

**Kellogg Community College Early Childhood Education
Early Childhood Education Program
Obtaining Internship Placements Agreement**

Updated: 8/21/2019

Early childhood internships encourage students to master best practice when working with diverse groups of children and their families. Each student must successfully complete an internship in order to apply to earn the Associate of Applied Science Degree in Early Childhood Education. The early childhood internship is meant to be a capstone experience for each candidate providing an enjoyable learning relationship between an instructor, a Coach, a site mentor (called a coordinating site teacher or CST), and the candidate. The course outcomes provide an opportunity for candidates to be able to apply concepts learned in classes. The course outcomes are based on the community college standards for quality created by the National Association for the Education of Young Children (NAEYC) accrediting and advocacy organization. Typically, the internship is taken during one of the last two semesters prior to graduation.

NATURE OF AN EARLY CHILDHOOD INTERNSHIP

Each candidate selects a site based on guidelines which are provided by the KCC Early Childhood and Teacher Education (ECTE) Department. Candidates are required to work directly with children a minimum number of hours even if they are working in an administrative position. Candidates with questions on this aspect of the internship and guidelines for sites should contact the KCC Early Childhood and Teacher Education office for an appointment.

Internship field experience can be paid or unpaid. To use current employment for the internship field experience, the Early Childhood candidate must be currently employed in an observable setting that meets the State of Michigan Child Care Licensing Regulations unless the setting is in a public or private school grades Kindergarten through second

Important note for bachelor-level students. If you intend to use the KCC course ECE 221 Early Childhood Internship towards the completion of the State of Michigan Department of Education Early Childhood and Elementary Education student teaching requirements, it is recommend you review your choice of setting with the bachelor-level institution in which you are currently enrolled or plan to transfer in advance of applying with the ECTE Department for an internship.

INTERNSHIP OFFERINGS AND REQUIREMENTS

Internships are offered during three semesters Fall, Spring, and Summer (Note: Courses are offered only when sufficient minimum enrollment is reached). The fall and spring internship course is approximately 14 weeks. The summer semester internship course is scheduled for approximately 8 to 10 weeks.

Each candidate must complete a minimum of **275 clock hours** of approved field experience regardless of which session the candidate chooses. Candidates must complete the minimum clock hours in order to successfully pass the course. This may be a challenge for candidates who plan to work or volunteer in programs part-time. Candidates need to plan in advance to meet these requirements. Candidates are accountable for any clock hours lost due to illness or other types of absenteeism during the internship. Students who are pregnant, and those recovering from pregnancy-related conditions, may request temporary disability accommodations from the College's Support Services Department. Please refer to

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the KCC Student handbook for further information on the Pregnancy Policy and other Policies which address student absenteeism.

The instructor may use up to 30 clock hours of the total 275 clock hours of required field experience to schedule group class activities and to give credit for attendance at training, conferences, and related early childhood events. Interns will document each of these experiences related to the course outcomes as directed by the course instructor. ***NOTE:** Seminar class sessions are not included in the 275 clock hour minimum.

General guidelines for the minimum number of clock hours needed to be earned on a weekly basis include:

Fall/Spring (a minimum of 14 weeks) 275 / 14 weeks or 20 clock hours a week*

Summer (a minimum of 8 weeks) 275 / 8 weeks or 35 clock hours a week*

*Candidates are accountable for any clock hours lost due to illness or other types of absenteeism during the internship. Hours may vary depending on length of class

CANDIDATE ATTENDANCE AND FIELD EXPERIENCE COMPLETION

In addition to a minimum of 275 clock hours of field experience, **candidates are also required** to attend 5-6 seminar sessions. Candidates must attend every scheduled session or risk being academically withdrawn. Due to the limited number of class meetings, attendance at ALL seminar sessions is expected. Absence at one or more of the seminar sessions may jeopardize successful completion of the course. Absence of one seminar session will result in an Excessive Absence submission to College Officials. Students who are pregnant, and those recovering from pregnancy-related conditions, may request temporary disability accommodations from the College's Support Services Department. Please refer to the KCC Student handbook for further information on the Pregnancy Policy and other Policies which address student absenteeism.

For more information on course attendance contact the ECTE office. If you are unable to attend every session, you should seek advising with the ECTE office PRIOR to registering. Candidates must complete the minimum number of clock hours of field experience in order to successfully pass the internship course (Grade of C or higher)

PREREQUISITE INFORMATION

Candidates must receive Department Approval to register for this course. Prerequisite courses must be completed with a minimum grade of "C". These courses are: ECE 201, ECE 210, ECE 215, ECE 224, ECE 232, ECE 233, and ENGL 151 or ENGL 152. Candidates must meet the ECE Program Guidelines and must successfully pass a criminal background check. For more information on these guidelines, you may call the ECTE office or access the KCC Web Page at:www.kellogg.edu/wp-content/uploads/2015/09/ProgramInformationGuidelines.pdf

Note: The KCC ECTE Office reserves the right to not accept intern candidates who cannot pass legal State of Michigan licensing regulations for child care centers, group or registered home care providers, and for school employees or volunteers.

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FINAL PROGRAM REVIEW

Each candidate needs to schedule a final program review (does not replace graduation audit completed by the Kellogg Community College Registrar's office) with the Early Childhood and Teacher Education Program Manager. Candidates can make an appointment to complete the final program review by contacting the ECTE office at 269-565-2109, or by emailing the office at education@kellogg.edu. At this appointment, each candidate will receive a packet, which is used to demonstrate the candidate's intent to register for an internship (more information about the packet can be found below). The following is a guide to determine when the final program review should occur:

If you desire an internship in the:

Fall semester: Your program review should take place in December through April. The deadline for Fall applications is May 1st.

Spring semester: Your program review should take place in July through September. The deadline for Spring applications is October 1st.

Summer semester: Your program review should take place in October through February. The deadline for Summer applications is March 1st.

There is a limited number of seats available for the Internship course. Each candidate is responsible for notifying the ECTE office during the timeline listed above; however, if a candidate misses this schedule, he or she should still contact the office immediately.

LOCATING A SITE FOR YOUR INTERNSHIP

Read the Kellogg Community College Early Childhood Education (ECE) Internship Guidelines **PRIOR** to selecting a field experience site. Contact the ECTE office or the Internship Faculty Instructor to receive permission to use the field experience site. The office has a letter you may use to introduce the internship to potential sites. If you desire this letter, please notify the office. If you need suggestions for potential sites, please contact the ECTE office for an appointment.

Once the site has been approved by the ECTE Program Manager, or the Faculty Instructor, you may contact the site to discuss further details. You will need to review the guidelines with the site and obtain a signature from the Site Director on the Site Permission form. Once the Site has given you written permission to participate bring the Site Permission form to the ECTE Program Manager or to the Faculty Instructor to obtain final permission to register for the course (more information on the packet is below).

The Early Childhood Education Program Manager or an Early Childhood Internship Faculty Instructor must approve the internship field experience setting in advance of a candidate registering for the internship course. If the candidate is in a position that is indirectly responsible for children such as a Program Director, the candidate will need to make arrangements with the course faculty instructor or with the ECE Program Manager to earn the direct teaching hours required to complete the course successfully (see internship clock hour guidelines). Candidates are required to work directly with children a minimum number of hours even if they are working in an administrative position.

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It is the candidate's responsibility to identify and secure the internship site prior to seeking permission to enroll in the internship course. Each candidate needs to have a final internship review completed (does not replace graduation audit completed by the Kellogg Community College Registrar's Office) with the Early Childhood Education Office prior to receiving approval to register for the internship course. The internship faculty instructor and the Program Manager are available to help guide candidates in choosing an internship field experience site.

INTERNSHIP SITE AND CST GUIDELINES

The intern site must be open within two weeks of the start date of the internship course. The site must be willing to allow the faculty instructor and the Coordinating Site Teacher (CST) to observe as needed with at least one day's advance notice. It is the candidate intern's responsibility to inform the site of faculty instructor and CST visits.

The candidate must follow the requirements of the institution, program, licensed home, agency or school for volunteers or its employees. If the institution or if state law requires a criminal check, physical, or other stipulations of individuals participating at these sites, then it is the candidate's responsibility to obtain these and pay for these if a cost is incurred.

The site must be willing to allow the candidate to be video-taped while teaching and to allow the site to have a video-taped tour. These video tapes will be used to document course outcomes and will not be shared outside of the course or with individuals outside of KCC without permission from the site.

The site must give permission to allow parent evaluations of the candidate's performance. The evaluation is comprised of a brief survey that parents complete.

The internship field experience must be with children eight or younger that will allow the candidate to be observed by college staff, observed by a coordinating site teacher, and which will allow the candidate to prepare and lead experiences for young children.

Licensed home child care providers may be able to use their current work experience as an approved internship field experience site. To be qualified, the licensed home child care must meet the State of Michigan Child Care Licensing Regulations for either family child care or for group family child care. In addition, the home must meet Child Development Associate (CDA) standards for family child care providers.

It is the licensed home child care provider's responsibility to secure a Coordinating Site Teacher (CST) who meets the CST guidelines. Licensed home child care providers may be asked to provide video-taped experience documentation in addition to the minimum documentation required in these guidelines even when the home is within Calhoun County due to the nature of the work. (Licensed home child care providers often work alone without supervision when compared to a child care site or public school site.)

Candidates in Internship field experience taking place in approved settings outside of the immediate Battle Creek area may be asked to provide video-taped experiences in order to document that an individual candidate is successfully meeting course outcomes. Video-taped experience must meet the guidelines set forth by the course instructor and may be used in lieu of instructor observation. The

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faculty instructor will determine how each individual candidate will need to present appropriate documentation to meet the course guidelines and outcomes.

The faculty instructor and ECE Program Manager reserve the right to adjust the CST requirements when necessary as long as the integrity of the internship is supported.

Each candidate must be supervised by a Coordinating Site Teacher (CST) that is not related to the candidate and meets the requirements as identified by the CST agreement. The CST will need to sign forms documenting the candidate's field experience work hours and will be asked to evaluate the candidate's success in the internship. The CST will need to sign a permission form and be willing to furnish credential information in order to be approved. Clock hours will not begin being totaled toward the course requirement of 275 clock hours until the CST permission form has been received and approved.

CENTRAL ABUSE AND NEGLECT AND BACKGROUND CHECKS

Each candidate intern is required to complete and receive an approved State of Michigan Department of Health and Human Services Central Abuse and Neglect (CA/NR) form prior to starting an internship. This form takes approximately two weeks to complete. The form must be on file with the Early Childhood Program Office prior to a candidate receiving approval to register for this course. Candidates must also meet and sign ECE Program Guidelines and NAEYC Code of Ethical Conduct and are subject to a Criminal Background Check.

State of Michigan Criminal Background Checks. Candidates must successfully pass a criminal check law enforcement agencies can use based on an individual's fingerprints. At this time, KCC Early Childhood Education candidates can expect to participate in a criminal background check prior to starting their field placement in the internship course (whether or not the individual is paid). Candidates may incur the cost of this process, currently around \$75 to \$100. This cost is included in the course fees. All felonies and serious misdemeanors punishable by over 93 days are required to be reported to the state repository by law enforcement agencies, prosecutors, and courts

Note: Candidates who cannot pass State of Michigan licensing regulations for child care centers, group or registered home care providers, school employees, or volunteers may not be able to complete an internship.

APPROVAL AND REGISTERING FOR THE INTERNSHIP COURSE

During the internship review, each candidate will be given a packet which asks the candidate to declare the intent to register for the internship. Once your Internship application has been approved, arrangements will be made with the ECTE Office to waive the Department Approval Petition. Each candidate and coordinating site teacher must meet internship guidelines.

Seats are filled on a first come first serve basis. A course seat is reserved for a candidate once the completed packet is approved through the ECTE office and as long as seats are available. **Incomplete packets will not be considered to fill a seat.** Course seats are reserved for two weeks after the start of the registration date for the semester. For example, if you are applying for a Fall semester internship course, and Fall registration begins on May 21st; your seat will be held for 14 days from May 21st. The exception is for summer semesters. The seat will be held for 7 days.

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Candidates must meet course prerequisites unless a waiver is granted by the ECE Program Manager.

All communication is time sensitive and sent to the student email account. It is the candidate's responsibility to check his or her student email account on a regular basis. The ECTE office is not responsible for messages left on voice mail systems. Please contact the ECTE office between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, with questions or concerns.

Any change in placement information, including the unsuccessful completion of prerequisites courses, may force the ECTE office to withdraw you from the internship course. Every effort will be made to assist candidates in this situation to enable them to move their internship to the next semester for which they qualify.

1. Any candidate who is a participating 'student worker' in a KCC work study program must inform the course instructor immediately if he or she intends to use the work study experience towards the completion of intern hours.
2. Candidates may apply in writing to the faculty instructor or to the ECE Program Manager to waive any of these guidelines prior to the start of the course. The faculty instructor and the ECE Program Manager reserve the right to waive and adjust any of these guidelines at their discretion based upon individual situations.
3. It is each candidate's responsibility to notify the instructor if the current employment or the internship situation changes. It is the candidate's responsibility to complete the number of required hours within the allotted time.

Each candidate must sign an internship agreement form and abide by the agreement. Failure to do so may result in loss of course credit. Each candidate must complete a personal profile so that the instructor can determine if the site meets these qualifications and if the candidate has proper experience to succeed in the course. The instructor will provide this form.

4. It is recommended that candidates who are considering transferring to a bachelor-granting institution to study child development or elementary education discuss approved site experiences with the respective programs prior to deciding on an internship placement.
5. Consistent communication through the internship course is crucial to success. Correspondence will occur through the KCC email system. Candidates are required to check their KCC email accounts at least three times per week.

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Initial and Sign Below:

I have read and understand the Kellogg Community College Early Childhood Obtaining Internship Placements Agreement and agree to abide by these guidelines.

I have read and understand the NAEYC Code of Ethical Conduct.

Print Name

KCC ID number

Signature

Date

PLEASE RETURN THIS FORM