

# ECE 110-SEMINAR ASSIGNMENT GUIDELINES

ECE 110-Seminar introduces you to the profession of early childhood education and the professional aspects of the career. The assignments and assessment procedures for ECE 110-Seminar are listed below:

Assignment	Pages	Points	Due Date by 11:59 PM
Learning Community Participation	1	1 point	Throughout classes & 7/6
Signed Professionalism Policy Statement	1-2	1 point	9/19 at 11:59 PM
Site Visit & Forms	2-3	1 point	10/23 at 11:59 PM
Professional Development Plan	3	1 point	10/31 at 11:59 PM
Creating ASPIRE Registry Profile	3-4	½ point	10/31 at 11:59 PM
Creating e-Portfolio	4	½ point	10/31 at 11:59 PM

## LEARNING COMMUNITY PARTICIPATION

**Purpose:** The purpose of learning community participation is to:

- Increase the opportunities to co-create knowledge with peers/colleagues
- Provide opportunities for reflection on performance
- Instill accountability for learning and community among all participants

**Task:** Throughout the course, monitor your participation in our learning community using the self-assessment below. At the end of the semester you will formally assess your participation in our learning community.

**Steps:** Follow these steps to assess your participation in our learning community:

1. Review the self-assessment checklist
2. Identify your strengths as a participant in our learning community and opportunities for growth
3. During each learning community session, strive to meet the tasks on the checklist
4. At the end of the course, you will complete the Learning Community Participation Self-Assessment
5. Answer the questions on the bottom of the Self-Assessment, explaining why you placed yourself in each column for each task.
6. Submit the completed handout on Blackboard

Participating in ECE 110-Seminar fosters community, promotes the co-creation of knowledge, and deepens your engagement with the course material. ECE 110-Seminar class participation includes contributing to in-class activities and completing out-of-class assignments. The Self-Assessment Checklist below describes how your class participation will be assessed at the end of ECE 110-Seminar.

**Self-Assessment Checklist**, if you can answer 'yes' to all questions below, you will earn 1 point:

TASK	DID YOU:	Y/N
ENGAGEMENT	Actively participates & engages in class activities & discussions?	
MEMBER OF CLASS	Collaborates with all colleagues & supports the success of all members?	
PREPAREDNESS	Prepare for learning community sessions -- read & have copy of assigned reading(s), materials for class, etc.?	
ASSIGNMENTS	Complete assignments thoroughly & timely?	

## SIGNED PROFESSIONALISM POLICY STATEMENT

**Purpose:** The purpose of signing the BMCC Teacher Education Department Professional Policy Statement is to:

- Ensure you are aware of the BMCC Teacher Education Department Professionalism Policy and program's expectations
- Enhance your identity as an early childhood professionalism
- Introduce you to professionalism at BMCC's Teacher Education Department and in the field of early childhood education

**Task:** Review the BMCC Teacher Education Department Professional Policy Statement, sign, date, and submit the form on Blackboard

Steps: Follow these steps to complete the BMCC Teacher Education Department Professionalism Policy Statement:

1. Navigate to Module 3 on BMCC's Open Lab
2. Open the BMCC Teacher Education Professionalism Policy Statement in Module 3 on OpenLab for ECE 110-Seminar
3. Read through the document
4. Ask any questions you may have about the document and its content
5. Download and save the document to your device
6. Sign the document
7. Save the document again to your device
8. Submit the signed BMCC Teacher Education Department Professionalism Policy Statement on Blackboard, under 'Assignments'

The Teacher Education Department developed Professionalism Policy Statement that explains the Department's definition of professional behavior for the field, expectations for professional behavior for students, and the actions that occur when students engage in discriminatory and/or harmful behavior. ECE 110-Seminar students sign the Professionalism Policy Statement to indicate they have received, reviewed, and understand the Teacher Education Department's Professionalism Policy. To receive credit for completing this assignment:

1. Review the Teacher Education Department's Professionalism Policy Statement
2. Sign the document
3. Submit the signed document on Blackboard for ECE 110-Seminar (under Assignments in Professionalism Policy Statement)

## SITE VISIT AND FORM

Purpose: The purpose of the site visit and chart are to:

- Visit an early childhood classroom
- See how an early childhood classroom functions
- Observe a teacher in an early childhood classroom working with the age group you would like to work
- Connect what you have learned in ECE 110 to the classroom you observe

Task: You will visit an early childhood classroom (infant, toddler, preschool, or young school age), document your observation using the Site Visit Form, then submit the completed form on Blackboard

Steps: Follow these steps to conduct and document your Site Visit and complete the Site Visit Form

1. Determine which age group of children (infants- toddlers, preschool, young school age children) you would like to: 1) work with, 2) are curious about, or 3) learn more about
2. Decide if you want to conduct an in-person visit (go to the site) or a virtual visit (watch a video)
  - a. For an in-person visit:
    - i. Identify a program that you will visit by locating a program and contacting the program
    - ii. Complete the Site Visit Form during your hour-long observation
  - b. For a virtual visit:
    - i. Navigate to Module 7 on ECE 110-Seminar
    - ii. Watch the video(s) for the age group that you would like to: 1) work with, 2) are curious about, or 3) learn more about
    - iii. Complete the Site Visit Form as you watch the video(s)
3. Submit the completed Site Visit Form on Blackboard for ECE 110-Seminar (under Assignments in Site Visit Form)

During ECE 110-Seminar you will have the opportunity to conduct an in-person or virtual observation of a program serving the age group of children you plan to work with. This will give you the opportunity to learn more about the age group and to observe in a classroom with children and teachers. During the observation, complete the *Site Visit Form*. After your site visit, we will share your observations and insights from the *Site Visit Forms* in class. The Self-Assessment Checklist below describes how your *Site Visit Form* will be assessed.

**Self-Assessment Checklist**, if you can answer 'yes' to all questions below, you will earn 1 point:

TASK	DOES THE SITE VISIT FORM:	Y/N
PROMPTS COMPLETED	Have all sections thoroughly completed?	
DETAILED RESPONSES	Contain rich, vivid details & descriptions that are consistent with what occurs in ECE classrooms?	
CONNECTIONS TO CLASS	Have specific meaningful, well-thought out connections to ECE 110?	
REFLECTIONS	Contained meaningful, thoughtful, well-developed reflections?	
CLARITY	Have clear, organized, coherent responses & evidence of proof reading?	

## PROFESSIONAL DEVELOPMENT PLAN

Purpose: The purpose of creating a Professional Development Plan is to:

- Articulate your career goals
- Develop a Identify a plan to achieve your goals
- Foster your identity as an early childhood professionalism

Task: Complete the Professional Development Plan template

Steps: Follow these steps to create your Professional Development Plan

1. Navigate to Module 8 on BMCC's Open Lab
2. Review the questions on the Professional Development Plan and:
  - a. The sample Professional Development Plan
  - b. "Where to Find Answers for your Professional Development Plan"
3. Open the Professional Development Plan document
4. Download and save the blank Professional Development Plan document to your device
5. Answer the questions on the Professional Development Plan, use as exemplars and guides the:
  - a. sample Professional Development Plan
  - b. "Where to Find Answers for your Professional Development Plan"
6. Save your Professional Development Plan again to your device
7. Submit your Professional Development Plan on Blackboard, under 'Assignments'
8. Post your Professional Development Plan on your ECE e-Portfolio, in 'Academic Artifacts for ECE 110-Seminar

A Professional Development Plan enables you to articulate your career goals, your strengths, and opportunities for growth so that you can achieve your goals. The Professional Development Plan may serve as a road map for your career path as an early childhood professional. The Professional Development Plan is meant to be a living document, being revised as your career evolves. The Self-Assessment Checklist below describes how your Professional Development Plan will be assessed.

**Self-Assessment Checklist**, if you can answer 'yes' to all questions below, you will earn 1 point:

TASKS	DOES YOUR PROFESSIONAL DEVELOPMENT PLAN:	Y/N
PROMPTS	Have thorough & complete responses to all of the prompts?	
CONNECTION TO CLASS	Make connections to materials from ECE 110-Seminar?	
REFLECTION	Show evidence of meaningful, well-developed reflections?	
CLARITY	Have organized, coherent, response & show evidence of proof reading?	

## DEVELOPING ASPIRE REGISTRY PROFILE

To facilitate your entry into the early childhood profession, you will begin to develop your ASPIRE Registry profile. Having a profile established will be useful when you begin searching the job market, as all early childhood professionals who work for early childhood programs licensed by the NYS Department of Health

(DOH) and NYS Office of Children and Family Services (OCFS) are required to have an ASPIRE Registry profile. To receive credit for creating your ASPIRE Registry:

1. Take a screenshot of your ASPIRE Registry Profile (sample screen shot on OpenLab)
2. Submit the photo of your ASPIRE Registry profile on Blackboard

## **CREATING ECE E-PORTFOLIO**

While in the early childhood education (ECE) program at BMCC, you will upload artifacts to your ECE e-Portfolio from each of your early childhood classes. The BMCC ECE e-Portfolio is an electronic portfolio that stores your work over time, documenting your growth as an early childhood professional. Each ECE class at BMCC has a capstone project due at the end of the course. The capstone project is also referred to as an artifact for your e-Portfolio. That project will be uploaded to your e-Portfolio to demonstrate your mastery of the content and learning concepts outlined in the course. To earn credit for creating your ECE e-Portfolio:

1. Claim your e-Portfolio – we will do this together during our last ECE 110-S session together
2. Upload your Professional Development Plan as a PDF to the ECE 110-Seminar page
3. Take screenshot of both your
  - a. personalized e-Portfolio -- the 'About Me' page with your name at the top & the personalized paragraph
  - b. Professional Development Plan uploaded to the ECE 110-Seminar page
4. Submit both screenshots on Blackboard for ECE 110-S (under Assignments, in Creating ECE e-Portfolio) to document you have created and personalized your ECE e-Portfolio. Sample screenshots are on OpenLab.