Bachelor of Science (B.S.)

Program:
Early Childhood Development and Education

Track 3:
Early Childhood Careers

STUDENT INFORMATION HANDBOOK

(rev 5-2013)
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Track 3: Early Childhood Development
This track is designed for those who are interested in working with young children, and it builds upon the Early Childhood Associates Degree offered at Seminole State. Early Childhood Development majors take a variety of courses related to young children and their learning, development, and family environment. The courses take the knowledge gained in the AS degree and expand on topics and look at many ideas in a more in depth fashion. Throughout the program, students document and reflect upon their accomplishments in a Professional Portfolio, which is continuously reviewed by faculty. 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 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

- Completion of the A.S. degree in Early Childhood Education at Seminole State College
- Have a minimum 2.50 overall GPA for admission to the program. A **minimum** 2.75 GPA is required in the professional and overall GPA prior to admission to EEC 4942 Practicum: Early Childhood Careers and upon graduation.
- Complete Core Requirements: Basic Level with a minimum letter grade of "C" or better
- Meet the Gordon Rule requirements
- Meet foreign language admission requirement

Transfer Students
We strongly recommend that transfer students make an appointment by contacting Direct Connect to receive advisement regarding the College of Education – Early Childhood Development Track III. Direct Connect Advisors will review transcripts and assist with credit transfer. Call (407) 708-2471 or email ucfseminole@ucf.edu to make an appointment.
The Direct Connect office can assist you regarding Early Childhood Development coursework you may have taken with your 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”.

**Early Childhood Development Outline of Courses & Schedule**

A course outline and schedule of Early Childhood Development requirements are found in the Appendix of this handbook. Included in this outline/schedule are a list of the Early Childhood Development Program Prerequisites and Early Childhood Development Upper Division Courses. *It is expected that students follow the course schedule. Courses for the Early Childhood Development degree 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.*

**Early Childhood Development Degree Requirements**

- The successful completion of General Education Courses, Early Childhood Development Program Prerequisites, and Early Childhood Development Upper Division Course Requirements (See Appendix for Schedule of Courses)
  
  Achieve a minimum overall 2.75 GPA and a 2.75 GPA in all courses within the major
  
  All methods/specialization/foundations courses must be completed with a letter grade of "C" (2.0) or higher in each upper level major course
  
  Complete a LiveText Professional Portfolio according to program guidelines

**Assignment of 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 and departmental representative who will monitor progress toward completion of degree requirements. **Contact your assigned advisor BEFORE you enroll in Early Childhood Development classes in order to begin and complete coursework on schedule (see degree audit on myUCF to locate your advisor).** **Note:** Make an appointment via email or telephone with your advisor.

**Practicum**

The EEC 4942 Practicum course is taken during the final semester after all Early Childhood Development coursework is complete. The Practicum experience is a fieldwork internship which links developmental theory with practice. It provides students with a supervised, hands-on experience working with children, parents, families, and/or agencies. **Students must have a minimum overall 2.75 GPA and a minimum 2.75 program GPA prior to acceptance into Practicum.**

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Practicum Application Procedure (students enrolling in practicum must have completed all coursework and have a minimum overall and professional GPA or 2.75):
1.) Students complete practicum application and print a copy of current audit.
2.) Submit both to Deirdre Englehart, UP 3008 by submission deadline*.
3.) Once notified your application has been approved, Dr. Englehart will schedule a time to meet with each student to discuss placement sites and practicum expectations/requirements.
4.) The final step in this process is when each student is given a permission number to enroll in the practicum course for the following semester.
5.) Students who have not met the requirements for enrolling in practicum for the following semester will be notified that approval was denied and the reason for this denial. These students will have to submit a new application and audit once they have met the requirements to apply for practicum.

*Submission Deadlines: (submit practicum application and current audit)
  · For Fall Practicum-May 15
  · For Spring Practicum-September 15
  · For Summer Practicum-February 15

PLEASE NOTE: Applications received after the submission deadline will not be accepted.

**LiveText Educational Portfolio (Early Childhood Development)** — see Appendix for LiveText Portfolio checklist

All Early Childhood Development Majors are required by the College of Education to complete an educational portfolio in order to graduate. All aspects of the portfolio are uploaded to LiveText, an online ePortfolio management system. The specific assignments for your portfolio will be found in your course syllabi and explained in detail. The following items are suggested to prepare for your portfolio:

- Purchase LiveText at the UCF Bookstore, CB&S Books or online at http://college.livetext.com (approximately $98)
- 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 fill out 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.

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Early Childhood Development and Education
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 for students in catalog years through 2008 and a “C” for students in catalog years starting 2009. 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.

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. At times attendance may be part of the grades for a class. (See specific class syllabi.) If you will be absent please notify the instructor so you may obtain needed class information. Students should arrive for class on time and should stay for the full time of the class. Students who will be late or must leave early should discuss the situation with the instructor conducting the class. 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 (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.

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In-class and out-of-class disrespectful and/or rude behavior 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 email at UCF. “…@knights.ucf.edu” mail will be the official email for College of Education Students. 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 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 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. 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, 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 Code of Professional Conduct, which can be found here: [http://education.ucf.edu/docs/accreditation/CEDCodeofProfessionalConduct.pdf](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.

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**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/](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](http://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 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](http://www.Z.ucf.edu) for UCF policy on grade designation for Academic Dishonesty.

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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 Early Childhood Development and Education Faculty on your assigned campus for inclusion in your file:
- South Lake (Clermont) Campus: Ms. Junie Albers-Biddle
- Sanford/Lake Mary Campus: Dr. Deirdre Englehart

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 check one:
___ Track 1: Education: Pre-Kindergarten - Primary (PK-3)
___ Track 2: Early Childhood Development
___ Track 3: Early Childhood Careers

Print Name: __________________________

PID: _______________________________

Signature: _________________________

Date: ______________________________

This form will be placed in your file.
Note: Failure to sign this form does not exempt a student from the provisions in the Student Information Handbook.
Thank you.

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APPENDIX
Bachelor of Science in Early Childhood Development and Education
Early Childhood Development Track (Track 2)

Student Name: ___________________  Advising Date: _______________
PID #: ________________________  Email: _______________________

<table>
<thead>
<tr>
<th>Early Childhood Basic Level Core</th>
<th>credits</th>
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<tbody>
<tr>
<td>EDF 2085  Introduction to Diversity for Educators</td>
<td>3</td>
</tr>
<tr>
<td>EDF 2130  Child and Adolescent Development for Educators</td>
<td>3</td>
</tr>
<tr>
<td>OR DEP 2004 Developmental Psychology OR EEC 1000 Child Growth and Develop.</td>
<td></td>
</tr>
<tr>
<td>MUE 2211  Early Childhood Music and Movement</td>
<td>3</td>
</tr>
<tr>
<td>ARE 2000  Early Childhood Art and Creativity</td>
<td>3</td>
</tr>
<tr>
<td>SYG 2010  Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>EEC 2732  Health, Safety, and Nutrition for Young Children</td>
<td>3</td>
</tr>
</tbody>
</table>

Junior and Senior Years (60 hours)

Semester 1: Fall

| EEC 3700  Social and Emotional Development of Young Children                                  | 3       |
| EEC 4661  Early Childhood Education Theory and Practice                                      | 3       |
| RED 3310  Early Reading, Writing, and Language Arts                                          | 3       |
| PET 4050  Motor Development and Learning                                                      | 3       |
| Restricted Elected with Advisor Approval                                                       | 3       |

Semester 2: Spring

| Restricted Elective with Advisor Approval                                                      | 3       |
| EEC 3613  Observation and Assessment of Young Children                                        | 3       |
| EEC 4402  Cultural and Family Systems                                                         | 3       |
| EEC 3008  Early Childhood Children’s Literature                                               | 3       |
| EEX 3450  Young Children with Special Needs                                                   | 3       |

Semester 3: Summer

| EEC 4303  Planning Creative Activities in Early Childhood                                    | 3       |
| EEC 4528  Infant Toddler Care and Education                                                   | 3       |

Semester 4: Fall or Spring

| EEC 4414  Parent-Child Relations                                                              | 3       |
| EEC 4260  Early Childhood Program Evaluation                                                  | 3       |
| EEC 4211  Science and Math Learning for Young Children                                        | 3       |
| EEC 4314  Effective Practices for Guiding Young Children's Behavior                            | 3       |

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<table>
<thead>
<tr>
<th>Semester 5: Spring, Summer, OR Fall</th>
<th>credits</th>
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</tr>
</thead>
<tbody>
<tr>
<td>EEC 4942 Practicum: Early Childhood Development <em>(Fall, Spring, Summer)</em></td>
<td>12</td>
<td></td>
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<tr>
<td>Restricted Elective with Advisor Approval (3/4XXX level)</td>
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<td></td>
</tr>
</tbody>
</table>

**Checklist: LiveText Portfolio**

*Restricted Electives:*

- EEC 4268 Curriculum Activities in Early Childhood 3 hrs
- TSL 4080 Theory and Practice of Teaching ESOL 3 hrs
- Students in Schools

**Advising Notes:**
<table>
<thead>
<tr>
<th>LiveText Assignments</th>
<th>Course Prefix and Number</th>
<th>Course Name</th>
<th>Date Submitted</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Social/Emotional Development Presentation</td>
<td>EEC 3700</td>
<td>Social and Emotional Development of Young Children</td>
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<tr>
<td>Literacy Assessment Package</td>
<td>RED 3310</td>
<td>Early Reading, Writing, and Language Arts</td>
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<tr>
<td>Code of Ethics Paper</td>
<td>EEC 4661</td>
<td>Early Childhood Education Theory and Practice</td>
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<td></td>
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<tr>
<td>Professional Development Plan</td>
<td>EEC 4661</td>
<td>Early Childhood Education Theory and Practice</td>
<td></td>
<td></td>
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<tr>
<td>Infant-Toddler Curriculum and Communication</td>
<td>EEC 4528</td>
<td>Infant-Toddler Care and Education</td>
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<td>Parent-Training Program</td>
<td>EEC 4414</td>
<td>Parent-Child Relations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diversity in Early Childhood Education: Reflective Paper/Readings</td>
<td>EEC 4402</td>
<td>Cultural and Family Systems</td>
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<td>Professional Development Plan</td>
<td>EEC 4942</td>
<td>Practicum: Early Childhood Development</td>
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<td>Midpoint Evaluation</td>
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<td>Practicum: Early Childhood Development</td>
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<td>Observations from Supervisor</td>
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<td>Practicum: Early Childhood Development</td>
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<tr>
<td>Reflection</td>
<td>EEC 4942</td>
<td>Practicum: Early Childhood Development</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Early Childhood Development and Education
Plan of Action Form
This form is to be completed by students who fail any required upper level Early Childhood Development course.

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. Deirdre Englehart at deirdre.englehart@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

This form is to be completed by students who earn a failing grade in two required upper level early childhood development and education courses.

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. Deirdre Englehart at deirdre.inglehart@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.

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