

University of Guelph
DEPARTMENT OF FAMILY RELATIONS AND APPLIED NUTRITION

FRHD*3200: Practicum – Child
COURSE OUTLINE – Winter 2015

Course Instructor Tricia van Rhijn, PhD, RECE

Office: MINS 215

Phone: 519-824-4120 ext. 52412

E-mail: tvanhij@uoguelph.ca

On-Site Instructors **Section 01 (Mon/Wed):**

Office: Kathleen Brophy, PhD

Phone: CCLC

E-mail: 519-824-4120 ext. 52682

kbrophy@uoguelph.ca

Section 02 (Tues/Thurs):

Joy Leschiutta, BAsc, MA, RECE

CCLC

519-824-4120 ext. 52682

jleschiu@uoguelph.ca

Lab: Section 01 – Monday & Wednesday, 8:30am-1:20pm, CCLC

Section 02 – Tuesday & Thursday, 8:30am-1:20pm, CCLC

Seminar: Both sections – Friday 10:30am-12:20pm, MACS 129

CALENDAR DESCRIPTION

This practicum provides students with a seminar and supervised experience with children and is designed to demonstrate the application of theory studied earlier in the program. It will also provide opportunities for working directly with young people while examining such topics as the role of the teacher, teacher-child interaction, and program implementation.

OVERVIEW

For many students, this course provides the first opportunity to work, under close supervision, directly with young children and their families. This course is designed to provide students with the opportunity to build a repertoire of transferable applied skills through direct contact with children, their families, and professionals in an early education and care environment. Students will have the experience of building relationships with individuals, groups of children and with fellow peers and professionals in the programs. This process may provide challenges, but also assist in developing a sense of confidence and competence in working within an early education and care environment. Through completion of this course, students will have the opportunity to evaluate their personal skills in working with young children and their families as well as their personal strengths in program planning and working as a member of a team.

LEARNING OUTCOMES

This course is designed to expose students to various issues and program development strategies that lay the foundation for quality experiences for children. At course completion, successful students will be able to:

1. Examine the interplay between the physical, social, emotional, and cognitive developmental needs and interests of young children and the responsibility early care and education settings have to nurture and promote growth in all four domains.

2. Use observational data of children as a basis to develop program plans and interventions.
3. Develop area specific and child-focused activity plans that enhance developmental needs and interests of children. Through the development of these plans, students will:
 - a. Support children's individual needs, interests, and developmental abilities through program modifications and lesson/activities which represent different styles of learning.
 - b. Identify appropriate objectives for cognitive development in areas of early literacy, numeracy, science, social studies, and the arts.
 - c. Select appropriate and authentic experiences that support language and literacy development.
 - d. Explore how objectives for physical, social, emotional, and cognitive development can be met through a variety of curricular approaches in the program.
4. Demonstrate skills in implementing and evaluating planned interventions for children.
5. Consistently use a variety of verbal and non-verbal communication skills to build effective relationships, encourage positive rapport, and model appropriate social skills with children and adults.
6. Model resilient thinking skills in interactions with adult and children and support children's development of resilient thinking.
7. Develop a repertoire of strategies which can be used to effectively guide children's behaviour and facilitate problem solving.
8. Demonstrate the ability to observe and record the behaviour of children and to use the information to plan intervention activities.
9. Identify the role that home and family environments play in children's development and examine the interface between the early childhood education setting and family.
10. Develop skills in self-evaluation and reflective practice in order to recognize how personal and professional background impacts beliefs/approaches regarding child development and daily interactions with children and adults.
11. Integrate theory and professional practice into daily interactions and communication with parents, teachers, instructors, children, and peers.
12. Adhere to the standards of professional practice set forward by the Child Care and Learning Centre (CCLC) and by the profession as per the Day Nurseries Act, the Ontario Early Learning Framework, and other relevant legislative requirements.

COURSE WEBSITE

There is a course website at <http://courselink.uoguelph.ca>. All components of this course will be housed on the CourseLink site including this course outline, assignments, and links to further resources. Your assignments will be submitted through the Dropbox function. Marks and feedback will also be released on the site. Please familiarize yourself with this website as soon as possible and visit it regularly throughout the semester.

REQUIRED RESOURCES

All required resources are available on the course website in the 'Content' section.

ATTENDANCE

To be successful, regular attendance is crucial. Any absence must be discussed with their Course Instructor. A maximum of two missed days is allowable; however, students are required to implement any missed programming (e.g., small group activities, area set ups). For absences beyond two days, all missed hours must be made up, typically after the last week of classes and scheduled in consultation with Practicum Lead Teachers.

COURSE STRUCTURE

It is recommended that students use the time in this course not only to work towards the stated objectives, but also to evaluate their skills and interest in working with young children and their families.

A. Direct Experience with Children – 8 hours per week:

Mondays/Wednesdays OR Tuesdays/Thursdays, 8:30am-12:30pm

Students will spend 8 hours per week in the playrooms at the CCLC fully participating in the program. On a daily basis, students plan, set up, and supervise the children's activities in the area to which they are assigned. Each person will work cooperatively within a team to ensure the smooth running of the program. Supervising on the playground is expected so appropriate clothing is necessary.

B. Tutorial with On-Site Instructor – 50 minutes per week:

Monday OR Tuesday, 12:30am-1:20pm

Following the children's program, the students and on-site instructor in each section will meet to discuss emergent topics related to practicum including experiences with the children, challenges, and successes. Videotaping may be used to focus discussions.

C. Tutorial with Practicum Lead Teacher – 50 minutes per week:

Wednesday OR Thursday, 12:30pm-1:20pm

Following the children's program, the students and Practicum Lead Teachers in each section will analyze their experiences with the children. Program planning and curricula will be discussed.

D. Seminar with Course Instructor – 1 hour and 50 minutes per week:

Fridays, 10:30am-12:20pm

Topics relating to practical work with children and families will be discussed such as program planning, implementing curricula, resiliency, observation, communication skills, and inclusion of children with special needs.

SKILL DEVELOPMENT IN PRACTICUM

Acquisition of the following skills will be stressed in both the practical and written components of the course:

- 1. Observations and theory:** Making observations of the children's behaviours; linking what is observed to theories of child development; making decisions about suitable program activities or intervention strategies based upon theory and observations.
- 2. Interactions with children:** Listening to and talking with children in appropriate ways; expanding upon their interests to facilitate exploration of new ideas; setting limits to encourage self-discipline and control; creating safe learning environments in which the children may discover, explore and make decisions.
- 3. Developmental programming:** Setting goals, planning, implementing and evaluating activities for individuals and for groups of children; creating, selecting and using appropriate resources. Written plans and learning stories will be considered when evaluating this.
- 4. Working in a professional environment:** Working as an effective team member, cooperating with and supporting co-workers, supervisors, and parents in planning programs for children; adhering to policies and procedures, respecting privacy and confidentiality.
- 5. Self-evaluation:** Assessing one's own skills, interests and abilities for working effectively with children and families within a team-oriented, service delivery system.

COURSE EVALUATION

The course grade is comprised of two components: 60% practical and 40% written. A comprehensive list of all due dates is provided in the Practicum Calendar.

- **Practical component:** Sixty percent of the final mark is based upon achievement of course objectives within the children’s learning environment. From a mastery learning perspective, students will be graded on their skill acquisition at the end of the term. ***Note:** A passing mark in the practical part of the course is required for a pass in the overall course.
- **Written component:** Forty percent of the final mark is based upon evaluation of written assignments. All assignments will be submitted via the dropbox on CourseLink. Assignments are due by midnight on Fridays. Detailed instructions for each assignment and marking rubrics are included on the course website.

| Assignment | Due Date | Marks | % of Final |
|--|---------------|-------|------------|
| Practical component: | | | 60% |
| Policies & Procedures Learning Activity (online) | January 16 | 5 | (5%) |
| Evaluation of Practical Component | N/A (ongoing) | 100 | (55%) |
| Written component (100 marks in total): | | | 40% |
| Reflective Practice Journal | January 23 | 10 | |
| Activity/Area Plans & Evaluations: | | | |
| <i>Activity Plan & Evaluation #1</i> | February 6 | 15 | |
| <i>Area Plan & Evaluation</i> | February 27 | 10 | |
| <i>Activity Plan & Evaluation #2</i> | March 13 | 15 | |
| Contextual Observation of a Focal Child | March 6 | 20 | |
| Narrative Assignment: | | | |
| <i>Story-telling session</i> | March 20 | 5 | |
| <i>Written version of story</i> | March 20 | 5 | |
| <i>Paper</i> | March 27 | 10 | |
| Participation Self-Evaluation | March 27 | 10 | |
| Total: | | | 100% |

Late Assignments:

Late assignments will be accepted up to 5 days following the due date and will receive a penalty of 10% per day EXCEPT under documented grounds for compassionate consideration. Assignments submitted more than one week late without documented grounds will receive a grade of zero. If you are going to hand an assignment in late, you must contact your course instructor to inform them when you will be submitting your assignment.

Receipt of grades:

After you receive a grade on CourseLink, please review your feedback. Any inquiry or dispute over the grade must be made within two weeks from the date they are posted. If you fail to protest any grade during this time limit, changes to the grade will not be considered.

DETAILS OF PRACTICAL COMPONENTS

CCLC Policies & Procedures Learning Activity:

Students will complete a learning activity on CourseLink to learn the CCLC policies and procedures. This activity consists of three components – CCLC Protocols, Communication & Behaviour Management, and Curriculum & Planning. Three to four informational documents are included in each component and you will be required to read through each. Once completed, you will be able to access an online quiz testing you on the material for that component. The quizzes have 22, 15, and 15 questions respectively. You will have 30 minutes to complete each quiz. These are mastery quizzes – this means that you will be allowed up to 5 attempts for each quiz and you must earn a minimum of 85% on each quiz; overall highest attempt grades below 85% will receive a 0 for this component of the course.

Evaluation of Practical Component:

The Course Instructors and the Practicum Lead Teachers will monitor student progress continuously throughout the semester giving written and verbal feedback throughout the term. At midterm, students will meet with their Course Instructor to discuss progress and receive a Student Evaluation (available on CourseLink) completed collaboratively by the Course Instructors and Practicum Lead Teacher(s) representing progress to midterm. Following the midterm evaluation, continued progress and effort are required to earn the same or better score at the end of the course. Students are expected to receive a lower evaluation at midterm than at the final evaluation.

****Midterm evaluations will take place during week 7. Each On-Site Instructor will schedule 30 minute meetings with each student. Students are asked to come up with two or three personal goals for the second half of the semester to be discussed during the meeting.***

Weekly Program Planning – Each student will submit a total of 9 plans (Part A), consisting of a combination of Small Group Activity Plans and Area Plans. Students will be assigned to either Group A or Group B at the beginning of the semester and will submit plans in alternating weeks. Due to the uneven number of planning weeks, the total number of small group activity plans and area plans varies depending on the group you are assigned: Group A will submit and implement a total of 5 activity plans and 4 area plans; Group B will submit and implement 4 activity plans and 5 area plans. Evaluation of this component will be for submitting complete plans on time.

Plans are submitted prior to implementation to ensure a comprehensive, safe, and developmentally appropriate program for the children as well as allow students the opportunity to develop their programming skills. The Practicum Lead Teachers will review the plans and provide feedback to give students the opportunity to modify their plans prior to implementation. Plans are submitted to the dropbox on CourseLink by Sunday at 11:59pm of the week ***prior to*** implementation.

DETAILS OF WRITTEN COMPONENTS

Reflective Practice Journal:

Students will produce a written journal entry engaging in the process of critical reflection to analyze their reactions to practicum, uncover new meanings, and consider implications for their own professional practice.

Activity Plans & Evaluations:

During the semester you are required to hand in, for grading, a total of 2 full Small Group Activity Plans (Parts A & B). Part A of the plans will already be completed and reviewed by the Practicum Lead Teacher. Following implementation, you will choose a small group activity for which you will complete Part B, which is an evaluation of the implementation. Both Part A and B must be submitted for grading.

Area Plan & Evaluation:

During the semester you are required to hand in, for grading, a total of 1 full Area Plan (Parts A & B). Part A of the plan will already be completed and reviewed by the Practicum Lead Teacher. Following implementation, you will choose one area plan for which you will complete Part B, which is an evaluation of the implementation. Both Part A and B must be submitted for grading.

Contextual Observation of a Focal Child:

This assignment will be conducted in pairs and consists of three parts:

1. Observation of focal child during free play in the classroom,
2. Observation of focal child during visit to child's home, and
3. Preparing a written report that includes the observation records, an analysis of the observations, implications for practice, and self-reflection.

Partners will submit one report that is completed jointly with the exception of the in-class observation and the self-reflection component (each will write their own).

Narrative Assignment:

Students will be required to reflect on and present a narrative of their learning experiences in practicum. This assignment consists of three components:

1. Story-telling session – presented during Friday seminar in Week 10 (5 marks),
2. Written version of story – due online end of week 10 (5 marks), and
3. Paper – due online end of Week 11 (10 marks).

Participation Self-Evaluation:

Students will submit their self-evaluation form (p. 11) in class during the final Friday seminar. Your grade will incorporate your self-evaluation with the instructors' (course & on-site) evaluation of your participation. This evaluation focuses on your contributions to the tutorials and Friday seminars; these components of the course are **mandatory** as they allow time to learn from one another and incorporate additional learning opportunities that will contribute to your practical work in the course.

TUTORIAL & SEMINAR SCHEDULE

| Week | Tutorials (Monday/Tuesday) | Friday Seminars (MACS 129) |
|---------------------------|---------------------------------------|--|
| 1 Jan 5-9 | Planning with Practicum Lead Teachers | Orientation Day #3 |
| 2 Jan 12-16 | | Small group activities & area set ups |
| 3 Jan 19-23 | | Inclusion Guest speaker – Laura Kilborn |
| 4 Jan 26-30 | | Behaviour management |
| 5 Feb 2-6 | | Self-care Guest speaker – Carly Ingram |
| 6 Feb 9-13 | | No Friday seminar! |
| Feb 16-20 | WINTER BREAK – No classes! | |
| 7 Feb 23-27 | Midterm Meetings No tutorial | Resiliency #1 |
| 8 Mar 2-6 | | Resiliency #2 |
| 9 Mar 9-13 | | No Friday seminar! |
| 10 Mar 16-20 | | Story-telling session |
| 11 Mar 23-27 | | Mandatory seminar @ CCLC: Clean-up day & lunch! |
| 12 Mar 30-Apr 3 | No tutorial | Good Friday holiday – No seminar! |

Note: This is a tentative schedule. The schedule for the topics may change due to various unknown factors. Any changes will be communicated during practicum and an announcement will be posted on the CourseLink site.

COURSE INSTRUCTOR RESPONSIBILITIES

1. Arrange playroom assignments and orient students to the course, outlining responsibilities and assignments.
2. Provide feedback and guidance to students, Practicum Lead RECEs, and On-Site Instructors as needed.
3. Act as a liaison between and resource to students, Practicum Lead RECEs, and On-Site Instructors.
4. Plan seminar presentations and discussions related to emerging issues and common themes.
5. Meet formally with students through individual contact as needed and Friday seminars.
6. Provide timely grading and feedback of reflective practice and narrative assignments.
7. Conduct classroom observations of students at two points during the semester.
8. Oversee On-Site Instructors to ensure consistency of practice between practicum sections.
9. Determine final grades for the course in consultation with On-Site Instructors and Practicum Lead RECE's.

ON-SITE INSTRUCTOR RESPONSIBILITIES

1. Provide feedback and guidance to students and Practicum Lead RECEs as needed.
2. Plan tutorial presentations and discussions related to emerging issues and common themes.
3. Meet regularly with students through classroom observations, class tutorials, and individual contact.
4. Provide timely grading and feedback of activity/area plans and focal child assignments.
5. Conduct ongoing observations of students throughout semester and provide timely feedback.
6. Hold conferences with students on a one-to-one basis at midterm.
7. Provide input to Course Instructor for final grades and complete midterm/final evaluations and comments.

PRACTICUM LEAD TEACHER RESPONSIBILITIES

The Practicum Lead RECEs provide on-site supervision for the students and are vital to student success. They facilitate student learning and, in collaboration with the Course Instructor and On-Site Instructors, provide feedback to enhance student development. Practicum Lead RECEs are responsible to:

1. Support the students' orientation to the CCLC.
2. Outline specific tasks/activities for which the students will be responsible on a weekly basis.
3. Meet regularly with students to discuss progress and answer questions.
4. Provide feedback on written activity/area plans and on implementation of the plans.
5. Communicate with the Course Instructor and On-Site Instructors on a regular basis.
6. Provide feedback at midterm/final on students' progress to On-Site Instructors and Course Instructor.

STUDENT RESPONSIBILITIES

1. Meet legislation requiring a criminal reference check be carried out for each person working with children and other agency requirements (i.e., immunization).
2. Communicate to Course Instructor any personal or health issues (including mental health) that will impact performance in placement (prior to or during course).
3. Read and understand course expectations and CCLC policies and procedures.
4. Attend program 8 hours a week and provide proper notification if absence is to occur.
5. Plan and implement two activities a week for children and modify activities as needed.
6. Complete and submit written assignments by due dates as laid out in this course outline.
7. Attend tutorials and seminars to discuss and reflect on issues related to placement activities.
8. Attend weekly tutorials with Practicum RECEs to discuss upcoming responsibilities.
9. Perform in a professional manner and follow all policies/procedures/regulations set by the CCLC.
10. Interact with children, parents, peers, and staff on a regular basis.
11. Meet with On-Site Instructor at mid-term to discuss evaluation and plan for rest of semester.

GRADING STANDARDS FOR FRHD*3200

90 – 100% (A+) Outstanding

- Exceeds what one would expect of a student at this level in quantity and quality (shows leadership in working with peers, identifies strengths of children/youth and appropriate goal areas using observation and discussions with team members; implements creative activities to address the focus, able to be authentic and sets professional boundaries)
- Consistently demonstrates a high degree of initiative and responsibility; goes beyond the expected tasks for course requirements showing original thought or action
- Consistently demonstrates in programming a superior ability to link theory to practice and a consistent ability to identify complexities in the social context to understand children/youth
- Consistently open to feedback about professional growth; consistently evaluates actions to improve professional practices
- Strives to extend the practicum experience and challenge development (seeking responsibilities at every opportunity, asking questions to increase knowledge/understanding, taking risks in approaching parents/professionals)

80 – 89% (A- to A) Excellent

- Demonstrates a high degree of skill in working with children/youth, identifies through observation appropriate strengths and goal areas and implements creative activities to address the focus, able to be authentic and set professional boundaries
- Consistently demonstrates a high degree of independence and responsibility; goes beyond the expected tasks for course requirements
- Consistently demonstrates a superior ability to link theory to practice and a consistent ability to identify complexities in the social context to understand children/youth
- Consistently open to, and may solicit, feedback about professional growth; consistently evaluates actions to improve professional practices; focuses on skill development
- Strives to extend the practicum experience and challenge development (seeking responsibilities at every opportunity, asking questions to increase knowledge/understanding, taking risks in approaching parents/professionals)

70 – 79% (B- to B+) Good

- Works effectively with children/youth and consistently demonstrates efforts to understand their unique strengths and needs and strategically addresses child/youth development in all domains using a wide range of strategies
- Takes on extra responsibility when directed and can complete course requirements independently; professional in interactions
- Consistently demonstrates the ability to evaluate the development of children/youth. An awareness of differing points of view and contextual factors is consistently demonstrated.
- Usually open to feedback about professional growth and asks for specific support to achieve growth; usually evaluates actions to improve professional practices, aware of professional strengths and growth areas
- Has the potential to become a skilled professional but needs additional experience or confidence

60 – 69% (C- to C+) Acceptable

- Demonstrates an adequate degree of competency (effective communication/interactions with children/youth, a limited range of strategies, usually considers individual differences)
- Requires direction or support to complete course expectations
- Inconsistently demonstrates the ability to evaluate the development of children/youth. An awareness of differing points of view and contextual factors is inconsistently demonstrated.
- Accepts feedback; able to reflect on personal and professional responses to improve practice with direction
- Acceptable progress but limited independence shown during the semester; inconsistent in demonstrating professionalism

50 – 59% (D- to D+) Minimally Acceptable

- Demonstrates inconsistent ability to interact effectively with children/youth (limited range of strategies applied with little consideration for individual differences, avoids some tasks or children/youth)
- Needs a great deal of support/supervision to complete course requirements
- Infrequently demonstrates the ability to evaluate the development of children/youth. An awareness of differing points of view and contextual factors is infrequently demonstrated.
- Sometimes open to feedback on professional development; inconsistent reflection on personal and professional responses to improve practice even with direction
- Some progress made throughout the semester; usually reacts personally instead of being able to put the best interests of children/youth first; room for significant improvement

0 – 49% (F) Fail – Failure to meet Minimum Standards

- Demonstrates little progress in improving professional practices despite regular feedback and direction/support; infrequently reflects critically on the perspectives of others, causes and solutions; willingness to reflect on personal/professional development is guarded.
- OR constant need of support/direction
- OR unable to act to ensure a minimum level of safety, care or education
- OR course expectations incomplete
- OR acted in an unethical manner

***Grading standards:** These standards are based on University of Guelph Grading Guidelines available from <http://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-grds-proc.shtml>

Participation Self-Evaluation (10 marks) – due in class Friday, March 27, 2015

Your participation grade will evaluate your participation and your ability to contribute to the course and your peers during tutorials and Friday seminars. Evaluation will be based on being an “active participant” in the course. **Note:** Your grade for this component will incorporate your self-evaluation grade with the instructors’ (course and on-site) evaluation of your participation.

The **ideal “active participants”** are students who contribute to most of the discussions during nearly every class period (tutorials and seminars), or try to contribute often when questions are asked. They share interesting and/or thought-provoking ideas that are relevant to the topic and their experiences in practicum, and do not talk simply to hear their own voices. These students are highly engaged and take seriously in-class exercises, using these moments to explore their understanding and thoughts regarding course material and their practical experiences. These students are consistently attentive and responsive during tutorials and seminars. Ideal active participants engage with the course outside of class by making links with other course offerings, and processing or relating information learned through a course in other realms of their lives.

Please answer the following questions:

1. Please give yourself a grade out of 10 based on the description of active participation: ____/10
2. Provide a rationale supporting your self-assessed grade. Include in your rationale a description of your “active participation” in FRHD*3200.

3. What other elements would you like us to consider in assessing your participation grade?

Full Name: _____