



UNIVERSITY OF CENTRAL FLORIDA

College of Education

**Bachelor of Science (B.S.)
Early Childhood Education (PK-3)
Informational Handbook**

Table of Contents

Admissions Requirements to Early Childhood Education (PK-3) Program 3

Outline of Courses and Schedule 3

Degree Requirements 4

Academic Advisor 4

Internship I and II 4

Applying for Graduation 4

Transfer Students 5

Florida Teacher Certification Examination (FTCE) 6

LiveText Educational Portfolio 6

ESOL Endorsement 7

TESOL Notebook 7

Appendix 8

Early Childhood Education Checklist 9

General Education & Program Courses & Schedule 10

Upper Division Courses & Schedule 11

LiveText Professional Portfolio Checklist 12



Early Childhood Education (PK-3) Bachelor of Science Handbook

The Early Childhood Education Bachelor of Science degree is designed to lead to Florida Teacher Certification in PreK-Primary Education (PreK-3) for public schools, preschools, Head Start programs, and private schools. Our mission as Early Childhood Educators is to prepare reflective, competent, and caring Early Childhood Education Professionals to educate a diverse population of young children using research based, developmentally appropriate practices. We believe that ALL young children deserve a strong educational foundation in a safe and nurturing environment, utilizing a constructivist approach to learning through collaboration with family and community.

Early Childhood Education (PK-3) Admissions Requirements (as of 2007-2008 catalog year)

- Complete the University of Central Florida General Education requirements (36 hours) or its equivalent, i.e. an AA degree from an approved Florida community college or state university
- Have a minimum 2.75 overall GPA, with provisional acceptance for one semester if GPA is 2.5 (GPA must be 2.75 by the second semester)
- Complete College of Education Common Program Prerequisites (9 hours)
 1. **EDF 2005** Introduction to Education (3 hrs)
 2. **EDG 2701** Teaching Diverse Populations (3 hrs)
 3. **EME 2040** Technology for Educators (3 hrs)
- Complete Early Childhood Education Program Prerequisites (15 hours)
 1. **MAC 1105** College Algebra (3 hrs)
 2. **EDF 2130** Child and Adolescent Development for Educators (3 hrs)
 3. **EDF 2720** Children in Schools: Legal, Ethical, and Safety Concerns (3 hrs)
 4. **EEC 4731** Health, Safety, and Nutrition or *similar course (3 hrs)
 5. **ARE 2011** Art and Creativity for Young Children (3 hrs) *or*
MUE 2211 Music and Creative Movement for Young Children (3 hrs)
- Pass all four parts of the General Knowledge Test (GKT)/CLAST
- Meet all Gordon Rule requirements

Early Childhood Education (PK-3) Outline of Courses & Schedule

Please refer to the UCF undergraduate catalog for your specific catalog year. A course outline and schedule of Early Childhood Education (PK-3) requirements (2007-2008 catalog and forward) are found in the Appendix of this handbook. Included in this outline/schedule are a list of the University of Central Florida General Education Requirements, Common Education Program Prerequisites, Early Childhood Education Program Prerequisites and Early Childhood Education Upper Division Courses. *It is expected that students follow the course sequence as designated in their catalog. Courses for the Early Childhood Education program are not available every semester. Deviation from the recommended schedule may require an additional semester (beyond the usual four year undergraduate program) in order to complete required courses and pass required exams.*

Early Childhood Education (PK-3) Degree Requirements

- The successful completion of **General Education Courses, College of Education Common Program Prerequisites, Early Childhood Education Program Prerequisites, and Early Childhood Education (PK-3) Upper Division Course Requirements** (See Appendix for Schedule of Courses)
- Achieve a minimum overall 2.75 GPA in all courses within the major.
- Complete a LiveText Professional Portfolio according to program guidelines.
- Complete a TESOL notebook as required for ESOL Endorsement.
- Pass all applicable sections of the Florida Teacher Certification Examination prior to Graduation. See www.fldoe.org for test dates and test sites.
 1. FTCE General Knowledge Test (GKT)
 2. FTCE Professional Education Test (PEd)
 3. FTCE Subject Area Examination (SAE – Prekindergarten/Primary PK-3):

Assignment of Academic Advisor

A faculty academic advisor is assigned to a student upon their acceptance into the Early Childhood Education Program (PK-3). The advisor is the key individual with whom the student will work. **Contact your assigned advisor BEFORE** you enroll in courses in the Early Childhood Program. Go to the MyUCF website at www.my.ucf.edu to locate your SAS audit. Your faculty advisor and contact information are located on the first page of the audit.

Please note: If you are an Early Childhood Education “pending”, then the Office of Student Services will assist you with advising issues.

Internships I & II

Internships comprise critical parts of the Early Childhood Education program. Therefore, it is crucial that students are aware of the expectations and requirements of internship placements. For detailed information including requirements and **application deadlines**, please visit the Office of Clinical Experiences website at <http://clinicalexperiences.education.ucf.edu/index.html>

Applying for Graduation

Undergraduate students in the Early Childhood Education program must complete the Baccalaureate Notice of Intent to Graduate form and the Graduation Contact Form prior to graduation. Both of these forms can be completed in the College of Education – Office of Student Services. **Please note that these forms are not available online at this time.** Please check with the Office of Student Services for the most recent graduation application deadlines. An incomplete or late form may result in a delay of graduation, effect your participation in Commencement, and delay the printing of your diploma. For more information regarding the College of Education *graduation requirements*, please refer to the Office of Student Services website at <http://studentservices.education.ucf.edu> . For information regarding the College of Education *commencement*, please visit the UCF registrar’s website at www.registrar.ucf.edu .

Transfer Students:

We strongly recommend that transfer students make an appointment with The Office of Student Services in the College of Education to receive advisement regarding the Early Childhood Education Program. Student Services in the College of Education will review transcripts and assist with credit transfer. Call (407) 823-3723 to make an appointment.

The Office of Student Services in Education can assist you regarding Early Childhood Education coursework you may have completed at another institution. Some courses may be substituted for courses listed as those required by the UCF catalog. Substitution forms are available at the Student Services website: <http://studentservices.education.ucf.edu>

***Admissions Requirements for Transfer Students:**

- Complete the University General Education requirements (36 hours) or its equivalent, i.e. an AA degree from an approved Florida community college or state university
- Have a minimum 2.75 overall GPA, with provisional acceptance for one semester if GPA is 2.5 (GPA must be 2.75 by the second semester)
- Complete College of Education Common Program Prerequisites (9 hours)
 1. EDF 2005 Introduction to Education (3 hrs)
 2. EDG 2701 Teaching Diverse Populations (3 hrs)
 3. EME 2040 Technology for Educators (3 hrs)
- Complete Early Childhood Education Program Prerequisites (15 hours)
 1. MAC 1105 College Algebra (3 hrs)
 2. EDF 2130 Child and Adolescent Development for Educators (3 hrs)
 3. EDF 2720 Children in Schools: Legal, Ethical, and Safety Concern (3 hrs)
 4. EEC 4731 Health, Safety, and Nutrition or *similar course (3 hrs)
 5. ARE 2011 Art and Creativity for Young Children (3 hrs) *or*
MUE 2211 Music and Creative Movement for Young Children (3 hrs)
- Pass all four parts of the General Knowledge Test (GKT)/CLAST
- Meet the Gordon Rule requirements

*The above admission requirements are based on the 2007-2008 undergraduate catalog. If you are entering the program during a different catalog year, please see www.catalog.sdes.ucf.edu/ for the most accurate admission requirements.

Florida Teacher Certification Examination (FTCE)

The Florida Teacher Certification Examination includes three assessments: FTCE General Knowledge Test (GKT), FTCE Subject Area Examination- PK-3 (SAE), and FTCE Professional Education Test (PEd). *ALL of these exams must be passed in order to graduate.* Visit www.fldoe.org for test dates and sites. Study guides for the tests are available at: <http://www.cefe.usf.edu/StudyguideInfo.aspx>

Based on the Early Childhood Education course schedule outline, students take and pass the FTCE General Knowledge Test (GKT) prior to entering the Early Childhood Education program, and then take the Professional Education Test (PEd) and the Prekindergarten/Primary PK-3 Subject Area Examination (SAE) after completion of Semester I and II of Junior year, but prior to Semester III and IV of Senior Year. (Register to take your test(s) with the Florida Department of Education one semester before you wish to complete the test).

1. FTCE General Knowledge Test (GKT) – passing score prior to admission to Early Childhood Education Program
2. FTCE Professional Education Test (PEd) – recommended to have a passing score prior to Student Teaching – Internship II (EEC 4943) of senior year
3. FTCE Subject Area Examination (SAE – Prekindergarten/Primary PK-3): recommended to have a passing score prior to Student Teaching – Internship II (EEC 4943) of senior year

LiveText Early Childhood Education Professional Portfolio (PK-3)

All Early Childhood Education Majors are required by both the College of Education and the State of Florida Department of Education to complete an Early Childhood Education professional portfolio in order to graduate. The College of Education has moved all aspects of the portfolio to LiveText, an online ePortfolio management system.

<http://livetext.education.ucf.edu> This portfolio requires a demonstration of professional growth, reflection, and proficiency in the 12 Florida Educator Accomplished Practices. The specific assignments for your portfolio will be found in your course syllabi and explained in detail in your classes. The following items are suggested to prepare for your portfolio:

- ✓ Download and read the 12 Florida Educator Accomplished Practices (FEAPs) from the Florida Department of Education located at: <http://www.firn.edu/doe/dpe/publications/preprofessional4-99.pdf> .
- ✓ Purchase LiveText at the UCF Bookstore, CB&S Books or online at <http://college.livetext.com> (approximate cost \$90)
- ✓ Register for the FREE introductory class (2 hr. tutorial) with the UCF College of Education Office of Technology and Facilities at 407-823-6047 or email tech1cal@mail.ucf.edu The tutorial class will teach you how to use the LiveText system, setup your portfolio properly and explore other functions of the LiveText system. Classes are available at the beginning of each semester.
- ✓ If you have questions or experience problems regarding LiveText and your portfolio please contact the Education Technology Help Desk at 407-823-6047 or tech1cal@mail.ucf.edu

ESOL Endorsement – Early Childhood (PK-3) Education

Students who are earning an **Early Childhood Education (PK-3)** degree are now *required* to complete an ESOL Endorsement by the Florida Department of Education. This requirement begins with those students who were freshmen or transfers under the 2000-2001 catalog and will be graduating in 2004 and after.

<http://education.ucf.edu/education2/StudentAffairs/esol.cfm>

ESOL Endorsement Requirements

The State of Florida requires pre-service teachers to complete ***300 hours of in-service credit OR 15 semester hours*** covering five required topics : Methods of Teaching ESOL, ESOL Curriculum and Materials Development, Cross-Cultural Communication, Understanding Applied Linguistics, and Testing and Evaluation of ESOL . UCF has elected to use an “infusion” model which consists of two required stand-alone courses, TSL 4080—Theory and Practice of Teaching ESOL Students in the Schools and TSL 4181—Issues in Second Language Acquisition. The additional hours of ESOL content coverage are infused in courses throughout the curriculum, field experiences, and internships. A TESOL notebook is required to document ESOL endorsement.

TESOL Notebook

The TESOL Notebook is introduced in TSL 4080 so it is imperative that majors in Early Childhood Education take TSL 4080 in the first semester of their admittance to the program. Specific forms and TESOL Notebook information can be found at <http://reach.ucf.edu/~studtesol> The Web CT ID is <tesolguest> and the password is <tesol>. Then click TESOL Notebook.

The State requires that the College of Education must specify ***multiple and specific*** sources of data (evidence) to be used to determine acquisition of each of the 25 ESOL Performance Standards. Examples of evidence are:

- Tests, assignments, papers, activities, and other class work used to demonstrate acquisition of ESOL competencies during coursework.
- An evaluation of teaching LEP students by an ESOL certified teacher.
- Lessons adapted for LEP students in specific content areas.
- Resources or instructional materials selected for LEP students in specific content areas.
- Text analyses for linguistic difficulty in specific content areas with modifications to make instruction comprehensible.
- Adaptations of tests or other assessments.

To meet this requirement, students are responsible for collecting, reviewing, and selecting appropriate artifacts that demonstrate proficiency in **each** of the 25 Florida ESOL Standards. Each student will provide verification that he/she can create/adapt/use materials effectively with LEP students by collecting evidence in their TESOL notebook. **Most, if not all, of the TESOL notebook should be complete prior to Internship II. The security and maintenance of the TESOL notebook is the student's responsibility.**

APPENDIX

EARLY CHILDHOOD EDUCATION (PK-3) CHECKLIST

PRIOR TO A MAJOR IN EARLY CHILDHOOD EDUCATION (PK-3), I have

- _____ completed the University General Education Requirements or its equivalent, i.e. an AA degree from an approved Florida Community College or State University (see appendix)
- _____ maintained a minimum 2.75 overall GPA
- _____ completed College of Education common program prerequisites (see appendix)
- _____ completed Early Childhood Education specific program prerequisites (see appendix)
- _____ passed all four parts of the General Knowledge Test (GKT) with the Florida Dept. of Education
- _____ met all Gordon Rule requirements

BEGINNING MY EARLY CHILDHOOD EDUCATION (PK-3) MAJOR, I have

- _____ accessed and read the Early Childhood Education Handbook
- _____ printed all checklist forms available in Appendix
- _____ changed my major from “ED Pending” to “Early Childhood”
- _____ contacted my assigned advisor **BEFORE** registering for classes
- _____ purchased LiveText software at the UCF Bookstore or online at <http://college.livetext.com>
- _____ registered for LiveText tutorial at 407-823-6047/ tech1cal@mail.ucf.edu (offered at start of semester)
- _____ reviewed my undergraduate catalog for the year I entered for a course schedule plan or see appendix

DURING MY EARLY CHILDHOOD EDUCATION (PK-3) MAJOR, I have

- _____ registered for courses in the order recommended by the course schedule checklist (see appendix)
- _____ checked my SAS degree audit each semester
- _____ registered for the Florida Teacher Certification Exam (Professional Education Test (PEd) and the Subject Area Examination (SAE-PK-3) one semester prior to taking the exams (see appendix)
- _____ taken the Professional Education Test (PEd) and Subject Area Examination (SAE-PK-3) prior to Internship II. **A passing score on both exams is recommended prior to Internship II.*
- _____ completed an application for Internship I (usually due one semester prior to Internship I) Visit <http://clinical.experiences.education.ucf.edu/index.html> for detailed information including *requirements* and *deadlines*.
- _____ completed application for Internship II (usually due one semester prior to Internship . Students will need the following: _____ completion of all courses _____ maintained overall 2.75 GPA
_____ recommended passing score on the PEd and SAE exams
- _____ maintained a TESOL notebook as required for the ESOL endorsement
- _____ maintained required LiveText Professional Portfolio requirements based on program guidelines
- _____ picked up Baccalaureate Notice of Intent to Graduate form from the Office of Student Services

AT OR NEAR THE END OF MY EARLY CHILDHOOD EDUCATION (PK-3) MAJOR, I have . . .

- _____ printed final SAS audit to check completion of all course requirements
- _____ achieved a 2.75 overall GPA
- _____ passed ALL portions of the Florida Teacher Certification Exam (FTCE)
 - _____ General Knowledge Test (GKT) _____ Subject Area Test (PK-3)
 - _____ Professional Education Test (P.Ed.)
- _____ completed and submitted a LiveText Professional Portfolio according to program guidelines
- _____ completed a TESOL notebook as required for ESOL Endorsement
- _____ submitted a signed Baccalaureate Notice of Intent to Graduate form to the Office of Student Services

AFTER GRADUATION, I have . . .

- _____ ordered official transcripts to be received once official degrees are posted
- _____ submitted a certification application (PK-3) and ESOL Endorsement application to the Florida Department of Education once official degree transcript is received (enclose certification applications, application fees, official transcript, and copies of certification tests: GKT, SAE, & P.Ed)
KEEP A COPY FOR YOUR RECORDS



UCF General Education Requirements AND Program Prerequisites Schedule

NAME	PID#				
UCF General Education Course Requirements <u>and</u> Program Prerequisites	HRS.	TERM	GRADE	COURSE SUBSTITUTION	INSTITUTION (IF NOT UCF)
FRESHMAN YEAR - FALL	12 hrs				
EDF 2005 Introduction to Education	3				
ENC 1101 Composition I	3				
MGF 1106 Finite Mathematics	3				
PSY 2012 General Psychology	3				
FRESHMAN YEAR - SPRING	15 hrs				
EDG 2701 Teaching Diverse Populations	3				
ENC 1102 Composition II	3				
MAC 1105 College Algebra	3				
PSC 1121 Physical Science	3				
REL 2300 World Religions <u>or</u> PHI 2010 Introduction to Philosophy <u>or</u> LIT 2110 World Lit. I PR: ENC 1102 <u>or</u> LIT 2120 World Lit II PR: ENC 1102	3				
SUMMER	6 hrs				
POS 2041 American National Government	3				
ARE 2011 Early Childhood Art & Creativity <u>or</u> MUE 2211 Early Childhood Music & Movement	3				
SOPHOMORE YEAR - FALL	15 hrs				
SPC 1600C Fundamentals of Oral Communication	3				
EME 2040 Technology for Educators	3				
BSC 1005 Biological Principles <u>or</u> ANT 2511 The Human Species	3				
STA 2014C Principles of Statistics <u>or</u> STA 1060C Basic Statistics using MS Excel	3				
EUH 2000 Western Civilization I <u>or</u> EUH 2001 Western Civilization II <u>or</u> HUM 2210 Humanistic Tradition I <u>or</u> HUM 2230 Humanistic Tradition II <u>or</u> AMH 2010 U.S. History: 1492-1877 <u>or</u> AMH 2020 U.S. History: 1877-Present <u>or</u> WOH 2012 World Civilization I <u>or</u> WOH 2022 World Civilization II	3				
SOPHOMORE YEAR - SPRING	12 hrs				
EDF 2130 Child & Adol. Development for Educators	3				
EDF 2720 Children in Schools: Legal, Ethical, & Safety	3				
EEC 4731 Health, Safety, & Nutrition or similar course	3				
EUH 2000 Western Civilization I <u>or</u> EUH 2001 Western Civilization II <u>or</u> HUM 2210 Humanistic Tradition I <u>or</u> HUM 2230 Humanistic Tradition II <u>or</u> AMH 2010 U.S. History: 1492-1877 <u>or</u> AMH 2020 U.S. History: 1877-Present <u>or</u> WOH 2012 World Civilization I <u>or</u> WOH 2022 World Civilization II	3				
SUMMER: Take and pass General Knowledge Test (GKT)					
TOTAL HOURS	60 hrs				



Early Childhood Education (PK-3) Course Schedule Upper Division Course Requirements

NAME _____ PID# _____

Date Admitted _____ Advisor _____

EARLY CHILDHOOD EDUCATION COURSES (PK-3)	HRS.	TERM	GRADE	COURSE SUBSTITUTION	INSTITUTION (IF NOT UCF)
SEMESTER I	15 hrs				
EEC 3700 Social & Emotional Dev. Of Young Children	3				
EEC 4938 (ST) Early Childhood Ed. Theory & Practice	3				
RED 3310 Early Reading, Writing, & Language Arts	3				
EEX 4751 Parent Involvement	3				
TSL 4080 Theory & Practice of Teaching ESOL	3				
SEMESTER II	15 hrs				
EEC 4604 Classroom Mgt. & Guidance of Young Child.	3				
EEC 4207 Assessment & Evaluation of Young Children	3				
TSL 4141 Issues in Second Language Acquisition	3				
EEC 4268 Curriculum Activities in Early Childhood	3				
EEX 3450 Young Children With Special Needs	3				
<i>*Register for Professional Education Test (PEd) and Subject Area Exam (PK-3) with FL Dept. of Education. Check registration deadlines for summer exams.</i>					
SUMMER	6 hrs				
EEC 4303 Planning Creative Activities in Early Child. Ed	3				
RED 3012 Basic Foundations of Reading	3				
<i>*Take Professional Education Test (PEd) and Subject Area Exam (SAE - Pk-3) portions of Florida Teacher Certification Exam with the FL. Dept. of Education</i>					
SEMESTER III	12 hrs				
MAE 4300 Math Curriculum & Assess. In Early Child.	3				
SCE 4304 Science Curriculum & Assess. In Early Child.	3				
RED 4311 Primary Reading, Writing, & Lang. Arts. Curr.	3				
EEC 3940 Integration Internship (2 full days/week)	3				
<i>*All courses must be completed & passed prior to Semester IV and Internship II.</i>					
<i>*It is recommended to have passing scores on the PEd and SAE portions of the FTCE prior to Internship II.</i>					
SEMESTER IV	12 hrs				
EEC 4943 Student Teaching-Internship II	12				
TOTAL HOURS	60 hrs				



Early Childhood Education (PK-3)
LIVETEXT PROFESSIONAL PORTFOLIO CHECK-LIST
 (Beginning 2007-2008 Catalog Year)

**The following assignments are required as part of your Early Childhood Education Professional Portfolio. These assignments must be uploaded to your LiveText Electronic Portfolio.*

LiveText Assignments	Course Number and Name	Instructor	Date Submitted	Grade
Literacy Assessment Package	RED 3310 Early Reading, Writing, and Language Arts			
Classroom Discipline Plan	EEC 4604 - Classroom Management and Guidance of Young Children			
Code of Ethics Paper	EEC 4938(ST) - Early Childhood Education Theory and Practice			
Professional Development Plan	EEC 4938(ST) - Early Childhood Education Theory and Practice			
Integrated Thematic Learning Unit and Prop Box	EEC 4268 Curriculum Activities in Early Childhood			
Reading Assessment	RED 4311 - Primary Reading, Writing, and Language Arts Curriculum and Assessment			
Teaching Components of Reading and Writing	RED 4311- Primary Reading, Writing, and Language Arts Curriculum and Assessment			
Mathematics Problem Solving Activity	MAE 4300 - Math Curriculum and Assessment in Early Childhood			
Internship I Professional Development Plan	EEC 3940 -Integration Internship I			
Internship I – Midpoint Evaluation	EEC 3940 - Integration Internship I			
Internship II – Professional Development Plan	EEC 4943 - Student Teaching Internship II			
Internship II – Lesson Plans	EEC 4943 - Student Teaching Internship II			
Internship II – Midpoint Evaluation	EEC 4943 - Student Teaching Internship II			
Internship II – Observations from Supervising Teacher/Coordinator	EEC 4943 - Student Teaching Internship II			
Internship II – Letter to Families	EEC 4943 - Student Teaching Internship II			
Internship II – Documentation and Reflection of Parent Conference	EEC 4943 - Student Teaching Internship II			