

**STATE UNIVERSITY OF NEW YORK  
COLLEGE OF TECHNOLOGY  
CANTON, NEW YORK**



**MASTER SYLLABUS**

**ECHD 410: Internship: Early Childhood Care and Management**

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**SCHOOL OF BUSINESS AND LIBERAL ARTS  
SOCIAL SCIENCE DEPARTMENT – EARLY CHILDHOOD  
FALL 2021**

- A. **TITLE:** Internship: Early Childhood Care and Management Internship
- B. **COURSE NUMBER:** ECHD 410
- C. **CREDIT HOURS:** 3 – 12 credits; 40 hours per week for 15 weeks
- D. **WRITING INTENSIVE COURSE:** No
- E. **GER CATEGORY:** None
- F. **SEMESTER(S) OFFERED:** Spring
- G. **COURSE DESCRIPTION:**  
 This internship course provides the student with practical experience in an early childhood care and management setting. Students will integrate principles of management and administration and concepts and skills learned throughout their BBA course of study in a childcare facility. The internship will be tailored to the individual career interests of the student and the needs of the supervising organization. Internship proposals must be presented and approved prior to course registration.
- H. **PRE-REQUISITES/CO-REQUISITES:**  
 a. Pre - requisite(s): ECHD 409, senior level status in Early Childhood Care and Management and an overall 2.50 GPA, or permission of the instructor  
 b. Co-requisite(s): None
- I. **STUDENT LEARNING OUTCOMES:**  
 By the end of this course, the student will be able to:

|  |                   |   |
|--|-------------------|---|
| <b>PLO 9:</b> Apply leadership and organizational knowledge, skills, and program polices in early care and education settings based on high quality standards of excellence for teachers, families, and children.<br><b>PLO 10:</b> Develop and apply teaching methods and strategies for promoting and supporting quality early care and education for children, families, and the early care and education profession. |                   |   |
| <b><u>Student Learning Outcomes</u></b>  | <b><u>PLO</u></b> | <b><u>ISLO</u></b>                      |
| a. Apply and demonstrate management and administration concepts and skills gained from academic experience to a professional work setting.   | 9 & 10            | 5<br>Professional<br>Industry<br>Skills |
| b. Communicate effectively with supervisors, teachers, families, and children in the internship setting.   | 9 & 10            | 5                                       |
| c. Demonstrate effective organizational and leadership skills.   | 9 & 10            | 5                                       |
| e. Demonstrate professional behavior in all interactions.  | 9 & 10            | 5                                       |
| f. Asses personal strengths and weaknesses based on the responsibility and tasks performed.  | 9 & 10            | 5                                       |

**J. APPLIED LEARNING COMPONENT: YES**

Internship

**K. TEXTS: N/A**

**L. REFERENCES:**

SUNY Canton (2008). *Internship/Culminating Experience Policy*. Canton, NY  
SUNY (2016). *Internships and Co-ops A Guide for Planning, Implementation and Assessment State University of New York University Faculty Senate Internship Guide*. Subcommittee of the UFS Undergraduate Academic Programs and Policies Committee: Albany NY

**M. EQUIPMENT: University Supplied Equipment; students must have access to a computer, internet, SUNY Canton Email, Blackboard and Microsoft Word**

**N. GRADING METHOD: A-F**

**O. MEASUREMENT CRITERIA/METHODS**

- Journal
- Evaluations
- Portfolio
- Internship Summary
- Internship Project

**P. DETAILED COURSE OUTLINE:**

**I. Succeeding as an Intern**

- a. Self-knowledge as a basis for success
- b. Getting to know your internship site and supervisor
- c. The stages of an internship
  - i. Anticipation
  - ii. Disillusionment
  - iii. Confrontation
  - iv. Competence
  - v. Culmination
- d. Resources and Support

**II. Reflective Practice / Weekly Journal**

- a. Log of dates and hours worked
- b. Description of weekly activities
- c. Self-Reflection on professional growth

**III. Early Care and Management Program Project**

- a. Determine the project focus based on needs of site
- b. Plan the project
- c. Design the project
- d. Implement the project
- e. Evaluate the project

**IV. Internship Summary Presentation**

- a. Overview of internship
- b. Personal assessment of performance
- c. Professional growth
- d. Career preparation and plans

**V. Internship Evaluations**

- a. Progress updates
- b. Supervisor / Mentor Evaluations
- c. Self-Evaluation