Early Childhood Education Placement
Understanding of Participation

This form serves as the agreement between the Early Childhood Department and the field placement site for students completing field experiences at their worksite or an early childhood school/site. This form is to be completed by the school/site administrator. After completion:

- Online students return form electronically to the course instructor by Class 2.
- 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______________________.

The program provides services to children and families who are culturally, linguistically, or ability diverse. ____Yes   ____No
The facility provides services to children at-risk and families in lower economic settings. _____Yes   ____No

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

1. Current Health Clearance       ____Yes  ____No
2. A Criminal Record and Child Abuse Form    ____Yes  ____No
3. Two letters of reference      ____Yes  ____No
4. A Federal Criminal History Background Check   ____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 forms such as: Understanding of Participation Form, Lab Guidelines, Student Observation Log, 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 (online students only).

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 health and safety requirements of the lab site.
4. Follow lab site guidelines for photographs and video documentation.
5. Initiate and attend orientation meeting with cooperating teacher.
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. Provide written documentation of the student’s interactions and plans at the end of the semester on the form provided by the college instructor (Lab Observation Log).  ____Yes  ____No
2. Help facilitate a video documentation if required by the student.  ____Yes  ____No
3. For on-line students: cooperating teacher has basic computer skills and will participate in weekly cooperating teacher forum.  ____Yes  ____No
4. Participate in ongoing communication about the student’s progress through phone, email or face to face interaction.
5. For Internship Students: Participate in an orientation meeting at beginning and mid semester.
6. For Internship Students: Facilitate weekly planning meetings.
7. Provide ongoing mentoring.

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.

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Administrator’s Name ________________________ E-Mail_____________________________ Date _____________
Name of Facility ___________________________________________________Phone ________________________
Mailing Address _________________________________________________________________________________
Cooperating Teacher’s Name _________________________________ E-Mail _______________________________
Phone ___________________________________

I agree as noted above:
Student Name___________________________________________________________
Date___________________ Phone_______________________ E-mail______________________

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