MASTER SYLLABUS

ECHD 410: Internship: Early Childhood Care and Management

Prepared By: Christina Martin, MST
Updated By: Christina Martin, MST
A. **TITLE:** Internship: Early Childhood Care and Management Internship

B. **COURSE NUMBER:** ECHD 410

C. **CREDIT HOURS:** 3 – 12 credits; 40 hours per week for 15 weeks

D. **WRITING INTENSIVE COURSE:** No

E. **GER CATEGORY:** None

F. **SEMESTER(S) OFFERED:** Spring

G. **COURSE DESCRIPTION:**
This internship course provides the student with practical experience in an early childhood care and management setting. Students will integrate principles of management and administration and concepts and skills learned throughout their BBA course of study in a childcare facility. The internship will be tailored to the individual career interests of the student and the needs of the supervising organization. Internship proposals must be presented and approved prior to course registration.

H. **PRE-REQUISITES/CO-REQUISITES:**
   a. Pre - requisite(s): ECHD 409, senior level status in Early Childhood Care and Management and an overall 2.50 GPA, or permission of the instructor
   b. Co-requisite(s): None

I. **STUDENT LEARNING OUTCOMES:**
By the end of this course, the student will be able to:

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<th>Student Learning Outcomes</th>
<th>PLO</th>
<th>ISLO</th>
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<tr>
<td>a. Apply and demonstrate management and administration concepts and skills gained from academic experience to a professional work setting.</td>
<td>9 &amp; 10</td>
<td>5 Professional Industry Skills</td>
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<td>b. Communicate effectively with supervisors, teachers, families, and children in the internship setting.</td>
<td>9 &amp; 10</td>
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<td>c. Demonstrate effective organizational and leadership skills.</td>
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<td>e. Demonstrate professional behavior in all interactions.</td>
<td>9 &amp; 10</td>
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<td>f. Assess personal strengths and weaknesses based on the responsibility and tasks performed.</td>
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J. **APPLIED LEARNING COMPONENT:** YES

Internship

K. **TEXTS:** N/A

L. **REFERENCES:**


M. **EQUIPMENT:** University Supplied Equipment; students must have access to a computer, internet, SUNY Canton Email, Blackboard and Microsoft Word

N. **GRADING METHOD:** A-F

O. **MEASUREMENT CRITERIA/METHODS**

- Journal
- Evaluations
- Portfolio
- Internship Summary
- Internship Project

P. **DETAILED COURSE OUTLINE:**

I. *Succeeding as an Intern*

a. Self-knowledge as a basis for success
b. Getting to know your internship site and supervisor
c. The stages of an internship
   i. Anticipation
   ii. Disillusionment
   iii. Confrontation
   iv. Competence
   v. Culmination
d. Resources and Support

II. *Reflective Practice / Weekly Journal*

a. Log of dates and hours worked
b. Description of weekly activities
c. Self-Reflection on professional growth

III. *Early Care and Management Program Project*

a. Determine the project focus based on needs of site
b. Plan the project
c. Design the project
d. Implement the project
e. Evaluate the project
IV. Internship Summary Presentation
   a. Overview of internship
   b. Personal assessment of performance
   c. Professional growth
   d. Career preparation and plans

V. Internship Evaluations
   a. Progress updates
   b. Supervisor / Mentor Evaluations
   c. Self-Evaluation