

**STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK**



MASTER SYLLABUS

**ECHD 409: Orientation to Culminating Experience:
Early Childhood Care and Management**

Created By: Christina Martin, MST

**SCHOOL OF BUSINESS AND LIBERAL ARTS
SOCIAL SCIENCE DEPARTMENT – EARLY CHILDHOOD
Fall 2018**

- A. **TITLE:** Orientation to Culminating Experience: Early Childhood Care and Management
- B. **COURSE NUMBER:** ECHD 409
- C. **CREDIT HOURS:** 1 hour (50 minutes) of lecture hour per week for 15 weeks
- D. **WRITING INTENSIVE COURSE:** No
- E. **GER CATEGORY:** None
- F. **SEMESTER(S) OFFERED:** Fall
- G. **COURSE DESCRIPTION:**
 This course prepares students for their internship experience or senior capstone project in Early Childhood Care and Management. Students will become familiar with the process for selecting and securing an internship site, the necessary skills and behaviors to be successful, and internship requirements. Students will learn how to prepare an appropriate resume and cover letter, and receive guidance on interviewing techniques. If a student selects the senior capstone project, the course will provide information on requirements to satisfy the completion of the project. Students will begin the planning phase of the capstone assignment.
- H. **PRE-REQUISITES/CO-REQUISITES:**
 a. Pre-requisite(s): Senior level status, or permission of instructor
 b. Co-requisite(s): None
- I. **STUDENT LEARNING OUTCOMES:**
 By the end of this course, the student will be able to:

Course Student Learning Outcomes [SLO]	PLO	GER	ISLO
a. Identify internship site opportunities and effectively communicate with those sites to secure an internship.	[5] Apply leadership knowledge and skills in early care and education settings for promoting high quality standards of excellence for teachers, families, and children.	N/A	5-Industry Professional Skills
b. Prepare a professional cover letter and resume.	[5] Apply leadership knowledge and skills in early care and education settings for promoting high quality standards of excellence for teachers, families, and children.		5-Industry Professional Skills
c. Understand and demonstrate appropriate behaviors and skills to help ensure a successful internship experience.	[5] Apply leadership knowledge and skills in early care and education settings for promoting high quality standards of excellence for teachers, families, and children.		5-Industry Professional Skills

d. Demonstrate an understanding of the requirements necessary for successful completion of the internship or capstone project.	[5] Apply leadership knowledge and skills in early care and education settings for promoting high quality standards of excellence for teachers, families, and children.		5-Industry Professional Skills
e. Project: Describe the focus, intent, and direction of the capstone project and secure a faculty advisor and committee.	[5] Apply leadership knowledge and skills in early care and education settings for promoting high quality standards of excellence for teachers, families, and children.		5-Industry Professional Skills

J. APPLIED LEARNING COMPONENT: Yes

- Internship

K. TEXTS: N/A

L. REFERENCES:

SUNY Canton. (2008). *Internship/Culminating Experience Policy*. Canton, NY

SUNY. (2016). *Internships and Co-ops A Guide for Planning, Implementation and Assessment State University of New York University Faculty Senate Internship Guide*. Subcommittee of the UFS Undergraduate Academic Programs and Policies Committee. Albany, NY

M. EQUIPMENT: University Supplied Equipment

N. GRADING METHOD: A-F

O. MEASUREMENT CRITERIA/METHODS

- Internship / Capstone Project Proposal
- Cover Letter
- Resume

P. DETAILED COURSE OUTLINE:

I. Orientation to Early Childhood Care and Management Culminating Experience

- A. Understanding the Internship and Capstone Project
- B. Preparing for the Internship / Capstone Project
 1. Internship
 - a. What is an internship?
 - b. Expectations of Internship
 2. Capstone Project
 - a. What is a capstone proposal?
 - b. Expectations of capstone project.
- C. Applying knowledge and Skills
- D. Determine the best option for culminating experience

II. Roles and Responsibilities

- A. Student
- B. Mentor
- C. Supervisor/Advisor
- D. Committee

III. Professionalism

- A. Conduct
- B. Image
- C. Confidentiality
- D. Responsibility
- E. Respect
- F. Attitude and Motivation
- G. Organization
- H. Interpersonal Skills
- I. Self-management

IV. Resume and Cover Letter

- A. Career Services
- B. Resume
 - 1. What is a resume
 - 2. Sample Resumes
 - 3. Draft Resume
 - 4. Final Resume
- C. Cover Letter
 - 1. What is a cover letter
 - 2. Sample cover letters
 - 3. Draft cover letter
 - 4. Final cover letter

V. Interviews

- A. Preparation for interviews
 - 1. Objective of interview
 - 2. Dressing for Success
- B. Interview Techniques and Skills
 - 1. Listening and answering
 - 2. Asking questions
 - 3. Tough Questions
 - 4. Concluding the Interview

VI. Self-Reflection

- A. Awareness
- B. Challenges
- C. Understanding

VII. Evaluations

- A. Purpose
- B. Self-Evaluations
- C. Formal Evaluations

VIII. Feedback

- A. Understanding constructive feedback
- B. Feedback as a tool for growth
- C. Problem-solving

IX. Protocol and Paperwork

- A. Internship
 - 1. Internship Contract/agreement
 - 2. Outcomes and expectations
- B. Senior Project Proposal
 - 1. Elements of the proposal
 - 2. Writing the proposal
 - 3. Selecting an advisor and committee
 - 4. Contracting with the committee