Student Handbook for BK Graduate Programs
(2018-2019)

Birth-Kindergarten: Interdisciplinary Studies in Education and Development (BK:ISED)

Birth-Kindergarten Initial Licensure Certificate Program (BK:ILP)

Leadership in Infant and Toddler Learning Certificate Program (LITL)

Leadership in Early Care and Education Certificate Program (LECE)

The University of North Carolina at Greensboro
School of Education
Department of Specialized Education Services
and
School of Health and Human Sciences
Department of Human Development & Family Studies
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INTRODUCTION

Welcome to The University of North Carolina at Greensboro (UNCG) and the Birth-Kindergarten graduate program which includes the Birth-Kindergarten: Interdisciplinary Studies in Education and Development (BK:ISED) Master’s program, the Birth-Kindergarten Initial Licensure Certificate (BK:ILP) post-baccalaureate certificate program, the Leadership in Infant and Toddler Learning (LITL) post-baccalaureate certificate program, and the Leadership in Early Care and Education Certificate (LECE) post-baccalaureate certificate program. This manual is intended to assist you by providing the information necessary for successful completion of all of these programs. Read through this manual carefully and refer to it often throughout your graduate studies at UNCG, as it contains important information. For clarification or further information, please consult with your advisor.

PHILOSOPHY OF THE PROGRAMS

The primary goal of these programs is to prepare personnel to assume leadership roles in diverse settings (both educational and community agencies) that develop and implement programming for young children with and without disabilities birth through five years of age. The importance of the family in the development of the young child is recognized as a vital component to all the programs and students experience extensive coursework and field activities with families and in instructional settings (e.g., classrooms, home visitor programs). Another goal of the programs is to train leadership personnel to have a more scientific approach to practice. That is, students will learn to become professionals who evaluate and critically analyze their beliefs and practices in order to perform effectively in an ever-changing field. Toward this end, students are taught to routinely use evidence-based research findings to guide their professional practice. In addition, the programs emphasize preparing students to work with diverse children and families (e.g., socioeconomic, gender, linguistic, ethnic, race, sexual orientation, and ability diversity). Also, students in the BK:ISED program participate in an individualized final internship, a capstone project, in which they demonstrate the knowledge and skills they acquired in the program and how they apply to future career goals.

The program focuses on developing competencies in four major areas essential for effective programming for the learning and development of young children with and without disabilities in inclusive settings. Graduates will demonstrate skills that prepare them to: (1) provide optimal learning experiences related to both typical and atypical development and programming for young children, (2) assume diverse leadership roles and responsibilities related to meeting the needs of young children with and without disabilities, (3) synthesize family priorities, resources and concerns to facilitate the maximum participation of families in providing services for their children, and (4) increase the quality of services through understanding and implementation of appropriate curriculum and interventions.

ADMINISTRATION OF THE PROGRAMS

The BK:ISED, BK:ILP, LITL, and LECE programs are jointly administered by the Department of Human Development and Family Studies (248 Stone Building) in the School of Health and Human Sciences and the Department of Specialized Education Services (444 School of Education Building) in the School of Education. This collaborative relationship provides students with the necessary knowledgebase required to implement instructional services in inclusive settings through a family-centered model that recognizes the importance of the family as a partner in the development of the
young child. Faculty from the two departments are members of the BK Graduate Program Committee.

In addition to the strong collaborative effort between the two co-sponsoring departments, students are encouraged to take courses in other departments as their programs of study allow for this opportunity. Students in the programs participate in highly interdisciplinary and well-coordinated programs that require them to acquire knowledge from multiple disciplines. This strong interdisciplinary focus provides graduate students with a variety of perspectives to integrate an understanding the developing child in the contexts of the family as well as within programs that are developmental and based on evidence-based practices.

**Online Requirements & Recommendations**

**All BK graduate programs are fully online.** A variety of online technologies and software programs are used to ensure full access to the learning environment, material, instructors, and fellow students. Examples of programs are Canvas, WebEx, Wikis, and Blogs. Using a webcam, headset with microphone, and your computer, synchronous classes meet in ‘real time’ with the instructor(s) and students together via WebEx. WebEx is an online program with many classroom capabilities similar to face-to-face classes. Just as in a classroom setting, there are lectures, whole class and small group discussions, and special activities made available by the extensive capability of this program.

There are also asynchronous classes during which the students and professor(s) do not meet at the designated class time, but participate in a variety of diverse learning experiences within the week of that class session. These may be accessed on Canvas, Wiki, Google+ Hangout, VoiceThread, Skype, or any number of learning venues.

**Technology Requirements for BK Graduate Programs**

**Internet Connection**
It is assumed that all students will be able to access course materials via the Internet at basic DSL or cable modem speeds. Internet access over dial-up and satellite connections may create problems for remaining connected in the class sessions. If you are using a wireless connection for your Internet, we recommend remaining close to your router and ensuring that there are not several others using the wireless at the same time. Multiple users often reduce the connection speed and may cause challenges with your connection during the class session.

**Web Camera and Headphone Set**
Most courses in our BK Graduate programs will require the student to have and use a web camera and a headphone set to attend class and to make digital presentations via the Internet. The web camera can be built into your computer or can be an external plug-in web camera. The internal microphone on your computer will not work for our program. You will need to purchase an external headset with a microphone (here is an example: http://www.logitech.com/en-us/headsets). We recommended a wired versus a wireless headset to maintain the best connection during class sessions.
Technology Requirements
To view technology requirements please review the University's IT services. Information related to UNCG support services for lap tops is found at http://its.uncg.edu/Laptop/ and requirements for laptops is found at http://its.uncg.edu/Laptop/Minimum_Requirements/

Microsoft Office Documents
All students will be expected to be able to create, open, and use Microsoft Office compatible documents such as Word documents, Excel spreadsheets, and PowerPoint presentations.

Web Browser
A current version of a web browser is required for online courses. Examples of this are Mozilla Firefox 3 (or higher) and Chrome. We do not recommend use of Internet Explorer or Safari. Persons who have questions about this requirement should contact IT Services (http://its.uncg.edu/Services/). [Note: All of these web browsers are free.]

Operating System Requirements
Windows XP or better or Mac OS X are required to run and view all online resources and WebEx.

Other Software
All students should be able to open Flash video clips and Acrobat pdf files. The Flash Player and Acrobat Reader programs which can meet this requirement are available free of charge from the Adobe. These free applications are available at: http://get.adobe.com/flashplayer/ and http://get.adobe.com/reader/

UNCG Computer Accounts
All enrolled UNCG students are assigned free UNCG computer accounts that are used to access various campus services. Online students will be expected to use these accounts to access various campus services that are needed for online courses.

Additional Considerations
It is important that students have up-to-date equipment to avoid challenges with technology and connectivity. UNCG is able to offer enrolled students special pricing on selected computers and software. Information about these offerings is available at: http://its.uncg.edu/Technology_Purchases/

Technology support is available through UNCG 6-Tech (http://its.uncg.edu/services) and support for Canvas is available at http://courses.uncg.edu/

Technical support for WebEx is available by calling 1-866-229-3239. If you experience technical difficulties with WebEx during class, this is the best number to call for help troubleshooting and resolving any issues.
Other Requirements

Field & Practicum Experiences

Field experiences are included as part of several courses and may emphasize one of three different areas: 1) the family; 2) the community; and 3) teaching. Their purpose is to provide students with a variety of authentic experiences with young children and their families and an opportunity to implement the strategies and techniques discussed in required courses.

Family experiences. Family participation in the BK graduate programs has a powerful and positive impact on the educational learning experiences of our graduate students. Recognizing the importance of the family as the child’s first teacher, graduate students are expected to develop an understanding of, have respect for, and gain knowledge related to families from a variety of backgrounds. Family experiences prepare graduate level personnel to work with young children (birth through age five years) with and without disabilities in inclusive settings, particularly those children from culturally, linguistically, and/or economically diverse populations.

With the consent of participating families, graduate students take part in home-based activities, interact in community activities, and/or attend meetings with families. As a result of these direct experiences with families of children with and without disabilities, graduate students:

- Develop competency in family-centered practices.
- Develop a strong understanding of the role of families in children’s lives.
- Develop a greater appreciation for family participation in each child’s individualized program (IFSP/IEP development).
- Come to view family members as true partners in their child’s learning and development.
- Expand their experiences with children and families from culturally, linguistically, and economically diverse backgrounds.
- Gain an understanding of various community agencies (i.e., how they work, who they serve, procedures, etc.).

Graduate students are expected to address language and cultural differences in a nonbiased and respectful manner, and to be inclusive of children with disabilities throughout their family learning experiences. All information about the children and families should be kept confidential. Therefore, graduate students will not use the real names of any children or family members in written assignments. The graduate student’s written assignments will only be shared with their instructors.

Community experiences. Similarly, students will engage in community-based experiences to learn about the needs and opportunities for young children and their families as well as to prepare them for community collaboration at the local and state level as future professional leaders. Strong community engagement by early childhood professionals is essential to effective services for young children and their families who typically participate in a variety of community services (e.g., public education, child care, health, mental health, etc.). Children with disabilities, children from culturally and linguistically diverse communities, and children with other unique needs may require BK professionals to access additional community services. Thus, BK graduate students need to understand what types of services are available, how to access them, and how to build strong, collaborative partnerships. In addition, the M.Ed. concentration in Early Childhood Leadership and Program Administration provides advanced training within the context of local and state communities in personnel development and support,
budgeting and financial management, early childhood systems and policy, research and evaluation in early childhood, leadership and mentoring, communication, public engagement, assessment, and curriculum within family-centered practices.

**Teaching experiences.** Students in the BK graduate programs may participate in up to two teaching practicum experiences in conjunction with their coursework (i.e., HDF/SES 607, and HDF/SES 606). These courses may be required or taken as electives depending on the specific program of study and must be completed in a public school program or a child care program that meets the requirements of the Practicum Policy found in this Handbook (see Appendix) and distributed in class. In addition, the classroom must have at least one child with a disability, and the practicum must be supervised by a Cooperating Teachers with a NC Teaching License. The practicum experiences (3 hours per week) provide students with meaningful, hands-on learning opportunities to work with diverse children in high quality classrooms. Students will gain high level knowledge and skills in teaching young children with and without disabilities throughout these courses.

Students completing the BK:ILP certificate are also required to complete a 10-week full time student teaching experience. Students completing the BK:ISED Advanced Licensure Concentration who have an initial teaching license in an area other than BK are required to complete 8-weeks of full time student teaching. Grounded in early childhood teaching standards, these courses will equip students to effectively teach children with and without disabilities from birth through kindergarten.

**Leadership and Mentoring**

A primary goal of the BK graduate programs is to prepare students to take on leadership roles in the field of early childhood services. Becoming an effective leader and mentor in the early childhood area is of key importance for the field and for each student as a future leader in this profession. Students are encouraged to pursue leadership opportunities while enrolled in the BK graduate programs.

**Requirements for Courses**

**Policy for Making Course Accommodations for Students with Disabilities**

The BK graduate program staff and faculty fully support the University's policy of making its programs accessible to all qualified students. It is program policy for faculty to make necessary accommodations in courses and to consider appropriate modifications in the program of studies to meet the needs of students with disabilities. Students must submit a written request to the Program Faculty to initiate such actions. They must also be registered at the University's Office of Accessibility Resources & Services as qualifying to receive special support services at [http://ods.uncg.edu/](http://ods.uncg.edu/).

**Grading Policies**

In most graduate courses grades are reported as follows: A, superior; B, good; C, weak but acceptable on a limited basis for graduate credit; F, failure (any level of performance below C); NC, no credit (for
audited courses); I, incomplete; W, withdrawal. Plus/minus grades are incorporated into the GPA for all graduate level courses according to the following scale. It should be noted that a grade of A+ is not permitted for graduate students.

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<th>Grade</th>
<th>Grade Points Awarded Per Hour of Credit</th>
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<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>F/WF</td>
<td>0.0</td>
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For the completion of a graduate degree program, an overall grade point average of B (equivalent to 3.0) is required. To calculate the average, all grades except S and U, are counted in all courses that are attempted and carry graduate degree credit. For BKISED MEd students, after completing nine credit hours of graduate coursework, students must maintain a cumulative GPA of at least 3.0 in all graduate coursework at UNCG to remain in Academic Good Standing. Any student who has completed at least nine credit hours of graduate coursework and whose cumulative GPA for all graduate courses drops below 3.0 will be placed on Academic Probation. Probationary status will be removed if, within the next nine credit hours, a student brings the cumulative GPA to at least 3.0 for all graduate coursework. If probationary status is not removed, the student will be dismissed from the program and is ineligible to continue in The Graduate School. BKILP, LITL and LECE Certificate students must maintain a minimum GPA of 3.0 in all certificate coursework and achieve a minimum overall GPA of 3.0 to graduate. Only three credit hours with a grade of C+ (2.3) or C (2.0) will count towards a certificate. Please see the Graduate Bulletin for additional information on academic eligibility. In the calculation of averages, only grades earned at The University of North Carolina at Greensboro are counted.

**Criminal Background Check**

At the request of the North Carolina Department of Public Instruction, the Collaborative for Educator Preparation at UNCG requires a criminal background check for all students who work in on-campus or off-campus placements with children and other adults. UNCG requires the criminal background check to be completed with Background Investigation Bureau, Inc. (even if you have another one with a different company for your job). This criminal background check must be completed prior to beginning on-campus or off-campus class assignments, practicum placements, or internships involving children, families, and other adults.

All students need to complete the *UNCG’s BIB Criminal Background Check* process for the criminal background check. You may complete the on-line application process at the following web address: https://secureapplicant.com/student/unc-greensboro/ Additional details regarding the cost and the process will be provided in class.
Make sure you have documentation/proof that you have submitted this form. You will need to provide this proof to the instructor(s) for each course in which you will work with children families, and other adults. If you are required to complete practica and/or student teaching, you may be required to complete an additional criminal background check designated by your placement school/center. If you have questions, please contact the Collaborative for Educator Preparation.

**Liability Insurance**

All students enrolled in courses that include field experience are required to purchase professional liability insurance prior to starting any internship, practicum, or student teaching experience (SES 602, SES 603, SES 604, SES 605, SES 649C, HDF/SES 606, HDF/SES 607). Professional liability insurance should be in effect for each course that requires a field experience, as well as during student teaching. In instances in which a student causes damage or injury during the field experience or student teaching, neither the University nor the state of North Carolina will be responsible for providing legal defense for that student or for paying for any judgment, which may be entered against the student.

- Students must provide proof of having current $1,000,000 in Professional Liability insurance to each course instructor before they can participate in any field experiences sanctioned by their program. It is each student’s responsibility to be sure that he/she has Professional Liability Insurance coverage as needed for enrollment in courses with required field experiences. Per the university policy (https://policy.uncg.edu/university-policies/professional_general_insurance/), a fee of $7.50 will be automatically added to the student’s fees each semester s/he is enrolled in a practicum, internship, or student teaching. This fee will only be charged one time per semester regardless of the number of identified courses the student may register for.

- Evidence of having current $1,000,000 in Professional Liability insurance must be in place and will be checked by course instructors every semester that students are placed in UNCG-required activities that involve children in schools or community agencies. Students without the liability insurance will not be allowed to participate in any practicum experiences.

**Technical Standards**

Technical standards include academic requirements and non-academic criteria essential for participation in the early childhood programs. Technical standards include, but are not limited to physical, cognitive, communication, technological proficiency, and attitudinal abilities essential to becoming a professional working with children ages birth through kindergarten as required by professional organizations. The Technical Standards set forth by the early childhood programs establish essential qualities necessary for students admitted to the programs so that they can achieve the knowledge, skills, competencies, and dispositions of an entry-level teacher of Birth through Kindergarten children with and without disabilities. The abilities and expectations listed (see Appendix) must be met by all students admitted to the program, with or without reasonable accommodations. In the event that a student is unable to meet the Technical Standards, with or without reasonable accommodations, the student will not be admitted to the program or allowed to remain enrolled in or to graduate from the program. **Please read the Technical Standards carefully and make sure you have a signed copy in your official graduate student file on file. You will complete the form in SES 601 through CANVAS.**
BK:ISED PROGRAM REQUIREMENTS

The BK:ISED program consists of a minimum of 37 semester hours of graduate course work beyond the Bachelor’s degree plus the pre-requisite requirements. Students are admitted into one of two concentrations: (1) Early Childhood Leadership & Advanced Teaching Licensure or (2) Early Childhood Leadership & Program Administration. It is expected that all admitted students in the Advanced Teaching Licensure concentration will have general teaching competencies and hold an initial B-K teaching license or an initial teaching license in another field of education. Those with initial teaching licenses in other fields of education must satisfy prerequisite requirements and complete eight (8) weeks of student teaching. Because differing backgrounds produce gaps in basic skills for some applicants, it is occasionally required that additional academic work be completed before some students enter the program. The BK:ISED program begins with an orientation and review of the student’s records through individual advising. Prerequisite requirements must be satisfied as early as possible in the program. The BK Graduate Program Committee specifies the prerequisite courses that will be required. The minimum areas include:

- Child or human development
- Basic knowledge of children with disabilities
- Advanced Teaching Licensure concentration - Student teaching (8 weeks required if your license is in an area other than B-K)
- Other requirements as identified by the admissions committee.

Prerequisite and other credits may not be applied toward the M.Ed. degree unless they are courses taken while enrolled in one of the BK graduate post-baccalaureate programs described in this Handbook. In accordance with UNCG’s Graduate Bulletin policies, students may request transfer credit for a limited number of courses taken at another institution. The BK Graduate Program Committee approves any transfer credit.

Courses Required for the M.Ed. Degree (37 semester hours total)

Advanced Teaching Licensure concentration is denoted with an ‘ATL’ and the Leadership and Program Administration concentration is denoted with ‘LPA’.

**Course work related to Theory and Practice (19 s.h.)**

- SES 601 Introduction to Inclusive Birth–Kindergarten Services
- SES 602 Inclusive Family-Centered Practices in Early Childhood
- SES 603 Screening/Assessment in Inclusive Early Childhood Services
- HDF/SES 606 Preschool-Kindergarten Learning in Inclusive Settings (ATL)
  or
- HDF 602 Administration of Early Care & Education Programs: Financial & Personnel Management (LPA)
- HDF 636 Leadership & Mentoring in Educating Young Children
- HDF 633 Advanced Curriculum in Early Childhood Education

**Course work related to Research (6 s.h.)**

- HDF 650 Theory & Research in Early Childhood Development
ERM 604  Methods of Educational Research

**Practicum (6 s.h.)**

SES 604 Internship in Inclusive Early Childhood

**Possible Electives (6 s.h.)**

HDF/SES 607 Infant-Toddler Learning in Inclusive Settings
HDF 634 Contemporary Issues in Early Childhood Policy (LPA required)
SES 543 Inclusion of Individuals with Special Needs
SES 605 Diversity and Inclusive Early Care and Education (LPA required)
SES 643 Issues in Education Individuals with Special Needs
SES 647 Consultation in Education: Theory, Research, Practices
SES 662 Assistive Technology for Inclusive Education
SES 657 Introduction to Behavior Disorders

Or other courses approved through discussion between advisor and student.

Each student is assigned an official advisor once admitted to the program. Students must contact their advisor and make an individual appointment **before** enrolling in graduate courses. Each student must complete a BK:ISED Plan of Study (POS) within 50% completion of their program and preferably by their first semester of study. This plan is developed in consultation with the student’s advisor. A copy of the BK:ISED Plan of Study is included in Appendix A. As noted, the student, the advisor, and the Director of Graduate Studies from the department in which they were assigned must sign the form. Also, it must be filed with the Graduate School. A revised BK:ISED Plan of Study must be completed and filed (same signatures required) during the last semester of coursework if there has been a change and the courses shown on the original Plan of Study were not the same courses taken. Students are responsible for meeting with their advisor **each semester** to review their progress and make any necessary adjustments to their BK:ISED Plan of Study before enrolling in their courses.

**Final Internship: SES 604**

The final internship is the culminating experience prior to graduation for the BK:ISED program. This internship is designed to provide interns with opportunities to synthesize skills and competencies through a supervised and evaluated leadership experience. It is individually tailored to meet the needs of each student based on discussions with his/her advisor. Each student develops a prospectus describing his or her proposed internship, which is reviewed and approved by the BK Graduate Program Committee during the semester prior to the final internship experience. See Appendix A for specific guidelines in developing the prospectus. The types of experiences could include:

1) development and implementation of staff training activities
2) design and implementation of a program evaluation
3) development and implementation of an action research project
4) analysis and critique of curriculum activities and programs
5) development and evaluation of an implemented curriculum model
6) development and evaluation of a specific program targeted to children and/or families

It is expected that students spend a minimum of 225 hours is on their internship activities. Interns are supervised during this leadership experience by one of the program faculty (SES 604). In addition,
seminars are held to discuss internship activities, experiences, and to problem solve. A final product is shared with program faculty and other students in a formal presentation.

**Final Culminating Experience: Professional Portfolio**

All students in the BK:ISED program must successfully complete a professional portfolio, which consists of written documents and formal oral defense presentation. The professional portfolio is designed to assess two competencies: (a) achievement of a reasonable and comprehensive mastery of the subject matter related to Birth-Kindergarten: Interdisciplinary Studies in Education and Development; (b) the ability to integrate the information, derived from course work, self-study, training, and professional experience, and effectively communicate this knowledge to others. The written portfolio has specific guidelines to follow (See Appendix A). The written portfolio is submitted to the student’s advisor and other reviewers by the specified due dates. Students in the Advanced Teaching Licensure concentration must also post the portfolio on Taskstream. Students in this concentration will need to sign up for a Taskstream account in order to complete their final portfolio [www.taskstream.com].

The oral defense is a formal presentation that demonstrates the student’s oral presentation skills as well as their ability to communicate professionally their viewpoints on a particular topic. The oral defense typically takes place within 2-3 weeks after the written portfolio has been submitted. The review committee for BK:ISED students consists of three (3) reviewers, two faculty members and one community-based professional (teacher, early interventionist, administrator, etc.) who evaluate the written portfolio and oral presentation. The reviewers provide the student with concrete feedback and a timeline for submitting the revisions. **The student has one opportunity to revise their portfolio or oral presentation.**

**BK:ILP REQUIREMENTS**

The Birth-Kindergarten Post-Baccalaureate Initial Licensure Certificate program (BK:ILP) provides training for students with a bachelor’s degree seeking an initial NC Birth-Kindergarten teaching license. The BK:ILP certificate is available to individuals with a bachelor’s degree in early childhood education, child development, early childhood special education, or a related field. This certificate program requires 20 semester hours and is offered jointly by the departments of Human Development and Family Studies and Specialized Education Services. The program is designed to provide students with graduate level training and an initial teaching license in BK. The BK:ILP program begins with an orientation and review of the student’s records through individual advising. Prerequisite requirements must be satisfied as early as possible in the program.

**Courses required for the BK:ILP certificate:** (20 hours)

- SES 601 Introduction to Inclusive Birth – Kindergarten (3 s. h.)
- HDF/SES 607 Infant-Toddler Learning in Inclusive Settings (4 s. h. and requires a 3-hour or 6-hour per week practicum experience)
- HDF/SES 606 Preschool-Kindergarten Learning in Inclusive Settings (4 s. h.)
- SES 603 Screening/Assessment in Inclusive Early Childhood Services (3 s. h.)
- SES 649C Student Teaching for 10 weeks (6 s. h.)
Students in the BK:ILP must complete the edTPA and post required items on Taskstream. Students in this certificate option will need to sign up for edTPA and Taskstream accounts [www.taskstream.com].

In their final semester, BKILP students must apply to graduate from the certificate program following the procedures posted on the Graduate School website. Candidates must also provide a final plan of study if changes have been made since the original was submitted. The final plan of study is due by the end of the third week of classes during the last semester of coursework. No graduation fee is charged for certificate candidates.

Gainful employment information can be found at: http://www.unCG.edu/hdf/graduates/BKIL_Gainful%20Employment.html

BK:ILP students have an option for transitioning from this program into the BK:ISED program. Course work from the plan of study for BK:ILP may be applied to the M.Ed. in Birth to Kindergarten: Interdisciplinary Studies in Education and Development (BK:ISED) provided the student meets all admission requirements of The Graduate School, the Department of Human Development and Family Studies, and the Department of Specialized Education Services. Students who wish to transition into the M.Ed. program must submit a new application to The Graduate School in the last semester of their BK:ILP coursework. It is the students’ responsibility to initiate the process and review it with their advisor. The Plan of Study is located in the Appendix and must be completed with your advisor as well as reviewed each semester.

BK:ILP students continuing in the M.Ed. Advanced Teaching Licensure Concentration (BK:ISED-ATL) are required to complete a total of 44 hours (20 hours for the BK:ILP plus 24 more hours for the BK:ISED M.Ed. program). The additional 24 hours for the M.Ed. include:
- HDF 650 Theory & Research in Early Childhood Development (3 s. h.)
- ERM 604 Methods of Educational Research (3 s. h.)
- SES 602 Inclusive Family-Centered Practices in Early Childhood (3 s. h.)
- HDF 633 Advanced Curriculum in Early Childhood Education (3 s. h.)
- HDF 636 Leadership & Mentoring in Educating Young Children (3 s. h.)
- SES 604 Internship in Inclusive Early Childhood (6 s. h.)
- Elective (3 s. h.)
- Professional Portfolio

BK:ILP students continuing in the M.Ed. Leadership and Program Administration Concentration (BK:ISED-LPA) are required to complete a total of 48 hours (20 hours for the BK:ILP plus 28 more hours for the BK:ISED M.Ed. program). The additional 28 hours for the M.Ed. include:
- HDF 650 Theory & Research in Early Childhood Development (3 s. h.)
- ERM 604 Methods of Educational Research (3 s. h.)
- SES 602 Inclusive Family-Centered Practices in Early Childhood (3 s. h.)
- HDF 633 Advanced Curriculum in Early Childhood Education (3 s. h.)
- HDF 636 Leadership & Mentoring in Educating Young Children (3 s. h.)
- SES 604 Internship in Inclusive Early Childhood (6 s. h.)
- SES 605 Diversity and Inclusive Early Care and Education (3 s. h.)
- HDF 602 Administration of Early Care & Education Programs: Financial & Personnel Management (4 s.h.)
Professional Portfolio

LITL PROGRAM REQUIREMENTS

The Post-Baccalaureate Certificate in Leadership in Infant and Toddler Learning (LITL) provides students with graduate level training for early childhood educators working with or on behalf of infants, toddlers and their families. The Certificate requires students to complete 19 semester hours and prepares students to pursue leadership positions in a variety of early care and education settings, including early intervention, Early Head Start, resource and referral, technical assistance, and community colleges. The LITL program begins with an orientation and review of the student’s records through individual advising. Prerequisite requirements must be satisfied as early as possible in the program.

Courses required for the LITL Certificate (19 s.h.):

SES 601 Introduction to Inclusive Birth-Kindergarten Services (3 s.h.)
SES 602 Inclusive Family-Centered Practices in Early Childhood (3 s.h.)
SES 603 Screening/Assessment in Inclusive Early Childhood (3 s.h.)
SES/HDF 607 Infant/Toddler Learning in Inclusive Settings (4 s.h. and requires a 3-hour per week practicum experience)
HDF 636 Leadership & Mentoring in Educating Young Children (3 s.h.)
HDF 650 Theory & Research in Early Childhood Development (3 s.h.)

Gainful employment information can be found at: https://www.uncg.edu/hdf/graduates/Gainful%20Employment.html.

The LITL Certificate may be completed in conjunction with a BKISED M.Ed. If you are interested in obtaining the LITL Certificate and a BK:ISED M.Ed. degree, it is important to plan for both degrees at the same time in order for course sequencing to work well. LITL students who want to seek the BK:ISED M.Ed. degree and the LITL Certificate must apply separately to the UNCG Graduate School for admission to each program. Two separate application and acceptance processes are required. Students are encouraged to consult their advisor or a BK Graduate Program Co-Director for guidance if they are considering completing both the LITL and the BKISED M.Ed. programs so that coursework may be planned accordingly.

Once the LITL coursework is completed, you must apply to graduate from the certificate program following the procedures posted on the Graduate School website. LITL certificate candidates must also provide a final plan of study if changes have been made since the original was submitted. The final plan of study is due by the end of the third week of classes during the last semester of coursework. No graduation fee is charged for certificate candidates. Please note that you cannot be admitted to the Certificate program and graduate from it in the same term.

LECE PROGRAM REQUIREMENTS

The Leadership in Early Care and Education (LECE) Graduate Certificate was an 18-hour certificate...
designed to prepare graduate students for leadership roles in diverse settings (both educational and community agencies). Effective Fall 2018, the LECE Certificate is no longer available for new admissions. Students that were previously accepted to the program may complete the requirements described below. All of the LECE courses except for the elective are embedded in the BK:ISED Master’s degree program. The LECE Plan of Study is located in Appendix A and must be completed with your advisor as well as reviewed each semester.

Courses required for the LECE program include: (18 hours)

- HDF 650  Theory & Research in Early Childhood Development
- HDF 636  Leadership & Mentoring in Educating Young Children
- HDF 634  Contemporary Issues in Early Childhood Policy
- SES 601  Introduction to Inclusive Birth – Kindergarten Services
- SES 605  Diversity and Inclusive Early Care and Education
- One 3-hour elective

Gainful employment information can be found at: https://www.uncg.edu/hdf/graduates/Gainful%20Employment.html.

If you are interested in obtaining the LECE Certificate along with your BK:ISED degree, you must apply to the UNCG Graduate School for admission to the certificate program within the first 12 hours of your coursework. This is an additional application and acceptance process. Once the LECE coursework is completed, you must apply to graduate from the certificate program following the procedures posted on the Graduate School website. LECE certificate candidates must also provide a final plan of study if changes have been made since the original was submitted. The final plan of study is due by the end of the third week of classes during the last semester of coursework. No graduation fee is charged for certificate candidates. Please note that you cannot be admitted to the Certificate program and graduate from it in the same term.
NC TEACHING LICENSURE REQUIREMENTS FOR BK:ILP INITIAL TEACHING LICENSURE AND BK:ISED ADVANCED TEACHING LICENSURE

**UNCG Collaborative for Educator Preparation Conceptual Framework**

The mission of professional education at The University of North Carolina at Greensboro is to ensure “Access to Opportunities through Teaching, Learning and Caring.” This requires excellence in all our programs through alignment to state and national standards; explicit connections between research, theory and practice; candidates’ acquisition of the knowledge, skills and dispositions of their disciplines; detailed evaluation of our candidates’ continual professional growth; collaboration among stakeholders; ongoing self-study; and an overriding commitment to fostering beliefs and actions that promote education for all. Toward these ends, our Unit and programs focus on six areas: leadership, professional knowledge, professional practice, educational environments, data-informed decision making, and professional growth to support the learning of all children in the context of 21st century complexity and dynamic change.

**North Carolina Teaching Standards**

At the completion of the BK:ILP and the Advanced Teaching Licensure concentration of the BK:ISED program, students will be eligible for a Birth through Kindergarten teaching license. In order to be eligible for this license, students must demonstrate competency in the five teaching standards adopted by the North Carolina State Board of Education. These five standards are:

1. **Teachers Demonstrate Leadership**
2. **Teachers Establish a Respectful Environment for a Diverse Population of Students**
3. **Teachers Know the Content They Teach**
4. **Teachers Facilitate Learning for Their Students**
5. **Teachers Reflect on Their Practice**


The students in the BK:ILP program must complete the edTPA which is a performance based assessment to measure each student’s competency among the five North Carolina Teaching Standards listed above. The course work will provide a variety of opportunities to gain knowledge and skills that are necessary for students to complete edTPA. More information is available at https://www.edtpa.com/

**Procedures for applying for the BK Teaching License (initial and advanced)**

Adopted by the North Carolina State Board of Education, the B-K license qualifies students to work with typically and atypically developing children from birth through kindergarten. Teachers who are B-K licensed are expected to be able to work with a wide variety of children and families in many types of settings, including the public schools, infant development programs, hospitals, and early intervention teams.

You may obtain licensure application forms and information from the teacher licensure website at http://soe.uncg.edu/services/office-of-student-services-advising/forms-and-applications/. Carol Walker
Resch (crwalke2@uncg.edu), Data Manager in the Office of Student Services, is located in 136 School of Education Building and is available to provide additional information to students regarding the licensure process.

In addition to the application forms, the following is required:

- A fee is required. It can be paid to the Division of Certification (State Department of Public Instruction; SDPI) by check, money order, or credit card.
- Include your social security number on the check or money order.
- Provide the necessary transcripts, other than those that come from UNCG, so the UNCG Teacher Education Office can send all credentials to SDPI, if this is an initial North Carolina license.

**ANNUAL REVIEW AND DISPOSITION PROCESS**

**Annual Review Form**

Each Spring semester BK faculty will review the student’s performance in courses and progress toward completing the program. Students will receive a letter at the end of the spring semester discussing their progress over the course of the year. Suggestions for improvements will also be included.

**Disposition Forms**

The faculty is committed to supporting students so that they can be successful in every aspect of their professional career. This includes evaluating students’ knowledge of content related to early childhood education and students’ dispositions or the professional attitudes, values, and behaviors that contribute to effective teaching and administration. The goal is to provide students with candid, constructive feedback so they can improve as professionals. To facilitate communication with students regarding dispositions issues, the BK graduate program faculty follows the Candidate Disposition Assessment process established by the UNCG Collaborative for Educator Preparation in the School of Education:

_Professional education programs at UNCG emphasize dispositions that drive application of the knowledge base and we believe that we must model and monitor these dispositions as conscientiously as we provide opportunities for building the knowledge base. Teachers should show evidence of these dispositions in class: reflective, ethical, inclusive, engaged in and committed to professional practice, dedicated to life-long learning, self-efficacious, receptive to feedback, affirming of diversity, professionally responsible, and collaborative_

The vast majority of students demonstrate proficiency in each area of the Disposition Assessment Process. Our goal is to provide feedback to students in a timely manner if concerns do arise so that each student can demonstrate proficiency by the end of the semester. Throughout the semester, faculty will observe students’ behavior and attitudes and will let a student know if there are concerns regarding a disposition issue. This may take the form of an informal conversation or the faculty member can request a formal meeting to discuss the concerns. Faculty may elect to complete a Disposition Assessment Form during the semester to provide full information to the student on areas where improvement is needed.
FINANCIAL ASSISTANCE

Information regarding graduate assistantships is available through the program faculty and each of the Schools (conditions relative to these awards are explained in the Graduate School Catalog):

**School of Education**
Wayne Johnson  
SES Department Assistant  
UNCG  
444 School of Education Building  
(336) 334-5843  
Greensboro, NC 27412-5001

**School of Health and Human Sciences**
Brandon Hill  
HDFS Graduate Secretary  
UNCG  
248 Stone Building  
(336) 334-5315  
Greensboro, NC 27402-6170

**Loans: The Financial Aid Office**
723 Kenilworth Street  
UNCG  
336-334-5702  
Greensboro, NC 27412-5001

SCHOLARSHIP INFORMATION - UNCG

The School of Health and Human Sciences and the Department of HDFS offer a limited number of scholarship awards each year to students in the School. The amounts of the awards vary from year to year with the growth of the endowment but typically range from $100 to $1,000. Some are based largely on need; some on merit only. Applications are due before Spring Break. If you wish to be considered for need-based scholarships, a Free Application For Student Aid (FAFSA) should accompany your scholarship application. FAFSA forms can be picked up from the Financial Aid office, requested by phone, or downloaded from the website. Applications for scholarships are available to students in all departments in the School of HHS at the end of fall semesters of each year through the HHS Associate Dean’s Office (http://www.uncg.edu/hhs/scholarship/index.html). The fellowships and scholarships are announced at the School's Honors Convocation typically held in April each year.

The School of Education and the Department of Specialized Education Services also has a variety of scholarships and grant opportunities available to graduate students. To receive a scholarship, you must first be admitted into the graduate program. Scholarships are based on merit and/or need. They are available to full- and part-time students. A single scholarship application should be turned in by early February to receive scholarships for the following academic year. If you wish to be considered for need-based scholarships, a Free Application For Student Aid (FAFSA) should accompany your scholarship application. FAFSA forms can be picked up from the Financial Aid office, requested by phone, or downloaded from the website. Information about scholarships is available through the SOE website or Associate Dean’s office.

Students should consult with the Graduate School handbook and website frequently for policy updates and resources that may be available. For example, if students attend or present at a National Conference, they may apply for financial assistance from the Graduate School.
If you are awarded a scholarship it may affect the financial aid you are already receiving. That is, loans and grants may be reduced or eliminated if a scholarship affects a student’s unmet need. Any further questions concerning financial aid policies should be directed to the Office of Financial Aid.

APPLICATION FOR GRADUATION

An application for graduation must be submitted to The Graduate School Office by the end of the first week of classes during the last semester of coursework in the BK:ISED program (the current fee for master’s and doctoral candidates: $70.00.). The application for graduation can be submitted online at the following web address: https://grs.uncg.edu/current/graduation-application/. There are NO EXCEPTIONS FOR LATE APPLICATIONS! Master’s candidates should also provide a final plan of study if changes have been made since the original was submitted. The final plan of study is due by the end of the third week of classes during the last semester of coursework.

Students finishing BK:ILP, LITL, and LECE must also apply for graduation in their final semester, but there is no fee.
RELEVANT NAMES, PHONE NUMBERS, & OFFICE LOCATIONS

**Human Development and Family Studies**
Dr. Catherine Scott-Little, Interim Chair
248 Stone Building
(336) 256-0134
mcscottL@uncg.edu

Brandon Hill, Graduate Secretary
248 Stone Building
(336) 334-5315
Fax: (336) 334-5076
j_klaibe@uncg.edu

**Specialized Education Services**
Dr. Stephanie Kurtts, Interim Chair
444 School of Education Building
(336) 256-0153
sakurtt@uncg.edu

Wayne Johnson, Department Assistant
444 School of Education Building
(336) 334-5843
Fax: (336) 256-0185
wmjohnso@uncg.edu

**Registrar’s Office**
180 Mossman Building
http://www.uncg.edu/reg/
(336) 334-5946

**Career Services Center**
Elliott University Center
http://csc.dept.uncg.edu/
(336) 334-5454

**Graduate School Office**
241 Mossman Building
http://www.uncg.edu/grs/
(336) 334-5596

**Office of Student Services**
134 School of Education Building
http://www.uncg.edu/td/index.html
(336) 334-3412

Jacqui Dozier
Director & License Certification Officer
Office of Student Services & Advising
142-A School of Education Building
336.334.3923 - office
336.334.4120 - fax
jndozier@uncg.edu

BK GRADUATE PROGRAM FACULTY

**Specialized Education Services, School of Education**

Dr. Jean Kang
Program Co-Director
432 School of Education Building
j_kang@uncg.edu

Dr. Heather Coleman
438 School of Education Building
hmcolem2@uncg.edu

Dr. Pamela Williamson
Director of Graduate Studies
436 School of Education Building
(336) 709-6279
pswilli2@uncg.edu
Human Development and Family Studies, School of Health & Human Sciences

Dr. Catherine Scott-Little
Program Co-Director
150 Stone Building
(336) 256-0132
mcscottl@uncg.edu

Dr. Stephanie Coard
Director of Graduate Studies
248 Stone Building
(336) 334-5307
sicoard@uncg.edu

Dr. Karen La Paro
146 Stone Building
(336) 256-0097
kmlaparo@uncg.edu

Dr. Linda Hestenes
158 Stone Building
(336) 256-0093
llhesten@uncg.edu

Dr. Danielle Crosby
149 Stone Building
(336) 334-4671
dacrosby@uncg.edu

Dr. Rachel Boit
248 Stone Building
(336) 334-5307
rjboit@uncg.edu
Appendix

FORMS NEEDED WHILE COMPLETING THE BK:ISED, BK:ILP, and/or LECE PROGRAMS

1. BK:ISED Plan of Study
2. BK:ILP Plan of Study
3. LITL Plan of Study
4. LECE Plan of Study
5. Technical Standards
6. Practicum Policy
7. Guidelines for Final Internship
Birth-Kindergarten: Interdisciplinary Studies in Education and Development

Master’s Degree

Plan of Study

Student_____________________________________  Date of Admission__________________
University ID:___________________________   Advisor ______________________________
Email: _____________________________   Phone#: __________________________________

☐ Initial Plan       Date: _______________ (completed within 50% of program)

☐ Revised Plan     Date: ________________ (filed the last semester of coursework)

M.Ed. Emphasis ________________________________________________________________

Prerequisites

<table>
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<tr>
<th>Type of Prerequisite</th>
<th>Previously Fulfilled?</th>
<th>Suggested Courses</th>
<th>Anticipated Date</th>
<th>Date Completed</th>
<th>Grade/Status</th>
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<td>A. Child Development</td>
<td>Yes/No</td>
<td>HDF 302 or equivalent (3 s.h.)</td>
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<td>B. Special Needs</td>
<td></td>
<td>SES 242 (3 s.h.)</td>
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<td>C. Student teaching (8 weeks)</td>
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<td>SES 649C (3 s.h.)</td>
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<tr>
<td>D. Other (based on undergraduate degree)</td>
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Comments:

23
I. Research (6 s. h.)

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- HDF 650 Theory & Research in Early Childhood Development (3 s. h.)
- ERM 604 Methods of Educational Research (3 s. h.)

II. Theory & Practice (19 s. h.)

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- SES 601 Introduction to Inclusive Birth – Kindergarten Services (3 s. h.)
- SES 602 Inclusive Family-Centered Practices in Early Childhood (3 s. h.)
- HDF/SES 606 Preschool-Kindergarten Learning in Inclusive Settings or HDF 602 Administration of Early Care and Education Programs (4 s. h.)
- SES 603 Screening/Assessment in Inclusive Early Childhood Services (3 s. h.)
- HDF 633 Advanced Curriculum in Early Childhood Education (3 s. h.)
- HDF 636 Leadership & Mentoring in Educating Young Children (3 s. h.)

III. Practicum (6 s. h.)

- SES 604 Internship in Inclusive Early Childhood (6 s. h.)

IV. Electives (6 s. h.) or permission of advisor (see handbook for suggested courses)

- _____________________________________________________________________________
- _____________________________________________________________________________

V. Culminating Product

- Professional Portfolio

Total minimum hours required: 37
Actual Hours: __________

___________________________________________________________
Student’s Signature  Date  Advisor’s Signature  Date

___________________________________________________________
Director of Graduate Studies Signature  Date
Leadership in Early Care and Education Graduate Certificate (LECE)

Plan of Study
(must be filed within first 12 credit hours)

Student ___________________________ ID __________________________
Advisor ___________________________ Date Admitted ________________
Phone (H)______________ Phone (W)______________ E-mail_______________________

<table>
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<td>HDF 650 Theory &amp; Research in Early Childhood Development (3 s. h.)</td>
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<td>HDF 636 Leadership &amp; Mentoring in Educating Young Children (3 s.h.)</td>
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<td>HDF 634 Contemporary Issues in Early Childhood Policy (3 s. h.)</td>
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<td>SES 605 Diversity and Inclusive Early Care and Education (3 s.h.)</td>
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<tr>
<td>One 3-hour elective</td>
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Total minimum hours required: 18 hours

Original Plan of Study:

Student signature ___________________________ Date ________________
Advisor signature ___________________________ Date ________________
Dir. of Graduate Studies signature ________________ Date ________________

Final Plan of Study:

Student signature ___________________________ Date ________________
Advisor signature ___________________________ Date ________________
Dir. of Graduate Studies signature ________________ Date ________________
BIRTH-KINDERGARTEN INITIAL LICENSURE (BK:ILP) CERTIFICATE

Plan of Study
(must be filed within first 12 credit hours)

| Student __________________________ | Date of Admission __________________ |
| University ID: ____________________ | Advisor __________________________ |
| Email: ____________________________ | Phone #: __________________________ |

**Prerequisites**

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<th>Type of Prerequisite</th>
<th>Previously Fulfilled?</th>
<th>Suggested Courses</th>
<th>Anticipated Date</th>
<th>Date Completed</th>
<th>Grade/Status</th>
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<td>B. SES 242: Special Needs</td>
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**BK Initial Licensure Required Courses (20 hours)**

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<td>SES 601 Introduction to Inclusive Birth – Kindergarten Services (3 s. h.)</td>
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<td>HDF/SES 607 Infant-Toddler Learning in Inclusive Settings (4 s. h.)</td>
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<td>SES 603 Screening/Assessment in Inclusive Early Childhood Services (3 s. h.)</td>
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<td>SES 649C Student Teaching for 10 weeks (6 s. h.)</td>
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__________________________  ____________________________  __________________________
Student's Signature           Date                        Advisor's Signature               Date

__________________________  ____________________________
Director of Graduate Studies Signature           Date
Leadership in Infant & Toddler Learning (LITL)
Plan of Study
(must be filed within first 12 credit hours)

Student Name ________________________  ID _______________________________
Advisor ______________________________ Date Admitted __FALL 18______
Address.................................................................................................

Phone (H)___________ Phone (W)___________ E-mail_____________________

☐ Initial Plan     Date: __________________

☐ Revised Plan    Date: __________________ (filed the last semester of coursework)

Prerequisites

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<th>Suggested Course</th>
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<td>SES 602</td>
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<td>Screening/Assessment in Inclusive Early Childhood Services (3 s.h.)</td>
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<td>HDF 650</td>
<td>Theory &amp; Research in Early Childhood Development (3 s.h.)</td>
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<td>HDF 636</td>
<td>Leadership &amp; Mentoring in Educating Young Children (3 s.h.)</td>
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**Student signature**

**Advisor signature**

**Dir. of Graduate Studies signature**

6/18
Birth-Kindergarten: Interdisciplinary Studies in Education and Development (BK:ISED) M.Ed. (G394, G391)
Leadership in Early Care and Education Certificate (LECE) (G872, G873)
Birth-Kindergarten Initial Licensure Certificate (BK:ILP) (G899)

TECHNICAL STANDARDS

These Technical Standards are provided to applicants of the early childhood programs Birth-Kindergarten: Interdisciplinary Studies in Education and Development (BK:ISED) Master’s program, the Birth-Kindergarten Initial Licensure Certificate program (BK:ILP), and the Leadership in Early Care and Education Certificate (LECE) program to inform decisions regarding choice of career and area of study.

Technical standards include academic requirements and non-academic criteria essential for participation in the early childhood programs. Technical standards include, but are not limited to physical, cognitive, communication, technological proficiency, and attitudinal abilities essential to becoming a teacher of children from birth through kindergarten as required by the North Carolina Department of Public Instruction, (NC DPI), Council on Exceptional Children (CEC)/Division of Early Childhood (DEC), National Association for the Education of Young Children (NAEYC), and the International Society for Technology in Education (INSTE).

The early childhood programs are rigorous programs that place specific requirements and demands on students enrolled in them. The primary goal of these programs is to prepare graduates to enter the profession of teaching children from Birth through Kindergarten with and without disabilities and working with their families and other professionals. The Technical Standards set forth by the early childhood programs establish essential qualities necessary for students admitted to the programs so that they can achieve the knowledge, skills, competencies, and dispositions of an entry-level teacher of Birth through Kindergarten children with and without disabilities. The abilities and expectations listed below must be met by all students admitted to the program, with or without reasonable accommodations. In the event that a student is unable to meet the Technical Standards, with or without reasonable accommodations, the student will not be admitted to the program or allowed to remain enrolled in or to graduate from the program.

To be admitted to or to maintain enrollment in any of the early childhood programs each student must demonstrate:

I. PHYSICAL CAPACITY

With or without reasonable accommodation, a candidate in the early childhood programs must have sufficient stamina, sense of vision, hearing, neuromuscular control and touch in order to:

a. Observe/participate in activities associated with preparing to be a teacher, including but not limited to classroom demonstrations, lessons, classroom interactions, child observation and assessment, classroom management and child guidance, lesson planning, lesson implementation, and physically picking up, holding, caring for infants, toddlers, preschool, and kindergarten age children.

b. Perform the typical techniques used during instruction such as visual assessment of child engagement and the management of a safe and responsive instructional environment.

c. Work a teacher’s contracted day and perform extended and additional duties such as conducting parent conferences, attending after-school events, and other assigned duties.
II. INTELLECTUAL REASONING
With or without reasonable accommodation, a candidate in the early childhood programs must have sufficient cognitive-intellectual abilities and skills as a student at UNCG and in their practicum and student teaching placements in order to:

a. Comprehend, assimilate and apply complex information presented in the form of lectures, small group work, written materials, and field experiences.

b. Independently analyze, synthesize, integrate concepts and problem-solve to formulate educational judgments appropriate to the practice of teaching.

c. Understand and apply strategies for creating contextually-relevant learning experiences for children aged infancy through kindergarten.

III. COMMUNICATION
With or without reasonable accommodation, a candidate in the early childhood programs must have sufficient spoken, written, and nonverbal communication skills in order to:

a. Express himself/herself effectively in spontaneous written and spoken English in communication interactions with university faculty, parents of young children, cooperating teachers, teaching assistants, school administrators, and support personnel (e.g. speech-language pathologists, occupational therapists, physical therapists).

b. Demonstrate the ability to use grammatically appropriate and correctly spelled Standard English in written and spoken formats.

c. Communicate and collaborate effectively, efficiently and sensitively with colleagues, supervisors, families and children with sociocultural competence, in a manner respectful of diverse gender, ethnicity/race, lifestyle, socioeconomic, disability, religion or cultural and social backgrounds.

IV. TECHNOLOGICAL PROFICIENCY
With or without reasonable accommodation, a candidate in the early childhood programs must have sufficient technological skills for digital-age learning in order to:

a. Demonstrate computational thinking skills to operate digital-age hardware, software, and emerging technologies.

b. Effectively navigate the Internet and utilize web-based resources.

c. Learn and practice computational thinking skills within web-based learning communities in synchronous and asynchronous formats.

d. Be prepared for 21st century professional responsibilities that utilize technology when working with children and families.

V. PROFESSIONAL BEHAVIOR and DISPOSITIONS
With or without reasonable accommodation, a candidate of the early childhood programs must possess the requisite professional behaviors and dispositions in order to:

a. Successfully demonstrate the characteristics of caring, collaborative and competent teachers as defined in the UNCG School of Education Candidate Disposition Assessment process. These characteristics are as follows:

i. Ethical

ii. Responsible

iii. Adhering to personal and professional conduct

iv. Inclusive and affirming of diversity

v. Collaborative

vi. Reflective learner

vii. Receptive to feedback

viii. Self-efficacious

ix. Engaged and committed to teaching as a profession
b. Organize time and materials, prioritize tasks, perform several tasks at once and readily adapt to changing situations.

c. Demonstrate flexibility under stress (e.g. work under time constraints, concentrate in distracting situations, cope with variations in workload).

d. Display compassion, justice, empathy, integrity, responsibility and the emotional capacity to handle the varying demands of a teacher’s duties.

e. Attend professional commitments, including classes and field experiences in a punctual manner.

f. Seek assistance and follow supervision recommendations in a timely manner.

g. Accept and respond in a professional manner to constructive feedback from field supervisors and faculty.

h. Project an image of professionalism in personal hygiene, dress, self-discipline, honesty, perseverance, and diligence.

Candidates for the early childhood programs are required to verify they understand and meet these Technical Standards or that they believe that, with specific reasonable accommodations, they can meet the standards.

If, after he/she is enrolled in the program, it becomes apparent that a student is unable to meet the Technical Standards, upon the student’s request, a meeting with the student, program coordinator, additional faculty member and a representative of the Office of Disability Services will be held to determine the best course of action. The Office of Disability Services will coordinate documentation and evaluation of a student who states he/she could meet the program’s Technical Standards with reasonable accommodation. The student must provide appropriate documentation of a qualified disability and properly request a reasonable accommodation pursuant to applicable laws.

If the stated condition is a qualified disability, the university will confer with the student and appropriate professionals to identify possible reasonable accommodations and determine whether the student can meet the Technical Standards with a reasonable accommodation. The accommodation shall not jeopardize the safety or educational progress of children birth through kindergarten, the University student, or any University employee, including all coursework, fieldwork/practica, and internships deemed essential to graduation.

**STATEMENT OF UNDERSTANDING**

I certify that I have read and understand the Technical Standards to one of the early childhood programs listed above, and I believe to the best of my knowledge that I meet each of these standards without reasonable accommodation. I understand that if I am unable to meet these standards, I will not be admitted or be allowed to remain enrolled in the program.

_________________________________________________________  ____________
Signature of Applicant  Date

Alternative statement for students requesting accommodations:

I certify that I have read and understand the Technical Standards for the BK:ISED, BK:ILP, and LECE programs listed above and I believe to the best of my knowledge that I can meet each of these standards with a reasonable accommodation. I will contact the UNCG Office of Disability Services to document my disability, and request and identify reasonable accommodations. I understand that if I am unable to meet these standards with or without accommodations, I will not be admitted or allowed to remain enrolled in the program.

_________________________________________________________  ____________
Signature of Applicant  Date

NOTE: The primary sources used in the preparation of this document were technical standards from the University of Maryland and the University of Illinois at Chicago.

7/31/13
Purpose/Overview: The aims of the practicum and student teaching experiences in HDF/SES 607, HDF/SES 606, and SES 649c are to provide students opportunities to 1) observe and interact with children in the classroom, 2) develop teaching strategies, 3) gain experience working with children’s individualized plans and goals, 4) develop professional skills including communication and collaboration with adults (families, co-teachers, specialists), 5) apply knowledge gained from coursework, and 6) reflect on their skills while having support from experienced professionals as well as support and feedback from course instructors.

Identifying Practicum and Student Teaching Placements

Students are expected to identify their own placement that meet program requirements. At least one placement (in HDF/SES 606, HDF/SES 607 or SES 649c) must be in one of the following types of programs:

- Early Head Start
- Head Start
- NC Pre-Kindergarten (NC Pre-K)
- Preschool or kindergarten classroom in a low-performing elementary school
- Preschool or kindergarten classroom in a Title I school.

The placement in one of the above types of programs meets the state-level requirement for a placement in a “low performing school”, which is a requirement for licensure. Students are responsible to submit the required Placement Information Form (described below) to verify a placement that meets this requirement.

Practicum Placements in HDF/SES 607 and HDF/SES 606: Practicum placements are identified and approved at the beginning of each semester (e.g., within the first three weeks) in the methods/practicum courses. Once a placement that meets the criteria detailed below has been identified, the student must submit the completed Practicum Placement Information Form to the course instructors. The instructors will confirm when the placement has been approved.

Student Teaching Placements in SES 649c: Student teaching placements must be identified in the Spring semester prior to the Fall the student plans to student teach. This timeline is required to ensure the School of Education Office of Student Services (OSS) can obtain a memorandum of understanding (MOU) and put necessary paperwork in place prior to the start of student teaching. Once a placement that meets the criteria detailed below has been identified, the student must complete and submit the Student Teaching Information Form through Google Forms. This form will be emailed to students in the BKIL and BKISED advanced licensure programs in the Spring semester. The BK Graduate Co-Directors will work with the OSS to secure the placement and confirm with the student when the placement has been approved.
Students may complete practicum and student teaching in the same classroom, although it should be noted that at least one practicum experience must be in a different classroom due to the age group requirements of the two practicum courses. HDF/SES 607 requires an infant or toddler placement and HDF/SES 606 requires a preschool or kindergarten placement.

Students may complete practicum and student teaching experiences in their work setting, provided it meets the criteria detailed below. UNCG allows students to get paid during practicum experiences and student teaching; however, individual programs or school districts may have policies regarding employees completing student teaching. Please consult your program director, principal, and/or human resources representative.

**Approved Placements:** Placements will be approved only at centers with at least a 4 star rating or equivalent accreditation or in public schools. Approved classrooms must meet the following criteria:

- the teacher has agreed to have UNCG practicum students in his/her classroom;
- for the HDF/SES 607 practicum, the majority of the children in the classroom must be under 3 years of age;
- for the HDF/SES 607 practicum, infant and toddler cooperating teachers must hold a four-year degree and have 3 years of experience teaching infants and toddlers or hold a 2-year degree and have 5 years of experience teaching in an infant or toddler classroom;
- for the HDF/SES 606 practicum, the majority of the children in the classroom must be between ages 3 and 6;
- for the HDF/SES 606 practicum, pre-K and kindergarten cooperating teachers must hold a B-K license, special education license, or elementary education license and have at least 3 years of teaching experience in an early childhood setting;
- for the SES 649c student teaching, cooperating teachers (infant, toddler, pre-K, or K) must hold B-K license and have at least 3 years of teaching experience in an early childhood setting;
- will allow course instructors and/or UNCG HDFS/SES faculty to observe in the classroom;
- the teacher and program allows videotaping (and videos to be posted on secure websites) and/or bug-in-the-ear technology in the classroom for supervision purposes; and
- the practicum or student teaching classroom is inclusive (see description below).

If the classroom teacher does not meet the education/licensure requirements above, arrangements may be made for another person in the program who does meet the requirements to serve as the cooperating teacher (e.g., director/principal, curriculum specialist). That person would be responsible for observing the student, providing feedback, and signing off on required paperwork.

**Inclusive Settings:** The goal of the BK program is for students to have classroom-based experiences in inclusive settings and interact and plan for children with and without disabilities. The purpose of completing the practicum and student teaching placements in inclusive settings with children with identified disabilities is not merely to observe and interact with a child with a disability, but to gain experience working with IFSPs and IEPs; working towards a child’s IFSP/IEP goals; and collaborating with families, teachers, and specialists to meet children’s needs. Therefore, ideally students will be in inclusive settings for all practicum and student teaching experiences. However, students may be in infant or toddler placements which meet all the criteria of approved placements stated above but do not have a child with an identified disability. Because of the individualized nature of infant and toddler care and the fact that many children are not yet identified with a disability until they are beyond the
infant/toddler years, this is acceptable. Preschool and kindergarten settings must include at least one child with an identified disability.

**Early Intervention/Early Childhood Special Education Placements:** Students may complete practicum experiences in early intervention or early childhood special education with an itinerate teacher. Cooperating teachers should meet the qualifications outlined above, and the student should work with a consistent caseload of children across the semester to facilitate relationship building and planning.

**Practicum and Student Teaching Hours**

**General Guidelines:**

The intention of the practicum experiences in HDF/SES 607 and HDF/SES 606 is for the student to have opportunities to apply course material through interactions in an early childhood classroom, to complete course assignments, to explore ideas discussed in class, and to consider differing perspectives presented in class. Practicum hours are to be completed with simultaneous completion of coursework. To this end, your practicum hours should span across a 12-week period during the semester.

The days/times during which you complete your practicum should remain the same throughout the semester for consistency. Practicum hours should be completed during the times of the day when students can be actively engaged with the children and high quality learning opportunities are available to the children (i.e., *not during naptimes*). You will negotiate your exact hours with the cooperating teacher. You must keep a log of your practicum hours that is signed by the cooperating teacher at the completion of each practicum day. You must submit your completed and signed hours log to your course instructor at the end of the semester. Instructors may also require you submit your hours log mid-semester.

**HDF/SES 607 and HDF/SES 606 Practicum Hours:**

Students are required to be in their practicum placement for a total of 36 hours per practicum. Students will be in their practicum placement for 3 hours per week. These hours may be completed in one 3-hour day per week or two 1.5-hour days per week.

**OSEP Grant Scholars:** Students participating on the OSEP grant are required to complete 72 hours of practicum in each practicum course (HDF/SES 607 and HDF/SES 606) and will be in their practicum placement for 6 hours per week. These hours may be completed in one 6-hour day, two 3-hour days, or three 2-hour days per week.

**SES 649c Student Teaching Hours:**

Students are required to be in their student teaching placements full-time (40 hours per week) for a minimum of 10 weeks. In some cases, students may extend beyond 10 weeks to finalize projects or due to other extenuating circumstances.

**OSEP Grant Scholars:** Students participating on the OSEP grant are required to complete a second 5-week placement as part of their student teaching for at least 20 hours per week.
Attending practicum and student teaching placements is considered part of class attendance (see course syllabi for attendance policies). Missed practicum or student teaching hours must be made up, but if a situation arises that requires an extended absence, a delayed start in the practicum setting, or multiple absences from the practicum setting throughout the semester (more than 12 missed hours of practicum to be made up), the course may need to be completed the next year. For cases in which the student retakes the practicum course, the student should expect to re-take the course completing both the semester's coursework and redoing all the practicum hours.

Switching placements: Only under extenuating circumstances will practicum placements be changed by students. Course instructors must be notified of any impending change in placement and grant permission for the change.

Additional Practicum Course Requirements

Liability Insurance: All students in practicum settings must present proof of $1,000,000 in liability insurance. Information about the liability insurance can be found in the BK Graduate Programs Handbook and will be provided in class. Beginning Fall 2017, liability insurance will be covered by a fee applied to practicum and student teaching courses.

Criminal Background Check: Record of a criminal background checks for each student will be confirmed with the Teacher’s Academy. The criminal background check must be completed through UNCG via the Background Investigation Bureau before students can begin their practicum experience. Information about the background check can be found in the BK Graduate Programs Handbook and will be provided in class.

TB Tests: Some programs in which students may complete practicum or student teaching placements require students to obtain TB tests before beginning in their placement. Proof of this test must be made available to the program upon request.

Program-Specific Requirements: Individual programs/schools may have additional requirements, such as their own background checks. These are at the discretion of the program/school, and students must comply with these requirements to complete placements in those settings.
INTERNERSHIP PROJECT: Your final internship is the culmination of your graduate studies in BK:ISED. It is a leadership internship and the project should demonstrate leadership skills and abilities. Your internship is NOT simply working a certain number of hours but rather it is a specific project that you will lead at each stage—development, implementation, evaluation. Your project should address a need and make a contribution to the field, community, and/or the profession. Ultimately, it should reflect your accomplishments in your graduate studies and be something that you can showcase when you apply for future employment.

Your internship should not be part of your regular work or professional activities; it could be related to your work, but must show significant differences/addition to your regular work responsibilities. Your internship should include at least one community partner/agency that is involved in all stages of the project, including planning, implementing, evaluating, and ideally sustaining the project after your internship is completed. Although it is great to involve multiple community partners/individuals who may provide support or other types of sponsorship for internship activities, your project should have at least one partner who you work closely with at every stage of the project. If your project is related to your work, you must have at least one partner that is not your employer.

Each component of the internship process is described below.

INTERNERSHIP TIME COMMITMENT: You will receive a total of six (6) credit hours upon completion of the internship so, it is expected that a minimum of 225 hours (approximately 12-15 hours per week) will be committed to the internship project. You should plan for a significant portion of your activities to be completed within the course of the typical work week because your community partners and participants may not be available on weekends and in the evenings. You will have considerable flexibility in how you accomplish your internship goals and activities, but should be prepared to dedicate some time to the project during the work week during the fall when you are planning the project, and more during the spring when you are implementing your project. Your timeline included in your Internship Planning Form should accurately reflect how and when you are going to spend your time completing your internship.

INTERNERSHIP PLANNING FORM: You will submit an Internship Planning Form to describe the rationale and steps involved for your internship. This form is designed to help you think through the details of your project and communicate your plans with your advisor and additional faculty members. After your initial idea has been approved by your advisor, use the form to describe what you plan to do, who you plan to collaborate with, and how your project will be implemented and evaluated. Be as detailed and specific as you can when answering the questions and completing the form. The Internship Planning Form includes a proposed timeline for the project and key activities. All projects must be completed early in April 2019 in order to have time for final presentation and get your grades to the Graduate School for graduation, so please plan accordingly when you are drafting your proposed timeline.

You will submit the Internship Planning Form as an assignment under the BKISED Final Year Students Canvas site.

INTERNERSHIP PLANNING PROCESS: The internship planning process is iterative, with multiple opportunities for you to submit your work, receive feedback, and revise/strengthen your ideas and your responses on the Internship Planning Form. Revisions at each step are to be expected; however, it is also expected that you are submitting your best, most complete work at each stage, per the guidelines outlined. The process of receiving feedback and making revisions is consistent with expectations for graduate-level work and gives you the opportunity to think through the details of your project over time and from different perspectives. You will work closely with your
advisor to complete the Internship Planning Form and to revise the document based on feedback.

The steps and timeline for the process are as follows:

1) Review these guidelines for the Internship Project.
2) Attend an orientation for the BK:ISED Internship early in the fall semester (August 20, 2018) prior to the spring semester you intend to complete the internship. All persons who will be completing internships the following spring semester are required to attend unless there is an extenuating circumstance that is discussed with the Program Co-Directors who will offer the orientation session.
3) Develop an initial idea/focus area/plans and share your idea with your advisor either via e-mail, phone call, or a synchronous meeting using an online program such as Google Hangout or WebEx. Be prepared to describe your idea/focus area, why you are considering this idea/the need for the project, your general thoughts about how you might implement your internship, and who your collaborative partners may be. You will need to share your initial idea and get feedback from your advisor by September 4, 2018. Your advisor may approve your idea or may ask you to revise your initial idea. Do not simply choose a project focus because it is interesting to you and something you want to do. It must be important to your partners and individuals who might contribute to your project (e.g., professionals, families) to be successful. In this phase, it is appropriate to start talking to potential collaborative partners about needs they perceive and what might be feasible.
4) Once you have approval for the initial idea, begin making plans and securing partners for your internship. At this time, you should obtain more secure commitment from your collaborative partners and work with them to develop the details of the project (using the Internship Planning Form).
5) By September 24, 2018, complete the Internship Planning Form and submit the form as an assignment on the BKISED Final Year Students Canvas site. Your advisor and one additional faculty member will review your Planning Form and provide feedback.
6) Based on the feedback on your Internship Planning Form and your continued collaboration with your Community Partner(s), develop a revised version of your Internship Planning Form. By November 7, 2018 submit the revised version of your Internship Planning form to Canvas for review by the full faculty.
7) By December 8, 2018, submit your revised Planning Form (via Canvas) and a letter or e-mail from at least one collaborating partner to confirm the partner’s role in your project. Your advisor and at least one additional faculty member will provide feedback as needed to strengthen your plans prior to the start of SES 604. Continue working to strengthen your partnerships and solidify your plans for your internship.
8) Submit a final Planning Form to the Spring 2019 SES 604 instructor on the first day of class.
9) During SES 604, you will implement and evaluate the project according to your timeline. The SES 604 instructor will provide feedback and support during the implementation and evaluation processes.