

**GRANDE PRAIRIE REGIONAL COLLEGE**  
**DEPARTMENT OF HUMAN SERVICES**  
**EARLY LEARNING AND CHILD CARE PROGRAM**

**CD2145**

**ON-CAMPUS**  
**PRACTICUM IV DESCRIPTION AND GUIDE**

**and**

**SEMINAR IV DESCRIPTION**

*Revised: January 2008*

## **CD2145**

### **ON-CAMPUS PRACTICUM IV & SEMINAR**

#### **DESCRIPTION**

Practicum IV consists of 224 practicum hours and is normally an eight week block placement. The format will be determined by the number of participating second year students. The focus of this placement will be on planning, implementing, maintaining and evaluating a pre-school program for young children.

Students will participate in 30 hours of seminar (two hours per week) and in a one hour per week planning session, from the beginning of January until the end of April. One week of set-up will be scheduled prior to the beginning of the eight week block Spring Nursery program, and one week after the final program day will be allocated for cleaning the Spring Nursery rooms and restoring items to the satisfaction of the Spring Nursery instructors and the Children's Centre team. Students must fulfil requirements for both Practicum and Seminar in order to receive credit for Practicum IV.

## CD2145 ON-CAMPUS PRACTICUM IV

### GUIDELINES AND EXPECTATIONS

Students will enrol an optimal number of children in each session and may accommodate children with exceptional needs. Enrolment will be dependent on the size of available room space and the number of Practicum IV students. The maximum number of children will normally be 15.

1. The student will demonstrate a professional attitude with regard to attendance, punctuality, confidentiality and dress.
2. The student **must** contact team members, and the practicum instructor in cases of lateness or absence. The student is responsible to arrange for a substitute staff member in cases of lateness or absence.
3. The student will demonstrate effective administrative skills that will include participation in designated committee work for the planning, implementation, and evaluation of the Spring Nursery program.
4. The student will demonstrate a professional attitude with regard to interpersonal relationships, team planning, and program responsibilities.
5. The student will be able to realistically assess personal strengths and weaknesses, and maintain a professional attitude toward feedback. The student will provide support and feedback for all team members.
6. The student will demonstrate competence in effective planning and implementation of play-based learning experiences in all areas of the curriculum, and will record daily plans and observations.
7. The student will establish rapport with the children enrolled in the program.
8. The student will demonstrate competence in establishing and maintaining a child-centred environment which will meet the developmental needs of the children in the program.
9. The student will consistently demonstrate competence in using a positive approach to setting and maintaining limits, and effective skills in helping children develop autonomy and initiative.

11. The student will demonstrate skill in communicating effectively with parents, and will establish rapport through home visits or an orientation session, and by encouraging parental involvement in the program. Parent meetings may also be planned as part of the program.
12. The student is responsible for co-ordinating practicum and course assignments with the Spring Nursery schedule.

***\* Students are expected to attend all practicum program days and program planning sessions. The instructor has the right to withhold credit from Practicum IV if the student is unable to attend all required days.***

## **CD2145 ON-CAMPUS**

### **PRACTICUM IV TASKS**

Students will complete the specific tasks listed below in order to fulfil the requirements of Practicum IV.

1. Students will review and update the existing program manual and will provide parents/guardians with a parent handbook.
2. The student will establish and maintain a safe, healthy and aesthetic child-centred environment that will meet the developmental needs of the children in the program.
3. The student will regularly rearrange the environment based on observations of the needs and interests of the children.
4. The student will plan and implement daily indoor and outdoor child-centred experiences based on the needs and interests of the children.
5. The student will plan and serve nutritious snacks that respect the health and cultural needs of children and their families.
6. The student will plan and implement daily group times.
7. The student will plan and implement at least one field trip based on the interests of the children.
8. The student will maintain records of plans and child observations in a format agreed upon by the practicum instructor(s).
9. Students will document the development of each child in the program through written observations, photographs, and projects completed by the child. This portfolio of information will be presented in a professional format to the parents/guardians of the child upon the completion of the program.
10. Students will clean and prepare the environment on a daily basis. Students will equitably share clean-up and preparation responsibilities with group members.
11. The student will attend daily planning sessions/meetings for the half day in which they are not actively involved in the children's program.

12. The student will complete written and verbal self and peer evaluations over the duration of the Practicum.
13. The student will plan, establish and maintain bulletin board displays, and will plan and distribute newsletters which are professional in appearance and content, and which promote parent education and the aims of the Early Learning and Child Care (ELCC) profession.
14. The student will implement plans for parental involvement in the program, which may include home visits or an orientation session.
15. The student will actively participate in clean-up activities during the scheduled clean up week.
16. The student will complete other tasks and responsibilities as designated by the practicum instructor(s).
17. The student will complete a professional portfolio.
18. The student will complete other tasks and responsibilities as delegated by the practicum instructor.

## **CD2145 ON-CAMPUS PRACTICUM IV**

### **ROLE OF PRACTICUM INSTRUCTORS**

1. The practicum instructor will observe each student assigned to him or her in the program for a minimum of 10 hours and will provide on-going written and verbal feedback and guidance.
2. The practicum instructor will discuss the student's written plans prior to, or on the first day of each practicum week. Written plans should be initialed and dated by the instructor upon presentation. The practicum instructor will ensure that each student is fulfilling the requirements of the practicum.
3. The practicum instructor will evaluate each student based on observations of the student's interactions, skills in planning and implementing a child-centred program, participation in committee work and completion of the required practicum tasks. Peer evaluations and observations will be considered as part of the evaluation process. Informal observations by ELCC faculty/staff members may also be considered in the evaluation process.

## ON-CAMPUS SEMINAR IV & PLANNING SESSIONS

### SEMINAR DESCRIPTION

Seminar IV serves two different purposes: a) setting and meeting goals related to the operation of a play-based program, and b) identifying and resolving issues that arise when working with children and their parents/guardians.

Seminars prior to the commencement of the Spring Nursery focus on tasks related to setting up the program. Later seminars focus on immediate concerns and relevant program issues including the growth and development of the children.

Each seminar involves meetings that include all students and supervising faculty. The positions of chairperson and recording secretary are filled on a rotating basis by students. These meetings are used to:

- establish committees and committee responsibilities (e.g. parent handbook, registration, budgeting, purchasing and inventory);
- discuss committee work, and make recommendations and decisions related to committee work;
- identify appropriate persons within the College and community with whom to liaise with regard to the initial and on-going operation of the program;
- discuss the organization and provision of appropriate environments and experiences for children;
- discuss strategies for establishing and maintaining positive relationships with families, and College and community personnel;
- set personal and group goals, develop effective team work strategies and methods for evaluating the performance of individuals as members of a team;
- discuss issues regarding professionalism and ethics;
- discuss other relevant topics/issues as needed.

**Attendance Policy:** Every student's attendance at Seminar IV is critical to the success of Spring Nursery. Students who miss 20% or more of Seminar time without a doctor's certificate to substantiate the reason for their absence, will be withdrawn from Seminar and will not participate in the Spring Nursery program.

## **PLANNING SESSIONS**

The weekly planning sessions have been established to give students the opportunity to meet in their assigned committees. Committee tasks will be reviewed and delegated amongst members. Instructors do not normally participate in the planning sessions; however, periodically they will meet with each committee to assess progress. Students will be responsible for evaluating self and their peer's committee work. This evaluation will form part of the overall Practicum IV evaluation.

**GRANDE PRAIRIE REGIONAL COLLEGE  
DEPARTMENT OF EARLY CHILDHOOD DEVELOPMENT**

**REFERENCE RELEASE FORM**

I, \_\_\_\_\_, give my permission for the release of  
(print name)

information regarding my academic and practicum performance. I understand that this

information will be released by Early Learning and Child Care faculty members only.

Signature

Witness

Date

Date