Academic Dishonesty and is grounds for being dropped from the course with a grade of "F."** In addition to these field experience hours, students will be required to create 3 original teaching activities and 1 bulletin board display. All are included on the Spring 2015 course schedule and will be explained IN FULL at a later date.

Grading Scale:

| Grade | |
|-------|----------|
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| D | 60-69 |
| F | 59-below |

Class Schedule

A detailed class schedule will be given out and reviewed on the first night of class. Please be responsible and keep up with assignments, due dates, meeting times, etc. It is the STUDENT'S responsibility to find out what he/she missed due to an absence. DO NOT ask the Professor to repeat lengthy explanations or lectures!!

Absentee Policy

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence. It is the student's responsibility to check the syllabus for each instructor's tardy policy.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student's absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of "F" in the class. The instructor will submit the last date of attendance for students receiving a grade of "F" or "W".

Withdrawal from a course(s) **may** affect a student's current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

EXCUSED ABSENCES

A student's absence due to school trips and/or school business will not be counted against a student's allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor's syllabus.

MAXIMUM ALLOWABLE ABSENCES

Students in this course will be given 3 absences before being dropped from the course! At that time, and especially if no contact has been made with the Professor, the student may be dropped from the class. **IT IS THE STUDENT'S RESPONSIBILITY TO KEEP UP WITH HIS/HER ABSENCES!** We do not have much time together for this class. It is **EXTREMELY** important that students attend and be on time as much as possible.

Make-up Policy

The three Teaching Activities must be presented on time to receive full credit. Because we do not meet often or at length, if a student is absent the assignment is still late. Twenty points per week late will be deducted. If a CDEC 2387 student fails to keep his/her appointment for the Bulletin Board observation and does not contact the Professor **PRIOR** to the date to postpone or reschedule, the student will receive **NO GRADE** for this assignment with **NO** opportunity to redo the assignment.

Academic Dishonesty Policy

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at

<https://texarkanacollege.edu/PDFFiles/CurrentStudents/studenthandbook.pdf>.

A student in this CDEC 2387 course is NOT allowed to use ANY part of past assignments (their own or someone else's) turned in to Mrs. Strickland. This includes assignments from other Child Development courses and especially if this course is being repeated. An attempt to do so will result in NO CREDIT for that assignment with NO opportunity to redo the assignment.

Disability Act Statement:

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations..

Financial Aid:

Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.