

WILLIAM D. FORD CAREER TECHNICAL CENTER  
Future Educators 2  
Course Syllabus 2023-2024  
CIP 13.000                      PSN 19912

Course number: V7420-2              1 Year/3 credits  
   V7420M-2              1 Year/ 2 credits (plus Math Credit)

\*Can also receive 4th yr Math or VPAA Credit, World Language, Science

Instructor/Director: Tracy Vaughan  
Teaching Assistants: Barbara Moore and Gail Kennedy

Time: Monday-Friday  
1st shift --7:25 AM - 10:05 AM  
2nd shift - 11:10 AM - 1:50 PM

Location: Wayne-Westland Educational Dyer Center  
Lab: Sunshine & Rainbows Preschool  
36475 Marquette  
Westland, MI. 48185  
734-419-2112

## **COURSE DESCRIPTION**

The Future Educator 2 Program is a two semester block class; the laboratory section of the program is a Work Based Learning Opportunity. The Michigan Department of Education states that *Work-Based Learning is sustained and progressively intensive interactions with employers or community professionals in real workplace settings, to the extent practicable, or simulated environments at an educational institution that foster in-depth, first-hand engagement with the tasks required of a given career field, that are aligned to curriculum, instruction, and Career and Technical Education (CTE) Program standards.*

This program is designed to prepare students for employment in education and teaching as well as provide an understanding and appreciation of all children. Students continue to study growth and development of children, learn how to plan appropriate activities for the children, study behavior and behavior management, and learn other work related and teaching skills.

### **Course Objectives-**

1. Give examples of how the qualities of effective teaching applies in actual classroom situations
2. Develop an employment portfolio
3. Create a personal philosophy of education
4. Develop a personal portfolio of lesson plans and activities
5. Analyze personal learning styles and intelligences and develop strategies for educating all students
6. Demonstrate clear professional written and oral communication
7. Write educational objectives and lesson plans that include all necessary components
8. Analysis multiple teaching styles and strategies
9. Analysis and evaluate classroom management strategies
10. Develop a Personal Career Plan
11. Complete work based learning experiences

## Future Educators 2 Overview

The Future Educators 2 class consist of: An academic component- Independent Study, workbook assignments, lead & set up hands on workshops, Tests and Quizzes, Notebooks and a Work Based Learning component in which they work in a placement related to early childhood or education.

Book: **Teaching**; Sharleen L. Kato Goodheart-Willcox 2016 Edition  
ISBN: 978-1-63126-009-4

Workbooks: Student Workbook Teaching- Nancy Henke-Konopasek  
Early Childhood Standards of Quality for Prekindergarten – MDE, 2013  
ISBN: 978-1-63126-010-0

### September-October

1. Student paperwork-health forms, DHS clearance, child abuse forms, student info papers, safety forms.
2. **Unit 1: You: The Teacher of Tomorrow-**
3. **Unit 2: The Learner-**
4. Blood borne Pathogens/Universal Precautions
5. Setting up and leading workshops for Future Educators 1 students
6. **Unit 3: The School**
7. **Unit 4: The Teacher**
8. College application procedures

### October-June

1. **Work Based Learning Component** - Daycare/ Preschool/ Head Start/ Kindergarten through Eighth Grade/Early Intervention Programs/Other programs as approved
2. Teamwork/Leadership Skills/Mentoring
3. Performance in employment setting
4. Update Career Building/Job Portfolio

### Certificates That May Be Awarded

Students in this course are eligible to sit for the Child Development Associate (CDA), Michigan Youth Development Associate (MI-YDA), OR ETS ParaPro Assessment exam(s), which provides industry credential(s) that will support students in gaining employment in the future. William D. Ford Career Technical Center's students with a grade of C or higher are eligible. This opportunity is offered at no cost to families.

### Post Secondary Articulated Credits

Students may be eligible to receive free college credits for WDFCTC courses they successfully complete. The qualifications and number of college credit hours available will vary by the program and college with which it is affiliated.

## **CTSOs/Leadership Opportunities:**

**SkillsUSA:** This is a student-led organization. Students may have the option to participate in competitions at the local, state, and national levels.

**Classroom Leadership:** There will be opportunities within the classroom that include a variety of competitions (classroom to regional) designed to enhance leadership (group and independent activities) within the education realm.

## **HEALTH REQUIREMENTS**

Participants in the program must have on file before they can work with the children:

- ***Negative TB test result (also signed by a doctor's office) as well as all their immunizations completed according to the Dept. Human Services Licensing Rules for Child Care Centers.***

*\*Last year's TB test is still valid*

According to the State of Michigan Licensing Rules for a Licensed Child Care Center:

### **R 400.5112 Health of personnel; report.**

- *Rule 112. (2) A center shall have on file evidence that each staff member and each volunteer who has contact with children 4 hrs or more a week for more than 2 consecutive weeks is free from communicable tuberculosis, verified within 2 years before employment and every 2 years thereafter.*

**Any Volunteer working with children will need clearance by the Department of Human Services (DHS), formally the Family Independent Agency, for:**

- **Possible child abuse convictions and will also need to sign forms stating that they have never been convicted of child abuse to be kept on file for each person working with the preschool children according to State Licensing.**
- **A Student may also be screened for any criminal background using I-Chat dependent on age.**

## **GRADING POLICY**

Grades are awarded for academic achievements and performance of duties in the preschool setting. Course work during the 1st semester is equally divided between academic work and performance of assigned duties. During the 2nd semester, performance will account for more of a student's final grade. A participant's ability to function as a member of a cooperating team and to demonstrate excellent work habits and attendance forms an integral part of each evaluation. Professional attitudes toward work, mature behavior as well as being good role models for young children are essential for successful completion of Work Based Learning. In addition, future success on the job and the ability to qualify for promotions in the future are dependent on excellent work habits. Students **MUST** maintain a C average in Future Educators to work in the lab, Sunshine & Rainbows Preschool.

## **GRADING SYSTEM**

**Academic Component:** Grades are earned by successful completion of assigned work, quizzes and tests.

**WBL Component:** Grades are based upon successful performance of tasks and completion of forms used for WBL records. Grades are awarded for each session and final grades for preschool performance are also based on numbers of days in attendance/number of actual preschool days scheduled.

Letter grades are earned and then converted to percentages.

All work is given a point value and those points will be used to calculate the overall percentage for marking period and semester grades.

The grading scale is as follows:

90 - 100%	A
80 - 89%	B
70 - 79%	C
60 - 69%	D
0 - 59%	E

### **EVALUATION:**

Evaluation on academic and laboratory (preschool) performance is computed on a scale, which awards increasing value to student's ability to work effectively with preschoolers in a classroom setting. Quizzes, written / practical examinations are scheduled periodically throughout the course. Written examinations include multiple choice; true false, completion and essay questions. Students earn a performance grade for being present and completing the assigned tasks on preschool days. Students cannot receive credit if they are not in attendance. Therefore, good attendance is critical. Evaluation of students on internship is assessed through their attendance and completion of work done by the students. Student's performance is discussed with them on a daily/weekly basis as necessary to their successful performance of tasks.

### **Work-Based Learning:**

Work-based learning is a valuable experience in which every student in Career and Technical Education is required to participate. All students will be given opportunities to attend a minimum of one field experience each school year. Those students who do not attend the scheduled experience(s) will be required to find a site where they will spend a minimum of one class period in a business related to their program of study. The student will be required to get the teacher's signed permission, the parent/guardian's signed permission, fill out a training agreement to be signed by the site supervisor, and provide their own transportation to and from the site. Upon completion of the field experience, the student will turn in a question and answer assignment provided by the teacher regarding the experience.

## CLASSROOM POLICIES

### Student Conduct

#### The student will observe common rules of courtesy by:

- Showing respect for others, including: staff members, classmates, preschoolers, preschool parents, and guests.
- Using classroom property and equipment properly. (Any abuse of equipment will result in disciplinary action)

#### The student will demonstrate a positive work attitude by:

**Arriving on time.** The program follows the tardy policy as presented in the student handbook. More than 30 minutes late for class will be considered an absence.

#### Calling in absences:

- **Absences MUST be called in BEFORE the start of the shift.** You **MUST** call, text, or email Mrs. Vaughan; failure to do so will result in a zero for the day's employee/participation; however, if the Future Educator office is notified, a student will be excused for the employee/participation portion of the day, for up to a total of **FIVE** days per year. After **FIVE** absences, a zero will be given unless arrangements have been made in advance.  
Frequent absences will affect your grade, as you will fall behind in class work, lab work, and will miss valuable hands-on experiences.
- **Doing your own work.** Do not allow others to copy your work or both parties will receive no grade.
- **Arriving prepared for the activities of the day** i.e. planning done, projects prepared, etc.
- **Turning in assignments.** Each class will have a location to turn in assignments. Late assignments may be reduced one letter grade each day late, after **FOUR** days the assignment will receive a zero.
- **Remaining in assigned work areas during class time.** Students are to remain in class until dismissed by the instructor. Equipment, books, etc. must be put away before leaving class.

## ASSIGNMENTS AND TESTS

- If you are absent, it is your responsibility to check for missed assignments, tests, and lab sessions. Previous days assignments can be found in the google classroom .
- **Tests or quizzes that are taken home, must be turned in the following day to receive credit, NO EXCEPTIONS.**
- You will be expected to come to class prepared. This means that you will have a writing utensil, your notebook, and any work that may be due.

## FINAL PROJECT - PORTFOLIO -

- Each student will complete a job portfolio as a part of the requirements for the second semester.

The portfolio will include a resume, a teaching philosophy, samples of his/her best work, letters of recommendation, and a record of any training/awards related to this course.

### **The student will follow the Rules of Conduct of the William D. Ford Career Technical Center and the Wayne/Westland School District:**

- Because teamwork, positive attitudes, initiative and effort, along with cooperation and efficiency are so important in acquiring and keeping a job, this year focus on these skills.
- Failure to adhere to these expectations may result in discipline ranging from student/teacher conferences to administrative referrals.

### **Book Policy**

A classroom textbook(s) will be issued to each student. The student will be responsible for the care and return of the book issued to them. **If the textbook is not returned or returned in poor condition/damaged when the student leaves the Future Educators Program, the student will be responsible for the cost of replacing the textbook.** Also students will be responsible for any materials they use during the course of the ECTE Program, if these materials are lost, or damaged the student will be responsible for the cost of replacing the book.

### **Dress Code**

*Professionalism* is an important part of the Future Educators Program. Proper Dress is expected at all times.

- Students must dress appropriately, according to the student code of conduct, and employers policies at all times.

### **Personal Hygiene**

Proper Hygiene is required at all times.

### **Tours**

There will be groups of students touring the building from time to time. We will try to operate without interruption. If a member of the group has a question, please feel free to answer. Remember that you are a representative of the Career Tech and the Future Educators Program to the general public and future employers.