CI 395 Field Observation
Spring 2016

Dr. Joanna Hwakyoung Lee

E-mail: jolee@siu.edu
Office: Wham 322L
Phone: 453-4253
Fax: 453-4244

Office Hours: TBA
Or By appointment

Course Materials:

- CI 395 Handbook
- Livetext account

Course Description:

This course focuses on the development of professional skills in working with young children and families and the exploration of career opportunities within Child and Family Services. CI 395 consists of classroom seminars and field experience. The class meets on scheduled days for 2 hours weekly. Instructional methods include, but are not limited to, readings, lectures, presentations, field trips, and guest speakers.

Students are also required to work in one or two practicum sites within the semester. Students must complete 42 hours in one site or 21 hours in two different sites.

Objectives:

2. Create Professional Development Plan.
3. Build and increase professionalism.
4. Demonstrate core competencies required for a SIUC Child and Family Services program.
5. Advocate for Early Childhood profession.
6. Obtain 42 hours of practical experience in Early Childhood professional settings.
In Class Requirements:

A. **Brown Bag of Me (20 points)**
   Students will prepare a written paper that describes and symbolizes their personal and professional self. Details will be provided.

B. **Meet In-Service Early Childhood Professional (20 points)**
   Students will search and meet an in-service professional in the Early Childhood field and summarize what they’ve learned from the person. Based on this, the students will design a professional development plan.

C. **Resume and Essay (20 points)**
   Students will create a resume. Then the students are required to get feedback from a counselor at the Career Center and revise the resume.

D. **Child and Family Service Gateway Portfolio (100 points)**
   The Gateway Portfolio is a showcase of how well students demonstrate the 10 core competencies. Students will be asked to obtain artifacts that pertain to a specific competency and provide rationales as well. Once artifacts for all 10 competencies are collected, students will be asked to upload their rationales and artifacts to Livetext. For this project, students are first required to design a competency outline. Artifacts may be collected from students’ current practicum site or from work done in other courses. Finally, students will be presenting the portfolio in front of the class.

E. **Core Competency Outline (Pass/Fail)**
   Students are required to submit an outline of the 10 core competencies. Templates and examples are provided in class.

F. **Livetext competency (Pass/Fail)**
   Students must be familiar with Livetext functions as well as solving problems if they occur. Students must follow directions provided for each assignment on Livetext. For the portfolio, students must show competent use of functions such as font, size, space, photos, background, etc.

G. **Conferences (initial/ mid-term/ final conferences)**
   Students are required to meet the course instructor three times a semester. Initial meeting will be about practicum placement. During the mid-term, the students and the course instructor will have an individual meeting to discuss the student’s progress of the course. The students are expected to submit all Communication Logs & Weekly reflection/ Time Sheet /Practicum Evaluation to the meeting as well as any missing
documents such as Contract and Practicum Goal. Final conference will be held during the week designated. Students who fail to meet the course instructor will fail the course.

H. Supervisor’s Practicum Evaluation (50 points x 2 = 100 points)
The student and the site supervisor will meet to discuss the student’s overall performance at the last week, using the “evaluation form.” Students must be familiar to the evaluation items. This evaluation is worth 50 points. During the meeting, students are required to share the final reflection with the site supervisor.
Once the site supervisor shares the evaluation with the student, it is the student’s responsibility to bring the evaluation to the course instructor to the mid-term and final conferences. This evaluation must include the site supervisor’s signature. Students are responsible to check whether the course instructor receive the evaluation or not.

I. Practicum Final Reflection (10 x 2 = 20 points)
At the 6th week of each practicum, students are to reflect their practicum experiences and write final reflections. Specific questions are provided on Livetext. Students are to share their reflection during the conference which will be held with their site supervisor.

J. Final Exam (20 points)
During the final’s week, students will take a final exam that consists of multiple choice, short essay, and others.

Course Policies:

Attendance: Class absences will be excused only for very serious reasons and only with a doctor’s excuse or other written documentation of emergency presented. A scheduled appointment is not excused. Final grade will not be affected by two absences. Missing class three times and more will result in lowered by one full letter. Arriving late or leaving early counts as half an absence. Please note that it is the student’s responsibility to check the attendance sheet each day.

Accountability: In each practicum site, it is mandatory to complete at least 21 hours. Students must keep a track of date/hours, and it should be returned to the course instructor at the end of each practicum. If illness or a family emergency prevents students from going to the scheduled practicum, the students must notify the site supervisor before the time of the scheduled arrival and note that situation on the Communication Log.

Any missed practicum sessions can be made up at a time convenient for the site supervisor, but must follow the class schedule in a week. Students must submit weekly journal entry regardless of the situation; explain the situation on a scheduled journal entry.
**Participation in discussions/activities:** Active participation is crucial for your understanding and developing knowledge and skills in the topics covered in this course. Therefore, attendance in class and active participation in discussions and activities is highly required. **Cooperation within peers**, working as a group, and **respecting others** in class is mandatory.

**Assignments:** All assignments must be typed. **Due dates/time are set on Livetext.** Communication Logs are due by in next class session. **Exceptions apply for some projects and will be announced the due date later.** Any late assignment will lose half points. No assignments will be accepted after a week of due date.

**Writing:** Grammar, punctuation, and spelling must be correct. **Points will be deducted for writing errors.** Consult the writing handbook if students have questions about correct usage. Students are strongly urged to use the services of the Writing Center if more help is needed. In some cases, students may be required to go to the Writing Center or to make other arrangements to improve their writing. Contact the Writing Center for more information on their services (website: [www.siu.edu/~write](http://www.siu.edu/~write)).

**Use of Electronic Device:** **At the practicum site, you must not use your cell phone at all times.** In class. Students must turn off cell phone and put it inside a backpack or somewhere it cannot be seen during class. Texting during class is not acceptable. If there is an emergent situation that you must send a text message, notify the course instructor before the class begins. Texting can be done outside of the class, but the students should return to classroom shortly. Any instance of using cell phone during class without a prior explanation will lead to a card being submitted for a lack of professionalism and appropriate classroom behavior.

**Academic Dishonesty:** Academic dishonesty by a student degrades the student’s character and reputation and impedes the teaching-learning process. Any action intended to obtain credit for work that is not one’s own is considered academic dishonesty (also known as cheating or plagiarism). Academic dishonesty may include, but is not limited to the following:

- Copying or having someone other than the student prepare the student’s paper, project, or report.
- Permitting another student to copy or writing another student’s project, report, or paper.
- Plagiarizing (presenting material as one’s own original work when, in fact, the material is copied from a published source without adequate documentation).
• Providing inaccurate/false information regarding field experience.
• Conducting behaviors that are against to professional code of conduct.
• Presenting falsified documents.

Any instance of academic dishonesty on an assignment will result in a zero for that assignment and may result in the failure of the course. Other penalties may include a card recommending that the student not be retained in the early childhood education major and a faculty vote on suspension or expulsion from the major.

Grading Policy:

• The grade will be granted based on the work described above and the scale:
  A  90%-100%  270-300
  B  80%-89%   240-269
  C  70%-79%   210-239
  D  60%-69%   180-209
  F  below 60%   below 179

• The course grade will be based on the work assigned by the course instructor and the supervisors’ evaluation of the practicum performance.
• The course instructor has the authority to lower the final grade if the unacceptable behaviors are observed which include, but are not limited to:
  1. Failing to complete 42 hours and turning Communication logs and reflection
  2. Display of unprofessional behaviors in class and in field.
  3. Missing class three times and more.
  4. Providing false information/documents.
  5. Lack of participation and initiative in class activities.
  7. Multiple late and/or failure of submitting assignment on time (i.e., 10 core competency outline, communication logs, conference, etc.)
  8. Unexcused use of electronic device.
IMPORTANT DATES *
Semester Class Begins ......................................................... 01/19/2016
Last day to add a class (without instructor permission): ................. 01/24/2016
Last day to withdraw completely and receive a 100% refund: ........... 01/31/2016
Last day to drop a course using SalukiNet: ................................ 04/03/2016
Last day to file diploma application (for name to appear in Commencement program): ......................................................... 02/12/2016

Final examinations: .................................................................. 05/09-5/13/2016

Note: For outreach, internet, and short course drop/add dates, visit Registrar’s Academic webpage http://registrar.siu.edu/

SPRING SEMESTER HOLIDAYS
Martin Luther King, Jr.’s Birthday Holiday 01/18/2016
Spring Break 03/12—03/20/2016

WITHDRAWAL POLICY ~ Undergraduate only
Students who officially register for a session may not withdraw merely by the stopping of attendance. An official withdrawal form needs to be initiated by the student and processed by the University. For the proper procedures to follow when dropping courses and when withdrawing from the University, please visit http://registrar.siu.edu/catalog/undergraduatetcatalog.html

INCOMPLETE POLICY ~ Undergraduate only
An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. An INC must be changed to a completed grade within one semester following the term in which the course was taken, or graduation, whichever occurs first. Should the student fail to complete the course within the time period designated, that is, by no later than the end of the semester following the term in which the course was taken, or graduation, whichever occurs first, the incomplete will be converted to a grade of F and the grade will be computed in the student's grade point average. For more information please visit: http://registrar.siu.edu/grades/incomplete.html

REPEAT POLICY
An undergraduate student may, for the purpose of raising a grade, enroll in a course for credit no more than two times (two total enrollments) unless otherwise noted in the course description. For students receiving a letter grade of A,B,C,D, or F, the course repetition must occur at Southern Illinois University Carbondale. Only the most recent (last) grade will be calculated in the overall GPA and count toward hours earned. See full policy at http://registrar.siu.edu/catalog/undergraduatetcatalog.html

GRADUATE POLICIES
Graduate policies often vary from Undergraduate policies. To view the applicable policies for graduate students, please visit http://gradschool.siu.edu/about-us/grad-catalog/index.html

DISABILITY POLICY
Disability Support Services provides the required academic and programmatic support services to students with permanent and temporary disabilities. DSS provides centralized coordination and referral services. To utilize DSS services, students must come to the DSS to open cases. The process involves interviews, reviews of student-supplied documentation, and completion of Disability Accommodation Agreements.
http://disabilityservices.siu.edu/

PLAGIARISM
Student Conduct Code  http://srr.siu.edu/student_conduct_code/
MORRIS LIBRARY HOURS
http://www.lib.siu.edu/about

SAFETY AWARENESS FACTS AND EDUCATION
Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of account-ability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: http://safe.siu.edu

SALUKI CARES
The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For Information on Saluki Cares: (618) 453-5714, or siucares@siu.edu, http://salukicares.siu.edu/index.html

EMERGENCY PROCEDURES
Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. We ask that you become familiar with the SIU Emergency Response Plan and Building Emergency Response Team (BERT) programs. Emergency response information is available on posters in buildings on campus, available on BERT’s website at www.bert.siu.edu, Department of Safety's website at www.dps.siu.edu (disaster drop down) and the Emergency Response Guideline pamphlet. Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.

INCLUSIVE EXCELLENCE
SIU contains people from all walks of life, from many different cultures and sub-cultures, and representing all strata of society, nationalities, ethnicities, lifestyles, and affiliations. Learning from and working with people who differ is an important part of education as well an essential preparation for any career. For more information please visit: http://www.inclusiveexcellence.siu.edu/

LEARNING AND SUPPORT SERVICES
Help is within reach. Learning support services offers free tutoring on campus and math labs. To find more information please visit the Center for Learning and Support Services website:
Tutoring:  http://tutoring.siu.edu/
Math Labs  http://math.siu.edu/courses/course-help.php

WRITING CENTER
The Writing Center offers free tutoring services to all SIU students and faculty. To find a Center or Schedule an appointment please visit http://write.siu.edu/

AFFIRMATIVE ACTION & EQUAL OPPORTUNITY
Our office's main focus is to ensure that the university complies with federal and state equity policies and handles reporting and investigating of discrimination cases. For more information visit: http://diversity.siu.edu/

Additional Resources Available:
SALUKINET:  https://salukinet.siu.edu/cp/home/displaylogin
ADVISEMENT:  http://advisement.siu.edu/
PROVOST & VICE CHANCELLOR: http://pvcaa.siu.edu/
SIU ONLINE: http://online.siu.edu/