Child Development Practitioner Apprenticeship Program
Formerly ECE Apprenticeship (ECEM)

Student Handbook

Winter 2013
Child Development Practitioner Apprenticeship Program
(Formerly ECE Apprenticeship)

Student Handbook Index

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INTRODUCTION

Welcome to the Child Development Practitioner (ECEM) Apprenticeship Program, formerly called the ECE Apprenticeship Program.

Please read your handbook carefully every semester. If you have any outstanding questions please do not hesitate to ask them.

We sincerely hope that your studies with Loyalist College will provide you with both professional and personal growth.

Placement Coordinator: Tricia Bonner (Placement info)
PBonner@loyalistc.on.ca 613 969-1913 ext. 2491

Program Clerk: Eve Jelley (General info./Bb9)
EJelley@loyalistc.on.ca 613-969-1913 ext 2393

Program Coordinator: Janice Daley
JADaley@loyalistc.on.ca 613-969-1913 ext 2575

Important Change to CDP Apprenticeship Course Registration Process

To fall within the Ministry of Training Colleges and Universities (MTCU) guidelines, a key element of the Child Development Practitioner Apprenticeship program is to ensure that your school of preference is Loyalist College. Please advise the MTCU and Loyalist College of Changes to your contact information (name/address).

Please continue to review the focus website at www.loyalistfocus.com for up to date information on the CDP program.
PROGRAM DESCRIPTION

The Child Development Practitioner Apprenticeship Program (CDP) consists of a total of 22 courses: 16 theory courses and 6 placement courses. The theory courses are completed through a distance education delivery model. The placement courses are completed at your place of employment as well as other Ontario licensed child care settings. More detailed information concerning placement courses is provided starting on page 15 of this handbook.

In the Child Development Practitioner Apprenticeship Program, students will be expected to access Ontario License Childcare facilities for observations and placement courses.

The distance education delivery model depends upon your ability to plan and manage your time efficiently. While distance education offers convenience and flexibility you should expect to allocate at least 5 hours per week on each course you are registered in.

All courses are offered 3 times a year with start dates in January, May, and September with the exception of LRNE7002 School Age Learning Environment and PLAC7002 School Age Learning Environment Placement which will not be offered in the Spring Semester.

Registration for CDP varies based on MTCU direction. For information regarding upcoming courses visit www.loyalistfocus.com

Parallel to enrollment at Loyalist College, apprentices are also registered as Child Development Practitioner Apprentices with the Ministry of Training, Colleges and Universities (MTCU). You and your employer must enter into a contract, representing your employer’s willingness to support you in gaining specific skills at the workplace as well as the signing-off of your contract which reflects the number of working hours you have accrued.

Upon successful completion of the 22 apprenticeship courses AND the on-the-job training requirements, you are eligible to receive the Child Development Practitioner Certificate of Apprenticeship from MTCU.

It is your responsibility to:
- Notify your MTCU consultant immediately if you change your place of employment. A new contract is required
- Ensure that you provide completion letters from all employers to MCTU. Your MTCU consultant can tell you what information must be included in the completion letter.
APPRENTICESHIP TO ECE DIPLOMA

Successful completion of courses 1-22 AND on-the-job training requirements AND 3 bridging general education college courses, completed within 7 years, is eligibility for ECE Ontario College Diploma from Loyalist College. If interested in obtaining your Diploma from Loyalist College, please contact the CDP Clerk (Contact information on page 3.).

For General Education credits please visit www.loyalistfocus.com and choose 3 courses that you are interested in (all can be done from home as well). They need to fall in any 3 categories below:

- Aesthetic Appreciation
- Civic Life
- Cultural Understanding
- Personal Development
- Social Understanding
- Understanding Science
- Understanding Technology
- Work and the Economy

When you have decided on your courses, email Janice Daley at (jadaley@loyalistc.on.ca), she will send you a message back with her approval

Some courses that you can consider are, if you find another course on the website www.loyalistfocus.com that interests you, let me know and I will check into it to see if it can be approved but not exclusive to:

**Writing: 1 OF:**

COMM 8004 Children's Literature - Introduction
WRIT 8000 Creative Writing - Beginners
ECEP 1004 Children's Literature ECE distance course

**Language: 1 OF:**

LANG 8015 Francais 1
LANG 8042 Italian for Beginners

**ECE Distance Course:**

DEVL 1001 Career and Professional Development (Spaces Available)

**Technology:**

TECH 8017 Safe and Secure Environments

**Computer Course: 1 OF:**

COMP 2003 Excel - Specialist
OFAD 1000 Word - Specialist

**Sociology Course:**

SOCI 1003 Sociology & Canadian Society
LAWS 8007 Racism & Discrimination

**Please note:** Prior to graduation, students will be required to provide proof of current Standard First Aid and CPR Level C Certification approved by the Heart and Stroke Foundation of Ontario AND Students must also provide a copy of their Certificate of Apprenticeship from the MTCU.
PROGRAM LEARNING OUTCOMES

Upon successful completion of the program, you will demonstrate the ability to:

1. Identify the basic principles of development in all domains from conception to adolescence.
2. Critically examine current child development research.
3. Identify and utilize a variety of observation techniques.
4. Act in a manner consistent with the principles of fairness, equity and diversity.
5. Communicate positively with young children.
6. Plan, implement and evaluate programs that foster self-expression and creativity.
7. Meet the needs and interests of individual children by planning, implementing and evaluating small group activities focused on math, language, physical knowledge, and problem-solving skills.
8. Create positive learning environments for infant, toddlers, preschoolers and school-aged children by planning, implementing and evaluating curriculum.
10. Engage in the process of interpersonal communication.
11. Consolidate and apply professional, ethical and philosophical issues.
12. Support the complex process of socialization of the young child.
13. Outline the principles and procedures involved in the administration of an early childhood environment.
15. Integrate curricula and theories of early learning into one’s own professional practice.

COURSE INFORMATION

Course outlines and assignments will be available on the Blackboard 9 (Bb9) on the course start date. Course facilitators will be using the Bb9 as a discussion board for students and it will be used to post pertinent course information that needs to be distributed to students.

It is the responsibility of the student to check their Bb9 frequently to see if there has been any new information posted. It is recommended that students check the Bb9 twice a week.

TEXTBOOKS

Textbooks are not included in course fees. You are responsible for arranging to have the required textbooks for each course. To determine the textbooks required in each course visit www.efollett.com or review your course outline. If you provide the bookstore with your course code they are able to provide you with your textbook information.

Textbooks may be purchased through the Loyalist Bookstore and shipped to you. You can order textbooks online at www.efollett.com.

It is important to purchase your textbooks at the beginning of the semester to ensure a successful start to your course.
Courses are listed in the suggested order of completion.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Prerequisite or Co-requisite</th>
<th>Loyalist Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEVL7000</td>
<td>Child Development I</td>
<td></td>
<td>$70</td>
</tr>
<tr>
<td>ECEP7002</td>
<td>Philosophy of ECE</td>
<td></td>
<td>$70</td>
</tr>
<tr>
<td>COMM7000</td>
<td>Interpersonal Communication</td>
<td></td>
<td>$70</td>
</tr>
<tr>
<td>ECEP7000</td>
<td>Creative Arts</td>
<td></td>
<td>$70</td>
</tr>
<tr>
<td>ECEP7001</td>
<td>Advocacy &amp; Bias-Free Practice</td>
<td></td>
<td>$70</td>
</tr>
<tr>
<td>LRNE7000</td>
<td>Preschool learning Environment I</td>
<td></td>
<td>$70</td>
</tr>
<tr>
<td>PLAC7000</td>
<td>Preschool Learning Env. I Placement</td>
<td>DEVL7000, LRNE7000</td>
<td>$20</td>
</tr>
<tr>
<td>DEVL7001</td>
<td>Child Development II</td>
<td>DEVL7000</td>
<td>$70</td>
</tr>
<tr>
<td>LRNE7001</td>
<td>Preschool learning Environment II</td>
<td>DEVL7000, LRNE7000</td>
<td>$70</td>
</tr>
<tr>
<td>PLAC7001</td>
<td>Preschool Learning Env. II Placement</td>
<td>PLAC7000, LRNE7000</td>
<td>$20</td>
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<tr>
<td>LRNE7002</td>
<td>School Age learning Environment</td>
<td>DEVL7001</td>
<td>$70</td>
</tr>
<tr>
<td>PLAC7002</td>
<td>School Age Learning Env. Placement</td>
<td>LRNE7002</td>
<td>$20</td>
</tr>
<tr>
<td>NUTR7000</td>
<td>Health, Safety &amp; Nutrition</td>
<td></td>
<td>$70</td>
</tr>
<tr>
<td>LRNE7003</td>
<td>Infant/Toddler Learning Environment</td>
<td>DEVL7000, LRNE7000</td>
<td>$70</td>
</tr>
<tr>
<td>PLAC7003</td>
<td>Infant/Toddler Learning Env. Placement</td>
<td>LRNE7003</td>
<td>$20</td>
</tr>
<tr>
<td>LRNE7004</td>
<td>Preschool learning Environment III</td>
<td>LRNE7001, DEVL7001</td>
<td>$70</td>
</tr>
<tr>
<td>PLAC7004</td>
<td>Preschool Learning Env. III Placement</td>
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<td>$20</td>
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<tr>
<td>ECEP7003</td>
<td>Child, Family &amp; Community</td>
<td>COMM7000, ECEP7002</td>
<td>$70</td>
</tr>
<tr>
<td>ECEP7004</td>
<td>Administration</td>
<td>ECEP7003, LRNE7004, PLAC7001</td>
<td>$70</td>
</tr>
<tr>
<td>DEVL7002</td>
<td>Child Development III</td>
<td>DEVL7001</td>
<td>$70</td>
</tr>
<tr>
<td>ECEP7005</td>
<td>Advanced Curricula</td>
<td>DEVL7002, PLAC7004</td>
<td>$70</td>
</tr>
<tr>
<td>PLAC7005</td>
<td>Advanced Curricula Placement</td>
<td>ECEP7005</td>
<td>$20</td>
</tr>
</tbody>
</table>

For registration information go to [www.loyalistfocus.com](http://www.loyalistfocus.com)

Upon completion of courses 1-22 AND the on-the-job training requirements, the Apprentice is eligible to receive a Certificate of Apprenticeship from MCTU.
STUDENT RIGHTS AND RESPONSIBILITIES

All Loyalist students must comply with the manual regarding the Student Rights and Responsibilities located online at:

The Student Rights and Responsibilities includes the below information regarding Compulsory Academic Withdrawal.

COMPULSORY ACADEMIC WITHDRAWAL POLICY

Students who do not successfully complete 50% of the courses or modules in which they enroll in each of two consecutive semesters in the same program or different programs will not be allowed to re-enroll for a third attempt in any Loyalist College program in a subsequent semester unless special permission is granted by the School Dean. If the Dean is unable to grant re-enrolment in the course or program to the student, the student will not be eligible to re-enroll in any program at Loyalist College for a minimum of one calendar year.

Students who do not successfully complete the requirements of an individual course or module after two attempts will require special permission from the School Dean to re-enroll in that course or module for a third time. If the Dean is unable to grant re-enrolment in a specific course or module after two unsuccessful attempts, the student will not be eligible to re-enroll in that course or module for a minimum of one calendar year.

EXEMPTIONS/TRANSFER CREDITS

Exemptions for prior learning are available based on the submission of transcripts and course outlines to the program coordinator for assessment. Permission to assess prior learning must be granted by the Training Consultant at the Ministry of Training Colleges and Universities.

Exemptions from courses in the program are not guaranteed. There is a $25.00 fee charged per course for assessment of exemptions. Students may not exempt or transfer credits more than 75% of program requirements. Students must meet 25% of residing requirements to graduate from Loyalist College. Exemptions from courses in the program are not guaranteed. To apply for transfer credits/exemptions, your post secondary education must have been completed within the last 7 years to be considered for assessment. Please contact Eve Jelley at ejelley@loyalistc.on.ca for an assessment package to assist you in preparing your documentation for submission.

Once the assessment process is completed you will be contact via email. If awarded transfer credits/exemptions and we have received payment for your transfer credits/exemptions your student record will be updated on Banner.
HOW TO LOG ON TO BLACKBOARD 9

Students are only able to log into the Blackboard 9 if they are currently registered in a course and the course has begun according to the course start date.

To log into the Blackboard:
1. Go to www.myloyalist.com
2. Your username is your: firstname lastname
3. Your password is your birth date (YYMMDD)
4. Click on the Blackboard 9 icon.

If you have any problems logging into your course, email the Helpdesk at helpdesk@loyalistc.on.ca or call toll free at 1-888-569-2547 ext 2420.

Once you are logged on you will see a list of courses you are registered in. Please read the student handbook before you start your courses each semester. You will also find a welcome letter, the course outline, assignment package, facilitator information and possibly other specialized information pertaining to the course. The course will not be ready until the start date.

TRANSCRIPTS, RECEIPTS, T2202A AND RECORDS

It is your responsibility to:
• verify your transcripts and request updates if any grades or course information is incorrect
• monitor your progress
• ensure that you are meeting program requirements
• notify the Registrar’s Office of any changes in name, mailing address, telephone number, e-mail address

To view your receipt, grade, or print an unofficial transcript please go to:
1. www.loyalistbanner.ca
2. Click "Enter Secure Area"
3. Your user id is your student number
4. Your PIN number is your birthday in the format of YYMMDD or the PIN you created previously
5. The first time you log into Banner it will state that your PIN has expired and you will need to create a new PIN

WHERE DO I GET HELP?

Technical Assistance: helpdesk@loyalistc.on.ca or 1-888-569-2547 ext 2420
Registration or Withdrawals: 1-866-344-9944
Accounting Inquiries: accounts@loyalistc.on.ca or 1-888-569-2547 ext 2301
Assignments:

All assignments, unless otherwise stated in your assignment package, must be submitted through Blackboard 9. All assignments must be computer generated using Microsoft Word or rtf, double spaced and paginated font size of 12pt with 1 inch margins. All assignments must have a title page with your full name, course facilitator’s name, course name, title of the assignment and the date.

Save your assignment as your name, course code and assignment name. Example: MDunnett-CADW1000_midterm.

If your assignment requires it to be mailed in, it must be postmarked no later than the assignment due date. Include return self-addressed envelope for assignments to be returned, otherwise it will be kept until the end of the semester and destroyed.

All assignments have marks allocated for professional presentation. This includes spelling, grammar and punctuation, clear, concise expression of ideas and proper use of A.P.A style references.

Late assignments will receive a 10% deduction from the grade the first week. Assignments that are more than one week late may not be accepted and will be given a grade of “0”. Requests for an extension will be considered if the request is made to course facilitator prior to the due date. Approval may be needed by the Coordinator for extenuation circumstances and/or documentation such as a doctor’s note.

Assignment Guidelines
Assignments are designed to assess whether you have accomplished the course outcomes. Assignments take a variety of forms that will require you to demonstrate your ability to:

- Communicate clearly, concisely and correctly.

- Locate, analyze and present relevant information, from a variety of sources, in your own words.

- Implement theory into practice.

- Understand, integrate and reflect on content.
# Assignment Guidelines

<table>
<thead>
<tr>
<th>If an assignment requires you to:</th>
<th>Do:</th>
<th>Do Not:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Compare and or contrast</strong> (philosophies/environments/programs, etc.)</td>
<td>• Identify things that are similar and things that are different</td>
<td>• Describe each independently without referring to similarities and differences</td>
</tr>
</tbody>
</table>
| **Discuss** (an issue) | • Conduct research and write a paper that presents your own thoughts, the pros and cons of the issue, and/or evidence to support your belief about the issue  
• Reference all source documents | • Print material from the Internet and submit it as your assignment |
| **Create** (checklist, portfolio, parent handbook, newsletter, memo, budget, resource file, experience file, etc.) | • Gather and analyze samples from a variety of sources  
• Develop your own version | • Submit material that already exists (for example, the parent handbook from your workplace) |
| **Answer review questions** | • Answer the questions in your own words | • Copy the answer from the textbook |
| **Summarize** (an article) | • Identify the purpose of the article and all of the key ideas, in your own words | • Copy the sections you feel are the most important points |
| **Write a research paper** | • Develop a thesis statement  
• Research the topic and write a fact-based paper that proves the thesis statement  
• Reference all source documents | • Copy existing material  
• Express your personal opinions or feelings about the topic |
| **Write an essay** | • Write a paper that presents your understanding of the essay topic  
• Reference all sources | • Copy existing material on the topic |
| **Plan/Implement/Evaluate Activities** | • Use the theories presented in the course to plan/implement/evaluate new activities | • Submit activities planned and presented prior to taking the course |
| **Provide examples** | • Provide relevant examples you have witnessed | • Repeat examples provided in the textbook or readings |
| **Observe** (a child, an environment, etc.) | • Record the facts only  
• Record verbal interactions verbatim | • Interpret and/or analyze what you observed  
• Summarize verbal interactions |
| **Assess** (a child, an environment, etc.) | • Use the assessment tool provided with the course documentation  
• Submit the completed assessment tool | • Interpret or express your opinion about the results of the assessment  
• Submit a summary of the findings |
| **Define** (a word or term used in a text or reading) | • Provide the definition as it is written in the text or reading | • Summarize or interpret the definition |
GRADING SYSTEM

In most cases, students will receive a percentage grade. Grades are submitted to the Registrar’s Office by facilitators and are used in the calculation of program weighted averages. When failed courses appear on the transcript, the numerical grade achieved is calculated in the program weighted average. Other grading symbols (Pass, Fail, Exemption, etc.) are not calculated in weighted average.

In order to receive “A” level marks, assignments must show direct application of the material covered in the required readings.

*A minimum grade of 60% is required to pass all theory courses.*

All placement courses are graded Pass/Fail. Grades for placement courses will not be assigned until your course facilitator receives all the completed forms for the placement.

ACADEMIC INTEGRITY

All Loyalist students must comply with the manual regarding the Student Rights and Responsibilities located online at:


The Student Rights and Responsibilities includes the below information regarding Academic Integrity.

Sanctions for non-compliance range from a written warning to expulsion from the College. All students are expected to conform to the following behaviour:

- represent themselves honestly in all communications, applications, assignments, examinations, and other correspondence;
- this includes the inappropriate use or possession of unauthorized aids or assistance in connection with any form of academic work. It is expected that all work submitted must be one’s own or clearly cited;
- foster a positive learning environment for all individuals and respect the views of others during class discussions;
- use computer resources, including the internet, in accordance with Loyalist College policy and not store or transmit offensive material through computing resources;
- respect and adhere to all policies of Loyalist College relating to student conduct.

Loyalist College will penalize acts that demonstrate disregard for the standards of academic integrity. At minimum, a student will be graded zero on any material thought to be dishonest, but the College may reserve the right to impose a full range of sanctions including suspension or expulsion.

Plagiarism involves submitting work that is substantially copied from the work of another person and representing that work as your own. This includes: the work of other students, books, magazines, information found on the Internet, periodicals, newspapers, etc.
A number of courses have assignments that require you to answer textbook review questions. Copying the answer from the textbook word-for-word is plagiarism. Review questions must always be answered in your own words. The only exception is if the question asks you to define a word or term; definitions can be copied word-for-word.

In order to avoid plagiarism, you must document all your sources both within the text of the written document and in the reference section at the end of the document.

The Academic Integrity Protocol process is available at:

INTERNET, USE FOR RESEARCH PURPOSES

The Internet can be a valuable source of information to students. However, it is your responsibility to evaluate the credibility of information found on the Internet before using it for the purposes of completing assignments.

All five of the following components must be considered:

Source: Note the extension on the website address. A site that ends in .gov comes from the government; .edu is from an educational institution; .org is from an organization; .com may be a commercial site, which may be informative but may also be trying to sell something.

Author: Articles on a credible website have author(s) who are either people or organizations. Authors have credentials and expertise in the subject matter. An e-mail address at the bottom of the page does not signify authorship.

Current: The information must be current. Has the site been updated recently? The date the website was last revised should appear at the bottom of the website page.

Accuracy: Is the information correct and without errors? Is there a reference section? A reference section will include all original sources of information used by the author. Does the article contain facts, interviews or statistics that can be verified elsewhere? Is the information biased with a political, personal or economic agenda? Is the information simply a personal opinion or an attempt to sell something?

Purpose: Is the purpose of the article to educate, inform, influence or sell a product?

If you are satisfied that the information is credible, it is appropriate to reference it to support the content of your assignment. It is not acceptable to simply print material from a website and submit it as your assignment. For example; for an assignment that asks you to discuss a current issue in child care, it would be appropriate to talk about, in your own words, material you find on the website for the Association of Early Childhood Educators, Ontario. It would not be appropriate to simply print the Association’s Position Paper on Universality and present it as your discussion of the issue.
The Student Success Hub offers the following services:

- Student Success Mentoring
- Testing
- Counselling
- International Centre
- Accessibility Services
- Mind and Wellness

**Peer Tutoring – Student Success Hub**
Loyalist College provides a Peer Tutoring service to students who make a formal request to the Student Success Hub. This can be an independent decision to gain academic assistance. Faculty may advise you to seek peer tutoring as well. Peer tutoring is a free service.

Academic tutors are students returning to their second year and have a grade point average of 80% or better. As a tutor you will receive an hourly honorarium. Application forms are available at the Student Success Hub.

**Student Success Mentor is available in 3H7 or 613-969-1913 ext. 2130**
The goal of the Student Success Mentor is to maximize student’s success by developing a partnership with the student in a time management plan, studying strategies etc. The Student Success Mentor will also work with students to develop individual academic plans that support and identify options for success. The Student Success Mentor can also be the gateway to other supports offered at Loyalist College such as Accessibility Services, Counseling, Mental Wellness, Financial Aid, Learn, ACT, Aboriginal Resource Centre, Loyalist Lunchbox Services, Health Offices or academic skills upgrading.

**PLACEMENT INFORMATION**

**CONFIDENTIALITY AND STATEMENT OF EXPECTATIONS**

Prior to starting each placement, you are required to read, sign and submit the Student Confidentiality form and the Statement of Expectations form which are found in your course. You are responsible for submitting original signed copies to the sponsor educator and a photocopy to the course facilitator. Signing these forms indicates your understanding of the expectations regarding; (a) maintaining confidentiality regarding all children, parents, caregivers, staff and workplace events and (b) professional behavior. Violation of these policies may result in termination of the placement and a “Fail” grade.
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Personal information collected on application forms and placement assessment forms, as well as any personal information shared during the completion of assignments or placements, will only be used to assess your learning outcomes and to make decisions concerning your academic status.

Personal information is collected for the administrative and statistical purposes of Loyalist College under the authority of the Ministry of Colleges and Universities Act, R.S.O. 1990, and Regulation 770, as well as the Freedom of Information and Protection of Privacy Act, specifically sections 21 and 49.

General Information

There are 6 placement courses in the CDP Apprenticeship. Placement courses must be completed at licensed childcare facilities as well as an elementary school junior/senior kindergarten classroom.

You may complete a maximum of 4 of the 6 placement courses at your place of employment if it meets age and Ontario licensing requirements. A minimum of 2 placement courses must be completed at another Ontario licensed child care settings/agencies. Placements completed at your place of employment must be completed in a room other than the one in which you typically work and with the appropriated age group.

Your course facilitator must approve your placement location before you start completing placement hours. Your course facilitator and/or your program coordinator have the right to not approve a site.

All placements require a Negative Criminal Record Check and Vulnerable Persons Screen and negative TB Screening prior to starting.

You are responsible for making arrangements to complete placement courses at settings other than your place of employment. You must receive signed, written permission from the centre supervisor and submit it to your course facilitator, along with your placement schedule, prior to beginning your placement. These forms and further information is provided in the Blackboard 9

Placement hours do not count towards your on-the-job training hours.

<table>
<thead>
<tr>
<th>Placement</th>
<th>Group of Children</th>
<th>Placement Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLAC 7000 Preschool 1 Placement</td>
<td>2.5-5 years</td>
<td>42</td>
</tr>
<tr>
<td>PLAC 7001 Preschool 2 Placement</td>
<td>2.5-5 years</td>
<td>96</td>
</tr>
<tr>
<td>PLAC 7002 School Age Placement</td>
<td>JK/SK elementary school</td>
<td>40</td>
</tr>
<tr>
<td>PLAC 7003 Infant &amp; Toddler Placement</td>
<td>0-30 months</td>
<td>40</td>
</tr>
<tr>
<td>PLAC 7004 Preschool 3 Placement</td>
<td>2.5-5 years</td>
<td>96</td>
</tr>
<tr>
<td>PLAC 7005 Advanced Curricula Placement</td>
<td>Approved setting</td>
<td>96</td>
</tr>
</tbody>
</table>
Placement Schedule
You are responsible for developing a schedule for completing the required hours, and submitting it to your sponsor educator and course facilitator for written approval prior to starting the placement. Placement hours must be scheduled in blocks of no less than 3 hours.

Attendance
You are required to be present when scheduled, be punctual and keep an accurate, up-to-date record of attendance, including number of hours worked, on the designated form.

If you are unable to attend during your scheduled hours, you must notify your course facilitator and your sponsor educator. All scheduled hours missed must be made up, at a time agreed upon by you and your sponsor educator.

You are responsible for submitting your record of attendance to your course facilitator upon completion of the required number of hours.

Apprentice Responsibilities
You are responsible for:

- identifying the individual at the centre who will be responsible for completing all evaluation forms (the “sponsor educator”)
- showing the practicum course outline to the sponsor educator
- informing the sponsor educator of all assignments
- arranging with the sponsor educator appropriate times to carry out the assignments and receive feedback
- informing the course facilitator of any concerns about the ability to meet the placement requirements
- maintaining and submitting all required documentation to your course facilitator

Sponsor Educator
The Sponsor Educator must be able to observe you regularly during your placement hours, and be an early childhood educator registered with the College of ECE and in good standing or in JK/SK, the certified classroom teacher.

If you are completing a placement at your place of employment, your sponsor educator must not be a direct co-worker.

If identifying an appropriate sponsor educator is an issue, please contact your course facilitator prior to beginning your placement.
Visit from Course Facilitator
The course facilitator may visit you during scheduled practicum hours. The purpose of a visit is:

- to observe you applying skills and knowledge in the workplace
- to evaluate your skills in the workplace
- to identify your strengths and areas for improvement
- to provide you and your sponsor educator with the opportunity to clarify practicum requirements

Documentation
It is your responsibility to maintain and submit to your course facilitator the following documentation for each placement course:

- Statement of Expectations
- Student Confidentiality
- Negative Criminal Record Check and Vulnerable Persons Screen
- Placement Contact Information
- Placement Schedule
- Record of Attendance
- **Standard** First Aid Certificate and Level C CPR
- Negative TB Screening
- Sponsor Educator Feedback Form (*Please note*: 96 hour placements require a mid-term and a final feedback form.)
- MYCU Agreement form

Evaluation
*Your final grade in placement courses is based on:*

- Feedback provided by your sponsor educator;
- Your assignments, and
- Feedback from course facilitator.

All placement courses are graded Pass/Fail.