



Course Syllabus: Early Childhood Practicum
West College of Education
ECED 4803 Section X11
Fall 2023 – August 28th, 2023 – December

Contact Information

Instructor: Beth Barnard

Office: 228

Office hours: Mon 11AM -2PM, Tues 10AM – 11AM, THU 10AM – 11AM

Office phone: (940) 397-4063

E-mail: Elizabeth.barnard@msutexas.edu

Instructor Response Policy

The best way to contact me is via email. I will check my email daily between the hours of 8:00AM and 5:00PM Mon – Fri. Every effort will be made to respond within 24 hours; however, this does not apply to weekends or holidays. You are welcome to visit my office during office hours (Monday 11-2PM, Tuesday 930-11am, Thursday 930-11am) or we can set up a time to talk virtually, on the phone or in person outside of those hours. I am typically pretty flexible!

Textbook & Instructional Materials

None required. All materials will be shared via links and pdfs on D2L.

Course Description

This course includes a 60 hour field experience in an approved early childhood or early care setting specific to the candidate's career goals. Students will demonstrate developmentally appropriate practices for young children ages birth to age 8 in early childhood and early care settings. This course will be taken in the last long semester before graduation.

Course Objectives/Learning Outcomes/Course Competencies

WCoE Conceptual Framework

The outcomes for graduates of professional programs are based upon knowledge, skills, and dispositions in the following elements:

- Learner Development - understand how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and design and implements developmentally appropriate and challenging learning experiences.

- Learning Differences - understand individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards.
- Learning Environment - work with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self motivation.
- Content Knowledge - understand the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and creates learning experiences that make the discipline accessible and meaningful for learners to assure mastery of the content.
- Application of Content - understand how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues.
- Assessment - understand and use multiple methods of assessment to engage learners in their own growth, to monitor learner progress, and to guide the teacher's and learner's decision making.
- Planning for Instruction - plan instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.
- Instructional Strategies - understand and use a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways.

Study Hours and Tutoring Assistance

Available during office hours or we can set up a time to meet in person, via zoom or schedule a phone call. Please email to schedule.

Student Handbook

Refer to: [Student Handbook-2022-23](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

Office of Student Conduct

Grading/Assessment

1. **Practicum Experience and Time Summary Hours 20%** You are expected to keep a time sheet log of the hours you actually spend in your practicum setting. This must be signed by your site supervisor/teacher/EIS.
2. **Reflection and Daily Activity Log 20%** Students will complete a record of your daily schedule and activities in the practicum. Record all activities, experiences, and incidents that occur, as well as your reflection of the day. Prepare at least one page per day (250-250 words double paged) of information. You will record and submit your reflection and activity log each day after leaving the practicum site.
3. **Exit Interview 20%** Students will be required to meet one-on-one or via Zoom with the instructor to discuss their overall experience and growth during the practicum.
4. **Professional Development Paper 20%** Select 5 goals that are most meaningful to your individual experiences from the course objectives and develop a 2-4 page paper summarizing your growth related to each goal. Include anecdotal descriptions of your experiences. The paper should contain specific examples of experiences you encountered or activities you did that fulfill this goal. Also, you should include what you learned because of the specific experience or activity. Use your daily activity logs to help you organize your thoughts and ideas regarding each of the goals you report. Lastly, include ways you plan to improve on and seek professional development in these areas in the future.
5. **NAEYC Code of Ethics Paper 20%** Students will review the NAEYC Code of Ethics carefully. Prepare a 3-5 page paper that summarizes your understanding of the Code. Describe the Code in your own words and explain what it means to you. Be sure to incorporate examples from our own experience. Tune in to your ethical sense and describe how you have expanded your ideas concerning what constitutes ethical behavior based on you practicum experiences.

Late Work

State whether or not you will accept late work, and any conditions you stipulate.

Make Up Work/Tests

State whether or not you will allow students to make up missed assignments and tests, and any conditions you stipulate.

Important Dates

Last day for term schedule changes: August 28-31

Deadline to file for graduation: September 25th Check date on [Academic Calendar](#).

Last Day to drop with a grade of "W:" October 30th Check date on [Academic Calendar](#).

Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general

course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Attendance

You are expected to complete all coursework and fully participate in the online course.

Specific aspects of professionalism to remember: Be prompt. Always report directly to the school office unless otherwise instructed. Candidates must introduce themselves and present the required documentation from the professor assigning the field experience. If you are unable to keep a commitment (due to extreme circumstances), you must call in advance and ask them to inform your partner teacher/interventionist. You will be expected to contact the partner teacher/EIS to reschedule the field experience. Remember, you are a guest in the placement. Do not criticize the school/home, staff, or children in any way. During field experiences please follow the placement's dress code. You must look and act like a professional. Shorts, Capri pants, jeans, sleeveless shirts, or shirts with slogans printed on them are not acceptable. You are responsible for securing personal items. You may not chew gum or bring children to a field site with you.

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ***Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. **Your computer being down is not an excuse for missing a deadline!!** There are many places to access your class! Our online classes can be accessed from any computer in the world that is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the [Schedule of Classes](#) each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by MSU TEXAS. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still

requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [Safety / Emergency Procedures](#). Students are encouraged to watch the video entitled "*Run. Hide. Fight.*" which may be electronically accessed via the University police department's webpage: "[Run. Hide. Fight.](#)"

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

