



**School of Trades and Professional Services
Education Department
CD292-1 Spring 2021**

- Instructor:** Marsha Postrozny-Torres, Ed.D.
Credentials: Early Childhood PreK-2, Elem. K-5 & Special Ed.& Certificate in Online Teaching
Course Schedule: 135 Practicum hrs. at placement sites
Group Meetings: Fri. 8-9AM in E103 (or 3-4PM) in E105 on 1/8, 1/15, 2/19, 3/19, 4/16, & 4/30/2021
First two group meetings will be held remotely unless otherwise noted.
Google Classroom: Code zy7ahle & Meet link <https://meet.google.com/cltobg3odi?authuser=0&hs=179>
Location: Practicum hours completed at various placement sites; group meetings in E103/5; individual meetings by appointment
Contact: Email: marsha.postroznytorres@guamcc.edu or 735-0264
Office Hours: Tues. & Thurs. 10AM-12PM, Fri. 9-10AM (flexible days/times upon request)
Office hours will be held virtually except for Tues. which is F2F in bldg. E rm. E101
Please make an appointment at least 24 hrs. prior to ensure social distancing.

Course Description

This course provides students with the opportunity to demonstrate professionalism and employ reflective practices while working and/or volunteering 135 hours in an early childhood (birth to third grade setting) under the supervision of a mentor. Practicum students will be required to assist in the classroom as needed which may include conducting observations and assessments, attending meetings, creating a conducive learning environment, and implementing age-appropriate activities.

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Advocate appropriate practices for children, model professionalism, and demonstrate ethical conduct based on guidelines from the National Association of Education of Young Children (NAEYC)
2. Communicate with students, staff and families including those diverse backgrounds and special populations.
3. Implement various developmentally and age-appropriate teaching, assessments and guidance strategies needed to effectively work with young children from birth to age eight.

Course Requirements

Students will be required to work closely with a classroom teacher in an early childhood program (third grade or below). In addition to completing 135 practicum hours, students will be observed by a GCC faculty, lead an activity/lesson, complete a resume, and reflection paper. The classroom teacher will complete a Practicum Rating Scale. More details are described below.

GCC Practicum Overview & Expectations

GCC's Practicum is considered one of the most important experiences in our students' educational program. Practicum provides the opportunity for students to apply the knowledge and skills they acquired throughout their years at GCC with children in a real-world setting. Students are allowed to request a placement location; most decide this based on transportation factors or where they would like to eventually work. Practicum may be done in public schools, private schools, or educational programs that serve a similar group of children. Students are expected to log 135 clock hours for practicum. At least 90 of those hours should be completed with the same group of children. Hours earned in addition to the 90 in the classroom setting may include the following: school/parent meetings, helping clean/organize classroom, professional development, and relevant service learning. Students are representing Guam Community College and are considered guests at their practicum placements. Their disposition should be reflective of a professional educator.

Classroom Teacher Expectations

1. Meets with GCC Practicum student to determine a regular and agreed upon schedule.
2. Assigns GCC student classroom duties and tasks deemed appropriate at an aide's level.
3. Completes the Practicum Rating Scale form before the end of the semester.

GCC Faculty (Practicum Supervisor) Expectations

1. Prepares letter to school site addressed to principal and/or director.
2. Meets with GCC student and conducts an orientation in the beginning of the semester.
3. Schedules whole group, small group, and individual meetings with GCC students as needed.
4. Conducts at least one unannounced and one announced (scheduled) observation visit to observe GCC student in leading an activity/lesson.
5. Conducts additional observation visits as needed.
6. Completes written observation notes of the student to include progress, strengths, and/or areas needing improvement.
7. Consults with classroom teacher on progress and overall grade.

GCC Practicum Student Expectations

Professionalism

1. Dresses appropriately (GCC shirt with Student ID, knee length or longer bottoms, and close toe/comfortable shoes unless otherwise directed).
2. Meet obligations, deadlines, and prepares for class.
3. Contact school and/or classroom teacher if cannot make it to their practicum site as scheduled. Notify practicum site **BEFORE** absence.
4. Creates schedule and gets approval from classroom teacher; schedule should be convenient for both.
5. Assists classroom teacher as needed and is flexible.
6. Notifies GCC practicum faculty of schedule and changes to schedule.
7. Records practicum hours.
8. Attends group and individual practicum meetings scheduled by GCC faculty.
9. Always conducts oneself professionally.
10. Notifies GCC faculty when complete with first 40 hours, 90 hours, and 135 hours; schedules at least one announced visit with GCC faculty member.

Affective & Interpersonal

1. Responds to challenges in a positive manner.
2. Addresses academic and personal issues in a productive manner.
3. Analyzes and takes responsibility for own behavior.
4. Demonstrates awareness of social conventions and expectations.
5. Demonstrates ethical and honest behavior.
6. Demonstrates positive attitude in working with children from culturally and linguistically diverse backgrounds including those with special needs.
7. Uses correct Standard English in writing and speaking.
8. Respects the values and opinions of others.
9. Accepts and uses constructive criticism.
10. Functions effectively in a variety of group roles

Evaluation and Course Requirements

Evaluation includes documentation of hours worked, attendance at group practicum meetings, mentor's and instructor's evaluation of performance, completion of a reflection paper, and a 'working' resume. Rubric tools are attached. (Two pts each day for late submissions up to one week after deadline.)

Activity	Points
Observations	150
Rating Scale	200

Total Points = GRADE	Percent/Grade
900 - 1000 = A	90 – 100% = A
800 - 899 = B	80 – 89% = B

Resume	50
Reflection Paper	100
Practicum Hrs *	200
Meetings** & Communication	6 x 50 = 300
	1000

700 - 799 = C	70 – 79% = C
600 - 699 = D	60 – 69% = D

**Group Meetings on 1/8, 1/15, 2/19, 3/19, 4/16, & 4/30/2021

*135 to 125 practicum hrs = 200 pts; required for possible A in course;
 124 to 116 practicum hrs = 175 pts; maximum course grade B;
 115 to 90 practicum hrs = 150 pts; maximum course grade C
 Below 90 hours: D or below (Not a passing grade.)

Timeline & Communication of Progress

Students will be expected to communicate with faculty by giving updates on progress during scheduled group and individual meetings. The following timeline is meant to assist students in reaching the 135 hour requirement. Students who choose to be placed at a childcare facility will have an extra month to begin due to required clearances.

Week 1	Week 3	Week 7	Week 12	Week 15
Selection of placement (1 st & 2 nd choices)	Confirm placement & start	Confirm completion of 45 hours	Confirm completion of 90 hours	Confirm completion of 135 hours

Resume Assignment (To be submitted by GCC student.)

Due: 3/19/2021

By the time students enroll in practicum, they should have completed almost all of their required courses; some of which may have had a service learning component. Students are encouraged to include education, skills, volunteer and prior work experience in a 1 to 2-page resume. Note that this should be considered a 'working' document which will continue to change as students acquire more life experiences and education.

Points	Criteria	
(5)	Heading	Includes name and contact info
(5)	Objective/Goal/Mission	This is focused, targeted, and concise
(10)	Education	Education section emphasizes <i>relevant</i> coursework, GPA if better than average, what degree expects to attain and when
(10)	Work/Experience	Work/volunteer experience includes job titles, locations, list of duties or accomplishments
(10)	Format	1-2 pages Balanced, easy to read, attractive design
(10)	Grammar/ punctuation	No spelling errors AND No grammatical errors

Practicum Reflection Paper (To be submitted by GCC student.)

Due: 4/30/2021

A reflective practitioner is extremely important in education. Reflective teaching means looking at what you do in the classroom, thinking about why you do it, and thinking about if it works - a process of self-observation and self-evaluation. If you hold high expectations for all and believe performance as an educator impacts learning, then reflection should be an integral part of what you do.

Directions: *Submit a reflection paper on your practicum experience using 12 pt size in Times New Roman font. Within your paper please address what you did or did not gain from the experience and how your practicum experience stimulated your personal growth. Also, explain how your practicum experience **connects with what you learned in your courses at GCC.***

Criteria	Excellent (20 points)	Sufficient (15 points)	Minimal (5 points)	Unacceptable (0 points)
Depth of Reflection ____/20	Response demonstrates an in-depth reflection on, and personalization of the practicum experience. Clear, detailed examples are provided, as applicable.	Response demonstrates a general reflection on the practicum experience. Appropriate examples are provided, as applicable.	Response demonstrates a minimal reflection on the practicum experience. Examples, when applicable, are not provided or are irrelevant.	Response demonstrates a lack of reflection on the practicum experience. Examples, when applicable, are not provided.
Required Components ____/20	Response includes all components and meets or exceeds all requirements indicated in the instructions. Each question or part of the assignment is addressed thoroughly.	Response includes almost all of the components and meets all requirements indicated in the instructions. Each question or part of the assignment is addressed.	Response is missing many components and/or does not fully meet the requirements indicated in the instructions. Few questions or parts of the assignment are not addressed.	Response excludes essential components and/or does not address the requirements indicated in the instructions.
Structure ____/20	Writing is clear, concise, and well organized with excellent sentence/paragraph construction. Thoughts are expressed in a coherent and logical manner.	Writing is mostly clear, concise, and well organized with good sentence/paragraph construction. Thoughts are expressed in a coherent and logical manner.	Writing is unclear and/or disorganized. Thoughts are not expressed in a logical manner.	Writing is unclear and disorganized. Thoughts ramble and make little sense.
Mechanics ____/20	There are no more than three spelling, grammar, or syntax errors per page of writing.	There are no more than five spelling, grammar, or syntax errors per page of writing.	There are more than 10 spelling, grammar, or syntax errors per page of writing.	There are numerous spelling, grammar, or syntax errors throughout the response.
Timeliness ____/20	Submitted assignment three weeks before the end of the semester.	Submitted assignment one week before the end of the semester.	Submitted assignment on or before the last day of the semester.	Submitted assignment late (after semester ended).

Total: ____/100

CD 292 – EDUCATION PRACTICUM RATING SCALE (To be completed by classroom teacher.)

Due 5/1/2021

Practicum Student: _____ Semester/Year: _____

Classroom Teacher: _____

Please rate GCC student on the following competencies by providing appropriate rating. Review with GCC student, sign, and submit via paper or digital copy.

(NA) Not applicable (1-2) Poor (3) Fair (4) Good (5) Excellent

Professionalism and Ethics

Item	Rating
Observes procedures, policies, and routines specific to the assigned placement.	
Demonstrates appropriate behavior, including reporting on time, notifying placement if absent, and dressing appropriately.	
Discusses performance and progress in efficiency and skill application with teachers.	
Develops skills in working with others as members of a team.	
Internalizes and applies the Code of Ethics of the National Association for the Education of Young Children.	
Demonstrates positive attitude in working with children from culturally and linguistically diverse backgrounds including those with special needs.	

Knowledge and Disposition

Item	Rating
Demonstrates problem-solving skills.	
Communicates effectively with families of young children.	
Effectively implements appropriate behavioral management strategies and problem-solving skills in the classroom	
Performs basic food service activities.	
Maintains a healthy and safe environment.	
Demonstrates appropriate interactions while providing for the social, emotional, physical, cognitive, creative, and communication needs of young children.	
Examines expectations in working with students.	

Teaching Strategies

Item	Rating
Prepares teaching materials.	
Adequately uses technology, visuals, and props.	
Develops and implements a learning center.	
Develops and implements an outdoor game.	
Completes a bulletin board or poster.	
Is responsible for opening and closing activities.	
Develops and implements a lesson plan in collaboration with classroom teacher.	

Times absent: ___ days

Times late: ___ days

SUGGESTED GRADE: A B C D F

Student Signature/Date

Classroom Teacher Signature/Date

Comments:

GCC Practicum Observation Checklist *(To be completed by GCC Faculty.)*

Name of GCC Student _____ Location/Mentor _____ Date/Time _____

Background Info (Age/Grade, number present, subject): _____ Circle Visit #: 1 2 3

Practicum Students are expected to assist as needed; however, before completing practicum, they must be observed by GCC faculty in leading at least a 20 minute activity/lesson.

	Comments	Exc (5pts)	Good (3pts)	Could Improve (1pt)	Not Obs(0)
Presentation:					
1.	Presented as scheduled.				
2.	Prepared/organized with all material, supplies, etc.				
3.	Speaks distinctly and uses appropriate tone.				
4.	Treats students with respect.				
5.	Dresses appropriately (including GCC shirt).				
6.	Student aroused class interest at beginning of lesson and demonstrates creativity.				
7.	Lesson Plan Provided.				
8.	Provided immediate feedback to students (i.e praise, comments)				
9.	Subject matter is clearly communicated.				

Methods:					
1.	Employs various instructional methods.				
2.	Uses tools (i.e. technology, props, and/or visuals).				
3.	Encourages active participation by students.				
4.	Uses appropriate class management strategies.				
5.	Individualizes & scaffolds learning when required.				
6.	Incorporates relevant standards, best practices, and guidelines (i.e. UDL, STEM, GELG).				

Content:					
1.	Appears knowledgeable about subject/topic.				
2.	Explains outcomes and concepts clearly.				
3.	Relates concepts to students' interests/experience.				
4.	Provided adequate directions.				
5.	Content is appropriate to age and level.				

Comments on areas needing to be further developed:

Comments on Strengths:

Observer's Signature (GCC faculty) _____

Academic Integrity/Plagiarism: Academic integrity is fundamental to learning and is consistent with the Institutional Learning Outcomes (ILOs) espoused at Guam Community College. The concept of academic integrity lies at the very heart of any college, and learning and scholarship cannot thrive without this fundamental value. Therefore, academic dishonesty cannot be tolerated. Students who commit such acts expose themselves to sanctions as severe as expulsion from the College.

Academic dishonesty can take different forms, including, but not limited to cheating, plagiarism, and technology misuse and abuse. In any situation in which student are unsure of what constitutes academic dishonesty, it is the student's responsibility to raise the question with the instructor. It is also the student's responsibility to be familiar with the student guidelines on academic integrity. Additional information and definitions may be found in the Student Handbook (located on MyGCC).

Accommodative Services: The Office of Accommodative Services provides assistance to individuals with disabilities seeking educational opportunities with Guam Community College. GCC in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), encourages students with a documented disability, and who wish to receive instructional accommodations. Our office is committed to ensuring that students with disabilities are afforded an equal opportunity to access the educational programs and services that GCC has to offer, and to providing reasonable accommodations, adequate to their needs of an individual's disability within a classroom setting, while maintaining the level of academic standards required in all courses and programs at Guam Community College. The office is located in the Student Services and Administration Building, Room 2139.

Communication and Response Time: The instructor will occasionally reply to forum posts but will not dominate the discussions as it is important for us to equally participate and build a conducive online learning community. The instructor will try to reply to posts/comments on the class website within 48 hours (not including weekends). Please try to use the course website for all course-related communication. However, if it is an urgent issue or after 48 hours you have not yet received a response, students may email marsha.postroznytorres@guamcc.edu. Students may also call the office during posted office hours (see above) or leave a message. All grading will be completed no later than one week after assignment is due. Please check class website to review your progress.

Computer Use Disclaimer: GCC provides students with access to various technological tools to help you successfully achieve your educational goals. Although the college takes steps to ensure these tools are accessible and operational, it is the student's responsibility to safeguard and back-up working files at all times

COVID-19: Pursuant to the DPHSS Memo 2020-27 regarding COVID-19 requirements for educational institutions, Guam Community College is committed to the following measures to ensure the safety of our College community regarding COVID-19:

1. If you are feeling ill or are experiencing any flu-like symptoms or symptoms of COVID-19 do not come to class and inform your instructor via myGCC email.
2. All students and employees must wear masks, which is to cover both the nose and the mouth at all times.
3. Hands must be washed or sanitized prior to entering the campus and classroom. It is encouraged that students carry their own personal hand sanitizer to use at any time for your discretion.
4. Proper social distancing measures must be adhered to. All classrooms have been set up according to the 4 feet requirement for educational institutions regarding social distancing.
5. Prior to exiting the class please ensure your area is cleaned and secured appropriately. Students should not leave any personal belongings or trash in the classrooms.
6. Congregating in large groups in hallways or common areas is discouraged.

For further guidance regarding COVID-19 measures please refer to <https://guamcc.edu/COVID19> or the 2020-21 GCC Student Handbook.

Emergency & Evacuation Procedures: In case of any emergency, please contact Student Support Services Office at 735-5555/6/8 or call 688-1758 or 788-2223. **For life threatening emergency, please call 911, and then call Student Support Services Office.** During the phone call, please identify yourself, identify your location (room and building number), and describe the emergency. Student Support Services Office personnel will be at the emergency site immediately. The emergency contact numbers are located at the entrance/exit of each classroom.

If an emergency arises which requires evacuation, it is extremely important that you follow your instructor's directions for evacuating the building, including where to congregate. Although an evacuation plan is posted near the door of each classroom, circumstances could change the posted routes. A fire alarm or bell will be utilized to initiate an evacuation. If there is no electricity, a gong will sound three (3) times. Once the reason for evacuation is resolved, the school bell will ring eight (8) times to signal everyone to return to their assigned buildings. For more information, you may find the GCC Evacuation Procedure on the GCC website at www.guamcc.edu. For any power or water outage on campus, students will be informed via the media (radio stations) and the Pacific Daily News (PDN) Mobile Alert. Make-up classes will be arranged by the instructor when classes resume.

In an effort to keep all GCC constituents current on campus happenings, students are encouraged to sign up for the PDN Mobile Alert System. Instructions to register are posted on MyGCC Campus Announcements or you may log on to www.guampdn.com/SMS, fill out the necessary information, scroll to the GCC section and select emergency alerts and updates.

FERPA Statement: Under the Family Educational Rights and Privacy Act (FERPA), your educational records are confidential and protected. Under most circumstances, your records will not be released without your written consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file. You can learn more about student rights to privacy at the GCC online college catalog in Appendix I (<http://catalog.guamcc.edu>), by visiting the U.S. Department of Education website (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>), or accessing the FERPA Group on MyGCC which is open to all users. If you still have concerns, please email the Registrar's Office at gcc.registrar@guamcc.edu.

Netiquette: If you are joining the synchronous group meetings remotely, please adhere to the following tips:

- ❖ Login at appropriate times and stay on subject.
- ❖ For live video conferences ***mute yourself unless speaking*** and have video cam on if appropriate
- ❖ Students may use Zoom, Google Meet, or the Chat Café (located at top of Moodle) with their classmates to discuss issues related to course, plan projects, and/or brainstorm activity ideas (notify instructor if you would like her to join).
- ❖ Personalize your question or response by addressing your message to the person using his or her name, for example, "Maria, thanks for your suggestions on reading strategies for preschoolers."
- ❖ Be specific: identify what issue, topic, or statement you are responding to.
- ❖ Invite responses to your comment by asking open-ended questions such as, "...so that's what we do in our home. What strategies have you used to get children to complete their homework?"
- ❖ In written forums, avoid using all caps as this is considered shouting online.

Power Outages and Internet/Technical Problems: Occasionally power outages may occur (especially during typhoon conditions) and technical problems with internet connections can happen at any time. Do not wait until the last minute to complete your assignments, and exams. Also it is advisable to download and/or print copies of this syllabus and assignments as these can always be submitted the old fashioned way; on paper in my box in E101.

Resources and Links: Below are links to student services available to assist you in your success: Accommodative Services <https://guamcc.edu/student-life/accommodative-services>
Center for Student Involvement <https://guamcc.edu/csi>
Health Services Center <https://guamcc.edu/HealthCenter> Reach for College <https://guamcc.edu/reachforcollege>
Student Support Services <https://guamcc.edu/student-support-services>

Student Authentication: The College takes several steps to authenticate the identity of students taking online courses. Student authentication in online courses is done through the use of an institution-assigned Unique Identification Number (UID). The College has an established system for generating unique IDs for students and regularly monitors and maintains access credentials and addresses security breaches through the College's Management Information Systems Office and the Ellucian Cloud Team.

Technology/Software Requirements: Technology/Software Requirements: For students who are going to join class synchronously via remote Google Meet link students should have access to internet service at least 15.0 MPBS or higher, Wi-Fi or cable modem and a monitor that will display at least 800x600 pixels (1024x768 preferred). The software used should be Windows 2010, Explorer, or Firefox (latest version). Word processing software may be needed to view some course documents such as Microsoft Office or OpenOffice and complete assignments.

Title IX: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." - Title IX of the Education Amendments of 1972.

Resources and Links: Below are links to student services available to assist you in your success: Accommodative Services <https://guamcc.edu/student-life/accommodative-services>
Center for Student Involvement <https://guamcc.edu/csi>
Health Services Center <https://guamcc.edu/HealthCenter> Reach for College <https://guamcc.edu/reachforcollege>
Student Support Services <https://guamcc.edu/student-support-services>

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Date SAMPLE LETTER TO PLACEMENT SITE

TO: XXXX
Principal, XXXX Elementary School

FROM: Marsha Postrozny-Torres, Ed.D.
Professor, Guam Community College

RE: CD 292 Practicum

Buenas XXXX! Thank you for continued support over the years in providing practicum placements for our GCC education majors. I'm writing to request a placement at your school in a pre-K to third grade classroom of your choice for GCC student, **XXXX**, who is enrolled in practicum for Spring 2021 semester which begins January 6th and ends May 1st 2021.

Practicum provides our students the opportunity to demonstrate entry-level knowledge and competencies deemed essential for working in an educational setting. The focus of the practicum experience is on the student's abilities **at an aide level**. I am requesting that the student be allowed to volunteer 135 hours in a classroom setting with any group of children below the age of nine. It is at your discretion in which classroom to place the student; however, we do request it be with a certified educator.

Each GCC practicum student should be assigned a classroom teacher who (in consultation with the student) may **upgrade the requirements** if appropriate. I will need to observe the student leading a lesson or activity which may be F2F or remote (depending on pandemic situation). Before the end of the semester, the classroom teacher will be asked to complete the Practicum Rating Scale which will be used in determining the student's overall grade along with other factors. Attached is the syllabus and forms for reference.

If you have any questions, comments, or concerns please don't hesitate to contact me at marsha.postroznytorres@guamcc.edu. I appreciate your cooperation in offering our students the opportunity to fulfill their practicum requirements at your school.

Please provide a signed copy of this form to the GCC Practicum Student for verification.

Name of School: _____

Assigned Teacher: _____ GCC Student #1: _____ Room: _____

Assigned Teacher: _____ GCC Student #2: _____ Room: _____

Approved (Signature): _____ Position: _____ Date: _____