

WILLIAM D. FORD  
CAREER-TECHNICAL CENTER

Future Educators 1  
Course Syllabus 2024 -2025  
CIP 13.000 PSN 19912

Course number: V7410-1	1 Year/3 credits
V7410M-1	1 Year/ 2 credits (plus Math Credit)

\*Can also receive 4th yr Math, 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  
Sunshine & Rainbows Preschool  
36475 Marquette  
Westland, MI. 48185  
(734) 419-2112

## **COURSE DESCRIPTION**

Future Educators I Program is a two semester block class. In the first marking period the curriculum deals with instruction in the growth and development of young children and an introduction to Early Childhood and Education Careers. The laboratory section of the program, Sunshine & Rainbows Preschool, begins with the arrival of the preschool children in October. Students must successfully complete the academic portion of the class before working with the children. During the second semester, students will complete leader and team member competencies as well as internship experiences at an off-site location.

This program is designed to prepare students for employment in education as well as provide an understanding and appreciation of children of all ages. Students continue to study the 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.

In the on-site lab, which is a state licensed center, Sunshine & Rainbows Preschool, students participate three days a week as classroom assistants and activity leaders. Students learn techniques of teamwork, leadership and participation, career exploration and employment opportunities are studied as part of the core curriculum. Two work experiences are implemented during the year to provide students with insights about working in the "Real World". All specific skills taught are listed in the Future Educators Performance Objectives.

## **Course Objectives - Segments & Competencies**

### **First Semester:**

Human Growth and Development  
Communication and Collaboration  
Diversity  
Classroom Management and Guidance  
Health and Safety  
Learning Environment and Climate  
Ethics and Professional Responsibility  
Systems and Legal Issues  
A1, A2, A3, A4, A5, A6, A7, A8  
B1, B2, B3, B4, B5, B6, B7, B8  
C1, C2, C3, C4, C5, C6, C7, C8 D1, D3, D4,  
D5,

### **Second Semester:**

Employability Skills  
and Career Planning.  
Applied Learning and Field  
Experience  
Instructional Strategy/Technology  
Curriculum Planning and Assessment  
D2,  
E1, E2, E3, E4, E5, E6

Future Educators I class consist of: An academic component- lecture, class assignments, hands on workshops, test and quizzes, and a laboratory component in which we run an on-site licensed preschool three days a week, Wednesday thru Friday for children between the ages of 3 and 5 as well as job shadowing and internship experiences.

### **September-May**

1. **Required State paperwork**-health forms, DHS clearance, child abuse forms, student info papers, safety forms.
2. **Bulletin Boards**-Notes, planning, preparation, quiz
3. **Traditional Manuscript**
4. **Creating a Safe and Healthful Environment** - Blood borne Pathogens, First Aid/CPR/AED
5. **Guiding Children** - Developing Guidance Skills, Establishing Classroom Limits, and daily routines
6. **Learning Experiences for Children:** Teaching & Learning, Art Activities, Language Activities, Dramatic Play Activities, Social Studies Activities, Music & Movement Activities, Science & Math Activities, Activities for Active Play.
7. **Understanding the Profession** - Why Teach? What is School and What is it For? Who Are Today's Diverse Students in a Diverse Society? How Do School Issues Affect Students? What Makes a Teacher Effective? What Should Teachers Know about Technology and Its Impact on Schools? What Are the Ethical and Legal Issues Facing Teachers? What Are the Philosophical Foundations of American Education? What is the History of America's Struggle for Educational Opportunity? How Are Schools Governed, Influenced, and Financed? How Should Education Be Reformed? What are Your Job Options in Education? What Can the New Teacher Expect? What Does It Mean to be a Professional?

### **October-May**

1. **Lesson Planning and Preparation for Preschool Lab** - including: math, science, art, cut & paste, language arts, manipulatives, finger plays, social studies & multicultural, large group, large motor, puppets.
2. **Job Shadowing Experience**- Preschool/ Head Start / Kindergarten through Twelfth Grade /Early Intervention Programs.
3. **Preschool Lab** - Child Observations/Evaluation of progress of preschool children, Preschooler Portfolios, Teamwork/Leadership Skills, Performance in preschool setting, Supervision for Field Trips/Outdoor Play

### **May - June**

1. **Job Shadowing Presentations**- Preschool/ Head Start / Kindergarten through Sixth Grade /Early Intervention Programs.
2. **Internship Experience** - Preschool/ Head Start / Kindergarten through Eighth Grade /Early Intervention Programs.
3. **Student Employment Portfolio**

## **Books:**

**Those Who Can, Teach** – Kevin Ryan, James Cooper, and Cheryl Bolick, Cengage 15th Edition (2022)

ISBN:9780357518441

**Working with Young Children**-Judy Herr, Glencoe 7th

Edition (2012) ISBN: 978-1-60525-436-4

**Workbook:** Early Childhood Standards of Quality for Prekindergarten - MDE (2013)

([www.michigan.gov/documents/mde/ECSQ\\_OK\\_Approved\\_422339\\_7.pdf](http://www.michigan.gov/documents/mde/ECSQ_OK_Approved_422339_7.pdf))

## **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 Future Educators Program, if these materials are lost, or damaged the student will be responsible for the cost of replacing the book.

## **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 successfully completed. The qualifications and number of college credit hours available will vary by the program and college with which it is affiliated.

## **Early Middle College**

Students may be eligible to participate in the Wayne-Westland Early College which is a rigorous program that offers high school students an opportunity to earn college credit hours, industry certification, and an associate degree while still in high school.

Wayne-Westland Community Schools District has partnered with several local colleges and universities to combine the high-school and college experience. Upon completion of this five year program, students will graduate with their high school diploma and up to 60 credit hours, potentially earning their associate degree.

## **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.
- **A physical exam with a doctor's signature** showing the student is in good health and able to work in a Child Care Center.

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, over the age of 18, 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 the Future Educators program. 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.

**Preschool Laboratory Component:** Grades are based upon successful performance of tasks and completion of forms used for preschool 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.

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:**

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

## **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 job shadowing 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 complete an assignment provided by the teacher regarding the experience.

## **CLASSROOM POLICIES:**

### **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 Future Educators 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's 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 you 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, on/after FIVE days the assignment will be scored at 50% of the earned credit.

- **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 printer stand drawer in the classroom or in the Google Classroom..

- **Tests or quizzes that are taken home, MUST be turned in the following day to receive credit, NO EXCEPTIONS.**

- Arrangements must be made in order to make up missing quizzes or tests.

- You will be expected to come to class prepared.

**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 focuses on these skills.
- Failure to adhere to these expectations may result in discipline ranging from student/teacher conferences to administrative referrals.

**SEMESTER 1 FINAL PROJECT-Plan a day**

- **Each student will plan for one preschool day.** He/she will be given a theme around which to plan.
- It will be the student's responsibility to plan for ALL of the activities for that day.

**SEMESTER 2 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 in Future Educators, letters of recommendation, and a record of any training/awards related to Future Educators.

**Dress Code**

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

- Students are expected to wear the Future Educators T-shirt during preschool sessions and field trips. This serves as the program uniform. Students will be given ONE T-shirt. (Students may purchase additional shirts, 2 shirts are recommended.) The student is responsible for the maintenance of his/her shirt(s) during the year. **Failure to wear the uniform on a preschool day will result in loss of credit.**
- Students must dress appropriately (according to student code of conduct) at all times.
- Students must wear shoes that have low heels and backs on them (**NO FLIP FLOPS/open toe sandals on preschool days**).

**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.

## **Future Educators 2**

For those 11th grade students wanting to return to complete a second year in the Future Educators' Program, the following are required:

- Maintain a "C" or better for the entire year
- Maintain outstanding attendance for the entire year
- Complete all required training for the year
- Follow district and building code of conduct
- Exhibit leadership skills, employability, and behavior expectations
- Obtain the recommendation of the Instructor