



# Northampton Community College

## Early Childhood Education Lab Placement Understanding of Participation

**This form serves as the agreement between the Early Childhood Department and the lab facility. It is to be completed by the Program Administrator. After completion:**

- **Cooperating teachers return form electronically to the course instructor (no signature required).**
- **Campus students return hard copy to their course instructor.**

I agree to allow \_\_\_\_\_ (student's name) to complete their required assignments as a student from Northampton Community College (NCC) to fulfill the requirements for either a Certificate or Associate Degree in Early Childhood Education. The facility is licensed by \_\_\_\_\_ and if accredited, by \_\_\_\_\_ and/or if enrolled in a state quality program, name and level \_\_\_\_\_.

**Health and Safety Requirements:** Please confirm that the following information for meeting licensing requirements is on file in the facility's office:

1. A completed Health Form  Yes  No
2. A Criminal Record and Child Abuse Form  Yes  No
3. Two letters of reference  Yes  No

**NCC Responsibilities:** The student's college instructor is responsible for guiding the lab process, and facilitating communication between the college, the student and the cooperating teacher. The college instructor will:

1. Provide course documents that provide all requirements and expectations either in hardcopy and/or on-line.
2. Provide lab packet (hard copy or electronic) to the cooperating teacher that includes *Understanding of Participation, Lab overview, Student Observation Form, Lab Attendance Sheet, NCC Teaching Skills and Strategies Feedback Form, NCC Teaching Skills and Strategies Manual, and NCC Curriculum Manual.*
3. Provide updates to the cooperating teacher explaining assignments and requesting information regarding the intern's progress using email and/or Blackboard, the web based learning system.
4. Provide an on-line forum for cooperating teachers. Teachers who fully participate will receive .5 CEU's from NCC.

**Student Responsibilities:** The student will:

1. Provide Bb technical support to coop teacher as needed
2. Inform cooperating teacher of lab assignments and due dates
3. Meet all requirements of the lab site



**Cooperating Teacher Requirements and Responsibilities:** Please confirm that a cooperating teacher (must meet state requirements as a lead/head teacher) will observe the student's teaching skills and strategies and communicate with the college instructor as follows:

1. Cooperating teacher will observe and provide feedback to student based on the *NCC Teaching Skills and Strategies*. \_\_\_\_Yes \_\_\_\_No
2. Cooperating teacher will provide written documentation of the student's interactions and plans at the end of the semester on the form provided by the college instructor. \_\_\_\_Yes \_\_\_\_No
3. Cooperating teacher will help facilitate a video documentation if required by the student. \_\_\_\_Yes \_\_\_\_No
4. For on-line students: cooperating teacher has basic computer skills and will participate in weekly cooperating teacher forum. \_\_\_\_Yes \_\_\_\_No
5. Cooperating Teacher will want CEU's from NCC. \_\_\_\_Yes \_\_\_\_No

Guidelines for obtaining the CEU will be provided directly to the cooperating teacher.

**Student Learning Opportunities:** Please confirm that the student will have the following opportunities:

The opportunity to:

- Observe and document children's actions and teachers' interactions. \_\_\_\_ Yes \_\_\_\_No
- Use a wide variety of materials and supplies such as water, pretend play props, instruments, paints, children's books, blocks, recorded music, etc. \_\_\_\_Yes \_\_\_\_No
- Interact with children during a period when they have uninterrupted play. \_\_\_\_Yes \_\_\_\_No
- Provide children with developmentally appropriate creative experiences that promote children's ability to think, communicate, and express. These experiences will require children to create their own unique work and may involve "messy" and "noisy" activities (goop, paint, musical bands). The students will be responsible for set-up and clean-up of these learning experiences. \_\_\_\_Yes \_\_\_\_No
- Collect children's work (or sketches/photos of work) to document learning experiences and observations. The center will assign children for photos based on signed clearances. \_\_\_\_Yes \_\_\_\_No
- Interact with parents both formally and informally. \_\_\_\_Yes \_\_\_\_No
- If assigned, provide one videotape that documents a learning experience. This tape will be used for educational purposes only and will be viewed only by the student and college instructor. \_\_\_\_Yes \_\_\_\_No

**Completing the information below and returning a copy of this form denotes agreement.**

Administrator's Name \_\_\_\_\_ Date \_\_\_\_\_

Name of Facility \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

Cooperating Teacher's Name \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

**I agree as noted above.**

Student Name \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Coop returns form to course instructor before Class 2 by email or fax (instructor provides fax number).**