

6/1/2023 DATE

☒ REQUIRED COURSE
☐ ELECTIVE COURSE

SSE _____ DIVISION _____
☐ NEW COURSE
☒ REVISION

Lake Land College

Course Information Form

COURSE NUMBER:	ECE-120		TITLE: (30 Characters Max)		Field Experience Seminar					
SEM CR HRS:	1	Lecture:	1		Lab:	0		ECH:	1	
Course Level:	<input type="checkbox"/> Gen Ed / IAI <input checked="" type="checkbox"/> Baccalaureate /Non-IAI		<input type="checkbox"/> Career/Technical <input type="checkbox"/> Dev Ed/ Not in Degree Audit		Clinical Practicum:	0	SOE/ Internship:	0	SOE ECH:	0
COURSE PCS #	12 12.9999		IAI Code				Contact Hours (Minutes Per Week)			
Repeatable (Y/N):		Pass/Fail (Y/N):		Variable Credit (Y/N):	Min:	Max:	16 Wks	50	8 wks	100
Prerequisites:	Taken the Mod Prior to Field Experience (ECE125) or with approval of program director									
Catalog Description: (40 Word Limit)	This course prepares the student for the Field Experience practicum (ECE125) and includes preparation of credentials for seeking employment.									

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Non-Clinical Internship/ SOE
Field Experience Requirements	3			
CDA Competency Indicators for Portfolio	4			
Resume Writing and Cover Letters	4			
Interviewing	4			
TOTAL	15	0	0	0

EVALUATION				
QUIZZES <input type="checkbox"/>	EXAMS <input checked="" type="checkbox"/>	ORAL PRES <input checked="" type="checkbox"/>	PAPERS <input checked="" type="checkbox"/>	
LAB WORK <input type="checkbox"/>	PROJECTS <input type="checkbox"/>	COMP FINAL <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>	

COURSE MATERIALS	
TITLE:	Prepared Materials from the Instructor
AUTHOR:	
PUBLISHER:	
VOLUME/EDITION/URL:	
COPYRIGHT DATE:	

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
Field Experience Requirements	3	Select an appropriate experience site (with approval of instructor.) Summarize field experience expectations.
CDA Competency Indicatorsfor Portfolio	4	State 13 CDA functional areas. Discuss indicators of competency for each of the 13 functional areas that will be used as guidelines to develop the Field Experience portfolio. Identify and write examples of functional area competencies from presented data.
Resume Writing and Cover Letters	4	Discuss the purpose of a resume. Identify basic information to be included on a resume. List guidelines to follow when writing a resume.
		Write a resume utilizing the guidelines discussed. Describe the purpose of a cover letter. Identify basic information that should be included in a cover letter.
Interviewing	4	Describe how to prepare for an interview. List positive tips to observe during an interview as well as negative factors to avoid.

		Discuss how to close an interview on a positive note. Participate in a mock interview using the techniques discussed.
	15	

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:
	<ul style="list-style-type: none"> • Create a professional packet including cover letter, resume and reference letters.
	<ul style="list-style-type: none"> • Design and Prepare a "Me" book.
	<ul style="list-style-type: none"> • Assess early childhood environments and select a site for completing Field Experience Practicum.

* Course Outcomes will be used in the Assessment Software for Outcomes Assessment. Limit to 3 - 5.