Early Childhood Development and Education Program

Bachelor of Science (B.S.)

Track 2: 
**Early Child Development**

Student Information Handbook
# Table of Contents

Early Childhood Development Degree Description and Program Philosophy 3
Child Development 3
Admission Requirement 3
Child Life 4
Transfer Students 4
Degree Requirements 4
Degree Audit 4
Assignment of Academic Advisor 4
Practicum 5
LiveText 6
Applying for Graduation 6
Policies and Program Expectations 6
Grading Policy 6
Attendance and Classroom Policies 7
Communication 7
ECDE Wiki 8
ECDE Newsletter 8
Teacher Disposition Expectations & Professional Conduct 8
Academic Honesty and Plagiarism 9
Acknowledgement of Receipt & Reading of Handbook 10
Advising Checklist 11
List of Required Courses 12
LiveText Checklist 13
Plan of Action Form 14
Retention Plan Form 15
**Track 2: Child Development**

This track is designed for those who are interested in working with young children, but are not seeking teacher certification. Early Childhood Development majors take a variety of courses related to young children and their learning, development, and family environment. Students take a series of core and specialization courses to prepare them to work with children, parents, and families in a variety of settings, such as home visitation programs (e.g. Children’s Home Society, Healthy Families America), parent education programs (e.g. Healthy Families America, Nemours Bright Start), early learning centers (e.g. Early Head Start centers, Head Start Centers, VPK centers), early screening agencies (e.g. Early Steps), and hospital child life programs. This degree culminates in a semester-long practicum.

Our mission as Early Childhood advocates is to prepare reflective, competent, and caring professionals to work with a diverse population of young children and their parents 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 constructive approach to learning through collaboration with family and community.

**Early Childhood Development Admission Requirements**

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

Meet the Gordon Rule requirements

Meet foreign language admission requirement

Have a minimum 2.75 overall GPA and a 2.75 GPA in upper-level courses.

It is possible to be provisionally accepted for one semester if your GPA is 2.5.

However, the overall and upper-level courses GPA must be 2.75 by the second semester to remain in the Early Childhood program.

Complete Early Childhood Development courses

The following two courses must be taken to move from “pending” status (6 hours).
EDF 2085 Introduction to Diversity for Educators (3 hours)
DEP 2004C Developmental Psychology (3 hours)

The following five courses are prerequisites to the upper division courses (15 hours)
EDF 2130 Child and Adolescent Development for Educators (3 hours) OR
SOW 3104 Assessing I: Human Development (3 hours)
EEC 2732 Health, Safety, and Nutrition for Young Children
ARE 2000 Early Childhood Art and Creativity (3 hours)
MUE 2211 Early Childhood Music and Movement (3 hours)
SYG 2010 Social Problems (3 hours)
Coursework for **Child Life Specialist** is the same as the Child Development track with the exception of EEC 4744, Child Life course. In addition, the elective credits are focused on health care issues. Please email Dr. Anne Culp for more information if you are interested in a career working with children in hospitals.

**Transfer Students**
We strongly recommend that transfer students make an appointment with **Student Services** (Room 110 in Education Bldg.) to receive advisement regarding the Early Childhood Development track.

Student Services in the College of Education and Human Performance 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 Development coursework you may have taken with your A.A or A.S. degree. 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://www.education.ucf.edu/studentaffairs/index.cfm](http://www.education.ucf.edu/studentaffairs/index.cfm) then link on “Forms” and “Forms for Undergraduate Students”.

**Upper Division Early Childhood Development Courses & Schedule**
A list of required courses is in the Appendix. An advising checklist is available by emailing Dr. Anne Culp. [Anne.Culp@ucf.edu](mailto:Anne.Culp@ucf.edu) Courses for the Early Childhood Development degree are not available every semester. If you deviate from the recommended schedule you may need to stay at UCF an additional semester in order to complete required courses.

**Graduation Requirements in addition to UCF requirements**
The successful completion of General Education Courses, Early Childhood Development Program Prerequisites, and Early Childhood Development Upper Division Course Requirements.
You must achieve a minimum overall GPA of 2.75.
You must achieve a minimum GPA of 2.75 in all courses within the major.
You must complete and upload LiveText-designated assignments to LiveText

**Assignment of an Academic Advisor**
At the time of notification of acceptance into the Early Childhood Development Program, students will be assigned to an academic advisor. The advisor is the key individual with whom the student will work. The advisor will monitor progress toward completion of degree requirements. It is highly recommended that you contact your advisor before you enroll in courses. Please contact your advisor by UCF email. Use your “knights.ucf.edu” account.

**Degree Audit**: Study your degree audit by going on “MyUCF”. If you need a lesson in how to obtain your degree audit, please visit student services in the Education Building, Room 110. **It is extremely important that you check your degree audit every semester.** Your audit lists: your major, GPA, the courses you have already taken, the grades you have earned, and the courses you still need to take. Pay attention to the accuracy of your grades and the courses you have completed. If you detect any errors, you must notify the registrar’s office immediately. Don’t wait to ensure accuracy of your audit until your senior year when you are trying to graduate!
**Practicum**

The EEC 4940 Practicum course is taken during the final semester after all Early Childhood Development coursework is complete.

The practicum provides students with a supervised, hands-on experience working with children, parents, families, and/or agencies. The ECDE program has a list of approved sites.

The student should **plan ahead** for this semester! It is a minimum of 360 hours on site Monday through Friday during normal working hours.

Prior to being accepted for Practicum, students must have a minimum **GPA of 2.75** overall and in your program courses.

**Practicum Application Procedure**

1) Email Dr. Anne Culp for the application [Anne.Culp@ucf.edu](mailto:Anne.Culp@ucf.edu)
2) Complete all sections of the application in word document.
3) Save the application as a word document and title it with your last name and semester: “Smith Practicum SP14”
4) Send the application to Dr. Anne Culp at [Anne.Culp@ucf.edu](mailto:Anne.Culp@ucf.edu)
5) Adhere to the deadline date as posted below.*
6) Dr. Culp will review the application and set up an appointment with you to discuss your application and the practicum requirements.
7) Early Childhood Faculty have selected high quality practicum sites from which you will select.
8) The On-Site Supervisor may request a meeting with the student prior to the practicum start date.
9) Once the On-Site Supervisor has agreed to accept you as a practicum student, Dr. Culp will notify you.
10) Once all is cleared, Dr. Culp will send your name to Dr. Levin for final approval.
11) Dr. Culp or Dr. Levin will notify you of your enrollment in EEC 4940.

Dr. Culp or Dr. Levin will notify the student if your practicum application is denied, and the reason for its denial. Students who have been denied will have to submit a new application once they have met the requirements to apply for practicum.

**Submission Deadlines:** (applications received after the submission deadline will not be accepted.
1) For Fall Practicum-May 15
2) For Spring Practicum-September 15
3) For Summer Practicum-February 15

* Revised amc 04.01.2016    page 5
**LiveText** see Appendix for LiveText checklist

All Early Childhood Development Majors are required by the College of Education and Human Performance to complete LiveText assignments in order to graduate. All aspects of these assignments are uploaded to LiveText, an online data collection system. The specific assignments for your portfolio will be found in your course syllabi and explained in detail. A list is found in the appendixes of this Handbook.

You must purchase LiveText. You can purchase it at the UCF Bookstore, CB&S Books, or online at http://college.livetext.com (approximately $105.00)

If you have questions or experience problems regarding LiveText and your portfolio please contact us at ece@mail.ucf.edu

**Applying for Graduation**

Undergraduate students in the Early Childhood Development track must complete the *Baccalaureate Notice of Intent to Graduate* form and the *Graduation Contact Form* prior to graduation. Both of these forms are available online through the MyUCF Portal. 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, affect your participation in Commencement, and delay the printing of your diploma.

**Early Childhood Development Policies and Program Expectations**

**Grading Policy**

In the undergraduate program, an overall GPA of 2.75 and a 2.75 in the Early Childhood Development major are required for progression and graduation. Course failure is a “C” or Lower. Satisfactory academic progress in a program involves maintaining the standards of academic and professional integrity. Failure to maintain these standards may result in termination of the student from the program.

If a student fails any required upper level Early Childhood Development course, the student is required to submit a *Plan of Action Form* (see Appendix) upon failing the course. This form must be submitted to the Early Childhood Development and Education Faculty Council prior to the start of the following semester. The ECDE Faculty Council must review the submitted plan of action. The council will either approve the student continuing in the program or will recommend program dismissal.

If a student fails two required upper level Early Childhood Development program courses, the student must complete a *Retention Plan Form* (see Appendix) upon failing the second course. This form must be submitted to the Early Childhood Development and Education Faculty Council prior to the start of the following semester. The ECDE Faculty Council will review the information and either approve the student continuing in the program or will recommend program dismissal.

Revised amc 04.01.2016
If a student fails the same required upper level Early Childhood Development and Education course two times, the student is dismissed from the program.

The **Plan of Action Form** and **Retention Plan Form** are available on the Early Childhood Development and Education website and the Early Childhood Development and Education Wiki. It is the responsibility of the student to obtain, complete, and submit the form to the Early Childhood Development and Education Program Coordinator. The deadline for submission of required form is two weeks prior to the start of the next semester. It is the responsibility of the student to submit the form two weeks prior to the start of the next semester.

**Attendance and Classroom Policies**

Attendance in all Early Childhood Development classes is expected. In all early childhood courses, attendance is part of the course grade (see specific syllabi). In the rare time that you are absent, please notify the instructor and obtain needed class information either from the instructor or a classmate.

Students should attend every face to face class, arrive for class on time, and remain for the full time of the class. In the rare case that a student will be late or must leave early they should discuss the situation with the instructor of the course. It is expected in Early Childhood classes that each student contributes to their own learning and the learning of all students in each course.

Texting, talking in side conversations, disrespectful behavior, use of computer for purposes other than class notes, tardiness, and absences are not acceptable behaviors in a professional preparation program.

In-class and out-of-class behavior that is disrespectful and rude towards instructors, staff members or fellow students will not be tolerated and will result in disciplinary action. This includes verbal, non-verbal and written discourse.

Disruptive behavior is not allowed and the student will be asked to stop the behavior and will be asked to leave the classroom. Continued disruptive behavior will result in academic or disciplinary action and possible dismissal from the program.

**Communication**

**Knights Email** - Electronic mail is a vital component of the University of Central Florida and the College of Education communication. Every UCF student is issued an electronic mail account when admitted to the program. Students are responsible for learning how to access e-mail at UCF. “…@knights.ucf.edu” mail will be the official email for College of Education. Students should check e-mail frequently, preferably daily. Students must have anti-virus software, and update the software on a regular basis.

**Professional Communication** - The language you use when writing to your friends or family

Revised amc 04.01.2016 page 7
members in an e-mail or on a social networking website should be different than the language you use when writing to a professor, administrator, colleague, or a client such as a parent. When using professional communication, spelling and grammar should be correct (i.e., capitalize proper nouns) and begin with a greeting (e.g., Hello, Dr. Levin) and end the communication with closing (e.g., Thank You, and sign your name).

**Early Childhood Wiki** – In order to provide you with direct news and resources from our Early Childhood Faculty, we have created a Wiki website for all ECDE Majors to access information and communicate with each other. Important news and dates will be posted on the Wiki along with helpful links and information, videos, and music for you to use as resources in the classroom. The direct link to the Wiki is: [https://ucfearlychildhood.pbworks.com/](https://ucfearlychildhood.pbworks.com/) However, you will not be able to view the Wiki until you are given permission. Contact ece@mail.ucf.edu to be given access to the Wiki.

**Early Childhood Newsletter** - Each month, an Early Childhood Newsletter is e-mailed to Knights Email accounts of all students who are in pending status or full majors in the Early Childhood Development and Education Program. The Newsletter includes information about upcoming deadlines, course textbooks, scholarship information, and "kudos" for some of our students’ achievements.

* Only declared Early Childhood majors (undergraduate and graduate) will receive the Newsletter and have access to the Wiki. Students who are still pending status will not have access to these resources until they have met the requirements for the Early Childhood Program and completed a change of major form.

**Teacher Disposition Expectations and Professional Conduct**

As representatives of the University of Central Florida and the College of Education and Human Performance, students will conduct themselves in a professional manner at all times. They are expected to treat faculty, staff, and peers in a respectful manner and strive to promote an environment that respects human rights, values, and choice of cultural beliefs. Further, students must strive to maintain an optimum level of personal health and well-being in order to promote the same in others.

National Council for Accreditation of Teacher Education (NCATE) has identified professional teaching dispositions as:

*The values, beliefs, and attitudes that pre-professional and in-service teachers demonstrate while using non-verbal and verbal communication in their interactions with communities, colleagues, families and students. These values, beliefs and attitudes are internally held and externally exhibited. In assessing dispositions, there is a distinction between the skill to explain and the ability to use the skill.*

The Early Childhood Development and Education program strives to support developing professionals as they prepare to enter the Early Childhood Development field. As pre-professionals, it is important to develop learning through knowledge, skill acquisition, and professional disposition. Ongoing assessments of students’ professional behavior are conducted by all
ECDE Faculty.

Early Childhood Development and Education majors are also held responsible for the UCF College of Education and Human Performance’s Code of Professional Conduct, which can be found here: http://education.ucf.edu/docs/accreditation/CEDCodeofProfessionalConduct.pdf.

If a student demonstrates behaviors which do not align with program expectations for teacher disposition expectations and/or professional conduct, a remediation plan may be developed for the student to follow. Faculty will monitor the student’s progress with the steps outlined in the remediation plan.

**Academic Honesty**

Honesty is highly valued in the Early Childhood field. Dishonesty has serious legal and ethical implications. Academic dishonesty in any form will not be tolerated. Violations of student academic behavior standards are outlined in The Golden Rule, the University’s Student Handbook. See http://www.goldenrule.sdes.ucf.edu/ for further details. Information may also be obtained from the Office of Student Conduct at (407) 823-2851.

Faculty members may also use www.turnitin.com, to review papers and projects for plagiarism. This website allows instructors to quickly and easily compare each student’s report to billions of web sites, as well as an enormous database of student papers. After submission of the paper, instructors receive a report that states if and how another author’s work was used.

**Academic action will be taken for the following behaviors:**

**Cheating:** When non-permissible written, visual, or oral assistance, including that obtained from another student, is utilized on examinations, course assignments, or projects. The unauthorized possession or use of examination or course-related material shall also constitute cheating.

**Plagiarism:** When another’s work is deliberately used or appropriated without any indication of the source (i.e., journal articles, websites, class notes, personal assignments from other courses), thereby attempting to convey the impression that such work is the student’s own. Any student failing to properly credit ideas or materials taken from another has plagiarized.

A student who has assisted another in any of the aforementioned breach of standards shall be considered equally culpable.

Actions that may be initiated by the course instructor or Early Childhood Faculty Council can include: counseling; loss of credit for specific assignment, examination, or project; or receiving a failing grade in the course. The Office of Student Conduct may also take additional action including: warning, probation, suspension, expulsion, successful completion of a mandatory ethics course prior to registering for future classes, or a permanent conduct record that is accessible by other institutions upon request. The student is notified in writing when action is taken along with the reasons for the action. See www.Z.ucf.edu for UCF policy on grade designation for Academic Dishonesty.

Revised amc 04.01.2016  page 9
Acknowledgement of Receipt and Reading of Student Information Handbook

After you have received and read the UCF Early Childhood Development and Education Student Information Handbook, please read and complete this form and return it to Dr. Judith Levin: Judith.Levin@ucf.edu

All Early Childhood Development and Education students are subject to the provisions in the Student Information Handbook and are responsible to know the policies included in it. Please sign below to indicate that you have received a copy of the UCF Early Childhood Development and Education Student Information Handbook and will abide by the policies included in it.

Please confirm that you have selected Track 2: Early Childhood Development_____  

Print Name:__________________________________________  
PID:______________________________________________  
Signature:__________________________________________  
Date:________________________________________________

This page will be placed in your electronic file.

Note: Failure to sign this form does not exempt a student from the provisions in the Student Information Handbook.

Thank you.
APPENDIXES

ADVISING CHECKLIST:

Please contact Dr. Anne Culp for the current advising checklist anne.culp@ucf.edu
List of Courses in Early Childhood Development and Education (ECDE)
Child Development Track

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDF 2085</td>
<td>Introduction to Diversity for Educators</td>
</tr>
<tr>
<td></td>
<td>must complete prior to admission to ECDE</td>
</tr>
<tr>
<td>DEP 2004</td>
<td>Developmental Psychology OR EEC 1000 Child Growth &amp; Develop.</td>
</tr>
<tr>
<td></td>
<td>must complete prior to admission to ECDE; identify course:</td>
</tr>
<tr>
<td>EDF 2130</td>
<td>Child and Adolescent Development for Educators or</td>
</tr>
<tr>
<td></td>
<td>SOW 3104 Human Behavior and Social Environment I identify which course</td>
</tr>
<tr>
<td>ARE 2000</td>
<td>Early Childhood Art and Creativity (Summer only)</td>
</tr>
<tr>
<td>EEC 2732</td>
<td>Health, Safety, and Nutrition for Young Children (Spring, Sum only)</td>
</tr>
<tr>
<td>MUE 2211</td>
<td>Early Childhood Music and Movement (Summer only)</td>
</tr>
<tr>
<td>SYG 2010</td>
<td>Social Problems</td>
</tr>
<tr>
<td>EEC 3008</td>
<td>Early Childhood Children’s Literature</td>
</tr>
<tr>
<td>EEC 3214</td>
<td>Early Childhood Development</td>
</tr>
<tr>
<td>EEC 3613</td>
<td>Observation and Assessment of Young Children</td>
</tr>
<tr>
<td>EEC 3700</td>
<td>Social and Emotional Development of Young Children</td>
</tr>
<tr>
<td>EEC 4661</td>
<td>Early Childhood Education Theory and Practice</td>
</tr>
<tr>
<td>RED 3310</td>
<td>Early Reading, Writing, and Language Arts</td>
</tr>
<tr>
<td>EEC 4402</td>
<td>Cultural and Family Systems</td>
</tr>
<tr>
<td>EEC 4414</td>
<td>Parent-Child Relations</td>
</tr>
<tr>
<td>EEC 4604</td>
<td>Classroom Management and Guidance of Young Children</td>
</tr>
<tr>
<td>EEX 3450</td>
<td>Young Children with Special Needs</td>
</tr>
<tr>
<td>EEC 4303</td>
<td>Planning Creative Activities in Early Childhood (Summer only)</td>
</tr>
<tr>
<td>EEC 4528</td>
<td>Infant Toddler Care and Education (Spring, Summer)</td>
</tr>
<tr>
<td>PET 4050</td>
<td>Motor Development and Learning (Fa, Sp, Su)</td>
</tr>
<tr>
<td>Electives</td>
<td>3 courses: see list of course electives for Track 2 on advising checklist</td>
</tr>
<tr>
<td>EEC 4940</td>
<td>Practicum: Early Childhood Development</td>
</tr>
<tr>
<td>LiveText Assignments</td>
<td>Course Prefix and Number</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Social/Emotional Development</td>
<td>EEC 3700</td>
</tr>
<tr>
<td>Presentation</td>
<td></td>
</tr>
<tr>
<td>Literacy Assessment Package</td>
<td>RED 3310</td>
</tr>
<tr>
<td>Classroom Discipline and Guidance</td>
<td>EEC 4604</td>
</tr>
<tr>
<td>Plan</td>
<td></td>
</tr>
<tr>
<td>Language in the Classroom</td>
<td>EEC 4604</td>
</tr>
<tr>
<td>Code of Ethics Paper</td>
<td>EEC 4661</td>
</tr>
<tr>
<td>Professional Development Plan</td>
<td>EEC 4661</td>
</tr>
<tr>
<td>Chapter 4 Reading:</td>
<td>EEC 4303</td>
</tr>
<tr>
<td>Differentiating for the Young Child</td>
<td></td>
</tr>
<tr>
<td>Creativity in Curriculum</td>
<td>EEC 4303</td>
</tr>
<tr>
<td>Professional Development Plan</td>
<td>EEC 4940</td>
</tr>
<tr>
<td>Midpoint Evaluation</td>
<td>EEC 4940</td>
</tr>
<tr>
<td>Observations from Supervisor</td>
<td>EEC 4940</td>
</tr>
<tr>
<td>Reflection</td>
<td>EEC 4940</td>
</tr>
</tbody>
</table>
Early Childhood Development and Education

Plan of Action Form

Students who fail any ECDE required course must complete and submit this form.

Student’s Name:                  PID:

Date:

Course Name and Number:

Faculty Name:                  Semester:

Course Grade:

Write an evaluation of your performance in the course listed above. Include an explanation of why you failed the class:

Plan of Action:
Reflect on your evaluation and explanation above. Then, develop an action plan with strategies you will implement by writing a minimum of five strategies for how you plan to be successful in passing this course. Each strategy should be an action (e.g., write down class notes, record each assignment’s due date in a planner, read the assigned course readings, etc.).

STRATEGY 1

STRATEGY 2

STRATEGY 3

STRATEGY 4

STRATEGY 5
Submit this form electronically to Dr. Judy Levin at Judith.Levin@ucf.edu at least two weeks prior to the start of the next semester.

The Early Childhood Development and Education Faculty Council will review the submitted plan of action. The council will approve the student continuing in the program or will recommend program dismissal.
Early Childhood Development and Education
Retention Plan Form

Students who fail two required upper level ECDE courses must complete and submit this form.

Student’s Name: 

PID: 

Date: 

Required Course Name and Number:
Faculty Name: Semester: 
Course Grade: 

Required Course Name and Number:
Faculty Name: Semester: 
Course Grade: 

In the space provided below, you are encouraged to write any comments to the Early Childhood Development and Education Faculty Council regarding your performance in the courses listed above:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Submit this form electronically to Dr. Judy Levin at Judith.Levin@ucf.edu at least two weeks prior to the start of the next semester. 

The Early Childhood Development and Education Faculty Council will review the submitted Retention Plan Form. The council will approve the student continuing in the program or will recommend program dismissal.