

**COLLEGE OF TECHNOLOGY
CANTON, NEW YORK**



MASTER SYLLABUS

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

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**SCHOOL OF BUSINESS AND LIBERAL ARTS
SOCIAL SCIENCE DEPARTMENT – EARLY CHILDHOOD
Fall 2021**

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): ECHD BBA majors only. 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:

PLO 10: Develop and apply teaching methods and strategies for promoting and supporting quality early care and education for children, families, and the early care and education profession

Course Student Learning Outcomes

a. Identify internship site opportunities and effectively communicate with those sites to secure an internship.

PLO

10

ISLO

5
Industry
Professional
Skills

b. Prepare a professional cover letter and resume.

10

5

c. Understand and demonstrate appropriate behaviors and skills to help ensure a successful internship experience.

10

5

d. Demonstrate an understanding of the requirements necessary for successful completion of the internship or capstone project.

10

5

e. Project: Describe the focus, intent, and direction of the capstone project and secure a faculty advisor and committee.

10

5

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