Confidentiality/Professional Ethics

All students will be provided with and will read the NAECY Code of Ethical Conduct Standards pamphlet. Students will demonstrate confidentiality when discussing children, students, co-workers, etc. at all times. Students will refrain from using names when discussing observations/experiences in class.

All students must complete a Minnesota Bureau of Criminal Apprehension (BCA) report or will provide a CURRENT (less than one year old) copy of BCA. No students will be allowed to complete internship/practicum without a blue form, not yellow, BCA on file.

Because students attending college are adults, it is expected that each student will be responsible for doing their own work. Students will do their own reading and writing assignments, and their own projects. Students may have their assignments proof read for spelling or grammar errors, but ultimately, the student will do THEIR OWN WORK. Occasionally students will be working on group projects; it is the responsibility of the group to make sure to proof-read each other’s work.

Class/Course Policies

Each child development instructor will determine their own grading policies to determine letter grades. Extra credit may be earned, see individual instructor for options.

Please remember that it can be very distracting and inconsiderate to carry on “side conversations” during classroom lecture. Please limit your “social conversations” to break time.

Eating is not allowed during class time and all beverages must be in closed containers (this does not include Styrofoam coffee/soda containers which are NOT ALLOWED). Closed container means a cap or top that screws on! It is also school policy that students are not allowed to bring children to class/lab.

Students are expected to attend class. It is the responsibility of each student to inform EACH of their instructors when they will be missing class (excused absence). If a student does not call or leave a message for instructor(s) that will be considered an unexcused absence.

Students should check the instructor’s mailbox in the classroom or on-line for daily assignments, handouts, etc. It is the student’s responsibility to find out what assignments, announcements, etc. were given and what was missed in class. Test and assignments may be made up but will be determined by each individual instructor. It is the responsibility of the student to make arrangements with the instructor(s) to set up make-up dates. Do not expect the instructor to contact you about making up work.

If you have an unexcused absence, you will NOT BE ALLOWED to make up tests or assignments. If you have an excused absence, you will have ONE WEEK to turn in assignments or make up tests with an automatic deduction of one letter grade. The exception will be during final week, where situations will be determined on a case-by-case basis. INCOMPLETE GRADES will not be given at the end of the semester unless the student provides a medical excuse (from doctor) or has evidence of extreme family or personal crisis/emergency.
All students must purchase required textbooks and lab supplies. Assignments will be made from textbooks so it is important that students have a textbook. While lab fees cover the cost of consumable supplies, students must provide their own lab supplies (see list provided in the latter part of this booklet).

Late assignment/projects will be deducted ONE LETTER GRADE for each day that it is late. Excused absence work may be turned in up to one week late but instructor will automatically deduct one letter grade.

Students may repeat course in which they received a grade of “D”, “F”, “W”, or “No Credit”. A course may be repeated once and only the higher grade will be used in calculating the grade point average, but both grades will appear on the transcript. Students enrolled in Internship and Practicum classes must achieve a grade of “C” or higher in order to complete graduation requirements.

**Bringing Your Children to School**

School policy prohibits bringing children to class or lab. If you are dropping off assignments it is ok to bring your children with you. **IF YOU DO BRING CHILDREN TO CLASS OR TO WORK IN THE LAB YOU WILL BE ASKED TO LEAVE.** School policy also prohibits leaving children in the cafeteria or otherwise unsupervised during class time.

**Usage of Classroom/Lab Outside of Class Time**

Because of the configuration of the child development classrooms and staff office area it is necessary to occasionally pass through a class that is in session. **If you must access the lab or instructor office, please limit the number of times you pass through the classroom(s) and do so as discretely as possible.**

Between classes and any other unscheduled time, the lab area, which includes the die cuts, laminating machine and computers, are **CLOSED**. If you need to use a computer during break or between classes, please use the library or LTC.

**Student Portfolio’s**

All child development students regardless of whether or not they intend to finish their certificate, diploma or degree will be required to submit one project or assignment from each child development class taken for their professional portfolio. By collecting information for a portfolio, students will be able to better present themselves as child care professionals when interviewing for a job or for entrance into baccalaureate degree programs. There is a portfolio sheet in this packet that students need to use when submitting items for their professional portfolio or they will be provided by the instructor at the end of the semester.

Students will also be required to develop an E-Folio (online portfolio) to compliment their regular portfolio. Students will begin this process in the CDEV 1200 Professional Relations course, with guidance and instruction from their instructor.

**Student Advising**

Student advising will be conducted throughout the year in order to help students achieve their educational, professional and personal goals. All child development students will be assigned either Jill or Dawn as their advisor. Students will be able to sign up for a formal advising time once each semester, if you wish to speak with your
advisor at other times, you may schedule an appointment. If your assigned advisor is not available, please contact the other program advisor.

**Child Development Website/Newsletter**
Each month during the school year the Child Development Department prints a newsletter to help keep adjunct faculty and both full and part-time students aware of important information, announcements, etc. The newsletter is available in the classroom at the beginning of each month and also can be accessed through the DCTC website/Child Development web page.

**Student Organizations**
- **Dakota County Technical College Student Senate** provides student representation, coordinates student activities, creates community awareness and encourages involvement within the school, county and state. Each program is invited to have two senators attend the bi-monthly meetings. If you are interested in participating in Student Senate, please contact Jill or Dawn.
- **Phi Theta Kappa (PTK)** is a nationally recognized honor society for those college students demonstrating academic excellence. Information is available in Student Services.

**Students With Special Needs**
Students who have any disability, either permanent or temporary, which might affect their ability to perform in class, are strongly encouraged to inform their instructor(s) at the start of the semester. Reasonable accommodations can usually be made as long as course objectives are not altered and the instructor has been made aware of the situation in a timely manner. It is the responsibility of the student to work with Support Services and the instructor(s) to see that accommodations are made, therefore, students with special needs need to be in contact with the Student Support Services Office.

**FORMAL Written Projects/Assignments**
Good written communication skills are critical in order to be successful in the program and in the field of child development. The following guidelines should be considered when turning in written assignments/projects:

- a. formal projects/assignments must be typed (word processed) in black ink
- b. work is double-spaced
- c. work needs to be free of spelling errors (note: for every five (5) errors, one letter grade will be deducted)
- d. multiple pages need to be stapled
- e. a title/cover sheet needs to be attached with the following information
  - a. student name
  - b. title of paper/assignment
  - c. date turned in
  - d. name of class
  - e. name of instructor

If you do not have a computer or access to one, the Library has computers for students to use and is open Monday-Friday. The Library Technology Center (LTC) is
located in room 2-103B and is open during the day. Hours for the Library and LTC are by the door to each.

Assignments may be faxed, emailed (as attachment) or put in D2L drop box to child development instructors but will follow the same DUE date policies. If you are using any of these three methods you need to:

a. inform your instructor that a fax is being sent
b. keep a master copy in the event that the technology fails

Activity Cards
In many of the child development class’s students will be required to complete activity cards (available on-line, through the Child Development web page). These cards are used to help students understand the importance of planning and in developing their curriculum file. Included in this packet of information is a hand-out that helps students to better understand how to determine goals for activities.

Students may choose to develop an activity card template on their computer. Any students that choose this option must ensure that the format developed is EXACT with the format on the standard activity card.

Lab Information
Many of the child development classes have lab credits as part of the course. Students are responsible for attending lab section(s). Those students that attend evening classes please note that your lab time is on Thursday night from 5:30-7:30 p.m. There may be other lab times open during the day, check with your instructor(s).

There are many resource books, magazines, equipment and materials that are available to use during lab time. These items are for classroom use only and not available for check out. For items that you need to copy, use one of the coin operated machines in the building. Your instructor will not make copies for you. Make sure to plan ahead and have change!

Students need to provide their own lab supplies (included later in booklet). Your instructor will provide you with a list of additional items you need to supply. It is suggested that these items be kept in an easy to transport plastic tote. Many consumable supplies will be available for student use (construction paper, some felt, some tag board, etc). YOU MUST PROVIDE YOUR OWN SUPPLIES, AND ARE REQUIRED TO HAVE THESE ITEMS WITH YOU DURING LAB TIME. DO NOT EXPECT TO BE PROVIDED WITH SUPPLIES.

While some course projects may require students to make curriculum/enrichment items, it is up to the student to provide their own specialty materials such as felt, polyfoam, etc. The specialty supplies in the room are for instructors to use with students during lab time only. The specialty material cabinet will be locked.

Computer use during lab is for typing papers and creating learning materials, however, be advised that there is a limit! Be conservative! Paper and ink usage will be limited; students will be monitored and limited in their usage.

Be aware of the following when using the laminating machine:

a. machine is available during lab ONLY, no exceptions
b. be conservative with amount of laminating and try laminate many items at a time
c. if the machine begins to slow down, see instructor immediately, this indicates that the laminating film is getting low and may need to be changed

When using the Ellison machine:

a. only pull the handle down ONCE, if you need to pull it down more than once, you either have too much thickness or you are not cutting in the middle of the pad
b. because of the high usage of dies, please be considerate by using only one or two dies at a time
c. die cuts need to be returned to their appropriate spot with the title facing out
d. use scrap paper under felt or fabric in order to keep material from sticking to the cutting pad

When competing lab assignment that require posters, games or materials using student printing, students must use ZANER-BLOSER manuscript print. Most pre-schools and school districts use this print method. A copy of this writing style is included in this handbook.

Remember that children are not allowed in lab or class!

Presenting An Appropriate Professional Image

When representing DCTC on field trips, interviews, off-campus labs, or when completing your internship/practicum it is important that students present an appropriate professional image in their style of dress. Students need to be aware of how they are perceived by the public.

Fashion trends do not necessarily represent what is appropriate in a work/professional setting. It is inappropriate for students to wear work clothes that show bra straps, underwear or bare midriffs. (Spaghetti strap tank tops, halter-tops, low-rise pants, short, shorts and crop tops, dirty, ripped or frayed jeans would be examples of inappropriate dress). Visible body piercings, such as navel and tongue may also be seen as unprofessional. It is important to check with your internship/practicum site as to their dress code (many do have one). Some programs also have policies about tattoos so... when in doubt, ASK.

Child Development Staff

Dakota County Technical College employs two full-time and 3-4 adjunct instructors in order to be able to offer day, evening, weekend and Internet courses. Full time staff who also serve as student advisors are: Jill Behnke 651.423.8398 or jill.behnke@dctc.edu and Dawn Braa 651.423.8315 or dawn.braa@dctc.edu Other adjunct staff that may be teaching on a course-by-course contract this year are: Linda Van der Werf, Cory Woosley and Hope Doerner. Adjunct instructors will provide students with information on how to contact them.

The counselor assigned to the program is Jennifer Robinson-West who is located in Student Services. You can reach Jennifer at 651.423.8217 or Jennifer.West@dctc.edu
Knowing “How” to Study is Important!
Important Tips

1. Have a special place to study. Find a quiet and comfortable place away from noise and distractions.

2. Plan a special time to study. Set aside a special time each day and try to always study during that time.

3. Make use of your planner/calendar. Write down your assignments for every class, every day so that you don’t forget. Write down due dates, reminders, test dates, etc.

4. Be ready to work. Have all your materials ready (books, paper, etc.) when you sit down to study.

5. Aim for success. Think positive and you will do better on your work.

6. Set reasonable goals. Don’t expect to be perfect. Do your best.

7. Manage your time. Keep up with your work so that you are not putting extra pressure on yourself at the end of the semester.

8. Get organized! Keep your books and materials in a consistent place and get prepared the night before for the next day.

9. Follow directions. Listen carefully in class, and write directions down. When in doubt ASK QUESTIONS (chances are if you have a question other class members have the same one!)

10. Be on time for class. You may miss important announcements or information.

11. Ask for help. Don’t be afraid to ask class members or teachers for help in proof reading, making suggestions, helping with ideas, etc.

12. Do your own work. Take responsibility for your own learning and in learning from your own mistakes. Asking for help is great, but having someone write, rewrite or do your assignment is dishonest. The grade you earn is a reflection of you and you alone.

13. Learn how to use reference materials. Carry a pocket dictionary with you. Learn how to locate information in the library.

14. Remember that school is a job. You earn a grade based on your skills and how hard you work. Not everyone student is an A student, and some students may find that college is not the right place for them. Accept your limitations, but always try your hardest.
Dakota County Technical College
Child Development Portfolio/E-folio Check Point

Name ________________________________________________________________

Date ___________ Name of Class/Course _________________________________

Description of portfolio item ____________________________________________

_______________________________________________________________________

Why do you feel this should be in your professional portfolio? How does it represent your ability/talents/skills as a child care professional? __________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________

• IMPORTANT! This information MUST also be entered into your E-folio account.
• Items may be projects, pictures, video tapes, reports, lab assignments, learning material, etc. Make sure your item is protected in a plastic sleeve.
• When you have secured your instructors signature, keep the item in a binder for future use
• This form IS NOT A PART OF YOUR PORTFOLIO, it is for information only


* I verify that the above student did this project in the above mentioned class and entered it into their E-folio account.

_________________________________________________  _____________________
signature of DCTC staff        date

Dakota County Technical College
Child Development Policies/Procedures Agreement

I have read and understand the policies and procedures outlined in the Child Development Handbook and agree to follow them. **(Initial for each page read)**

_____ page 1 _____ page 2 _____ page 3 _____ page 4 _____ page 5 _____ page 6

I have read and understand the Code of Ethical Conduct Standards set forth by the National Association for The Education of Young Children and agree to follow them.

(initial) ________________________

I hereby grant permission to Dakota County Technical College to release information regarding my Background Check to lab, internship or practicum sites.

(initial) ________________________

I hereby grant permission to Dakota County Technical College to take pictures/videos (traditional or video) of me for marketing/training purposes that may also include the newsletter, online courses and promotional CD.

(initial) ________________________

I hereby grant permission to Dakota County Technical College to take pictures of my work or use examples of my work for demonstration/training purposes.

(initial) ________________________

I hereby grant Dakota County Technical College permission to share my home/work/cell phone number with other students, staff, lab/OJT staff, potential employers or for other school/ professional reasons.

(initial) ________________________

I hereby grant permission to Dakota County Technical College to share my attendance record and grades with potential employers.

(initial) ________________________

I hereby grant permission to Dakota County Technical College to share my attendance record, grades, or other issues with my parent(s)/guardian.

(initial) ________________________

I understand that failure to comply with the policies of the program may affect my grade(s).

(initial) ________________________

I agree to provide my own lab supplies and textbooks for those classes that require them.

(initial) ________________________

I would like my name, phone number and email address available on a student list so that students, instructors, etc. may contact me when necessary.

Name _______________________________ Phone (h) __________________ (c)__________________

Email Address ______________________________________________________

Home Address ______________________________________________________

City ________________ State ______ Zip ______

________________________     __________________________
student signature         date

* return this sheet to your advisor once you have initialed, signed and dated. This information will be kept on file by your advisor
**Mandatory Lab Supplies- Student Supplied**

All child development students that are taking ANY lab class are required to supply some of their own materials. It is important to bring these materials to class with you each week. You must bring these items with you to class each week. There is no storage space for you to keep these in the classroom.

The following materials are required:

- Large plastic tote (with cover & handle)
- Sharp, adult scissors
- Black ink pen
- Pencil/eraser
- Colored pencils
- Exacto knife
- Ruler
- Rubber cement, Glue Stick and TACKY brand glue (all three items)
- Scotch tape (regular and double stick)
- Large & small paper clips
- Black permanent markers (fine and wide tip)
- Crayons
- Washable colored markers (fine and wide tip)
- Zip-lock bags in a variety of sizes, especially sandwich, quart & gallon
- Hole punch (single)
- Stapler (w/staples)

Individual instructors may require additional items. Most paper, paint and some specialty supplies will be provided for lab assignments.

Students need to provide their own tagboard, felt, polyfoam, sponge paper, etc. for curriculum file/enrichment assignments and projects. Students may freely access construction paper.