EEC2935 Summative Project in ECE

Project Overview

This course project focuses on the area of specialization you have chosen, emphasizing the skills and aspects of a professional educator with relation to your concentration. The project asks you to be reflective of previous course work while using your knowledge of child development, fundamental methods, current research practices, and the goals you plan to achieve on the path you've selected.

In addition to describing your rationale for choosing your specialty, you will use your unique personal vision, critical thinking skills, ethical decision making abilities, appropriate communication efforts, and understanding of developmentally appropriate practices to create professional resources and original content that are relevant to your specialization path.

Due Date

The course project consists of six assignments. The timeline below identifies the assignment that is due in each module.

Time Line

<table>
<thead>
<tr>
<th>Module</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>My Specialty, My Goals</td>
</tr>
<tr>
<td>02</td>
<td>Quality Programs and Family Communication Plans</td>
</tr>
<tr>
<td>03</td>
<td>Diversity and Special Needs</td>
</tr>
<tr>
<td>04</td>
<td>Early Childhood Program Design</td>
</tr>
<tr>
<td>05</td>
<td>Individual Professional Development Plan</td>
</tr>
<tr>
<td>06</td>
<td>Capstone Portfolio Assignment - Transferable Skills Exemplar Assignment and Reflection</td>
</tr>
</tbody>
</table>

Requirements

Your final project submission will be to collect each module's assignment into one folder, discuss your transferable skills (communication, ethics and professionalism, diversity and teamwork, critical thinking, digital fluency, and information literacy), and plan career goals and the steps you will take toward achieving them. This project will require both reflection and research. Each module's assignment must be completed and added to your final project; therefore, it is imperative that you stay on schedule and complete each assignment by the end of the course. All work must be APA formatted and free of grammar and spelling errors.

⚠️ For help with following APA guidelines, visit the APA Guide.

Evaluation

Each assignment leading up to the final assignment is evaluated and graded independently. Your instructor will provide specific grading criteria for each step of the project prior to its due date.
Module 01 Course Project Assignment

Your work in this course will be influenced by your chosen specialty, and the Course Project will support your personal and professional development within this domain. Your specialty may be specific to an age group, program philosophy, ability level, and/or community served. Specialty examples include, but are not limited to, the following program types: infants, toddlers, preschool, school-age, after-school, in-home, Montessori, special needs, gifted, military, corporate, or inner city programs.

My Specialty
To begin this assignment, choose the program or specialty that best fits your career goals. Briefly define your specialty and offer details about your program, its setting or location, and whom it will serve.

My Goals
Then, review The National Association for the Education of Young Children’s (NAEYC’s) 12 Principles of Child Development and Learning from your module readings.

Choose four of the principles and provide a paragraph for each, including the following information:

- Details of how you will promote each principle in your program setting, considering physical environment, curriculum, activities, materials, and staff-child interactions
- Explanation of how you will maintain professional and ethical practices within each principle
- The integration of aspects specific to your chosen specialty, explaining your role in this early childhood setting

Please consider the following:

- Your paper should be formatted in APA style, including in-text citations and references.
- Use a minimum of two scholarly sources of information to support your ideas with facts and information.
- The entire document should be a minimum of four pages long, including a title page, at least two pages of information, and an APA-formatted reference page.

⚠️ For help with following APA guidelines, visit the APA Guide.

Transferable Skills for this Project Assignment:

- Ethics and Professional Responsibility
- Information Literacy
Module 02 Course Project Assignment

Now that you have learned about organizations that measure quality in early childhood education programs and about family-educator communication, you will combine these topics to complete your next assignment.

This project consists of two parts. In Part 1, you will design a program outline for an early childhood facility. In Part 2, you will design and discuss a communication plan to distribute to the families of the children in your program.

Part 1: Program Outline

Use your knowledge, experience, and research skills to envision and design an outline for your own early childhood program. You will envision a program that you would like to open one day. You may even choose a name for your program/facility!

In a one-to-two-page document, describe each of the following:

1. The licensing standards for your state including:
   a. Type of facility (preschool, group day care, home day care, etc.)
   b. Age ranges (must be between the ages of birth/newborn through age 8, but can be limited to a certain age/ages)
   c. Staff-child ratios
   d. Staff educational qualifications
   e. Group size
   f. Physical space requirements

This information must come directly from your state's licensing website or licensing handbook. Be sure to include this as a source in your reference list.

2. Describe the quality aspects of your program, including the following features:
   a. Type of curriculum used and why you have chosen this methodology. How will children benefit from the chosen curriculum?
   b. Accommodations for diverse needs. Discuss how you will communicate and collaborate with families to accommodate their diverse needs, such as different cultures, languages, and abilities.
   c. Observation, documentation, and assessment measures used.
   d. Additional services provided such as therapeutic interventions or family support.

Part 2: Communication Plan

Use your knowledge and experience with appropriate communication practices to design your own early childhood family-educator communication plan. You will fill out a template that serves as a Communication Plan, which you would distribute to each child's family. This will include communication methods and three topics to share about. You will then write a two-page rationale that explains your reasons for choosing those three communication methods and discusses how you will approach any disagreements or lapses in communication.

First, download the template for this part of the assignment below:
Module 02 Communication Plan Template

Using the template, provide the following information:

1. Three communication methods you will use to communicate with families. Examples might include face-to-face conversation, daily or weekly written notes, phone calls, a traveling communication log via notebook or folder, private conferences, and daily or weekly interactions by way of applications such as mobile apps or social media. Use your assigned readings, lectures, videos, and existing personal practices to determine your preferred methods. List and provide details about each method, including:
   a. How you will communicate (by phone, folder/notebook, email, software application, etc.)
   b. Any specific time of day that each method will be utilized
   c. Frequency of communication for each method
2. A list of three specific topics related to children's development, behavior, or care that you will communicate with the family about. Be mindful of which topics might be important to families.
3. At least one personalized goal for the child, based on the topics chosen. Include one follow-up measure that can be used to check progress.

In two additional pages, in a separate document, do the following:

1. Explain your rationale for choosing each communication method, including the benefits to the:
   a. Child
   b. Family
   c. Educator
2. Envision and describe a situation where two parties listed on your communication plan encounter a difference of opinion about the child's education and care. Discuss how you would resolve or accommodate for those differences.
3. Use at least one scholarly source to support your rationale for your communication methods. Make sure to include this source in an APA formatted reference page.

Please refer to the Rasmussen APA Guide for proper referencing and citation procedures.

Transferable Skills for this Project Assignment:

- Communication
- Critical Thinking
- Diversity and Teamwork
- Information Literacy
Module 03 Course Project Assignment

Now that you have an understanding of how to conduct quality research, you will use those skills to complete this module's course project assignment. This project consists of three parts. In the first part, you will create an annotated bibliography of resources to use in this assignment. In the second part, you will choose and discuss a culture or custom using the guidelines provided. And in the third part, you will choose and discuss a special need or disability using the guidelines provided.

The three parts will be combined into a single document. The entire document should be a minimum of five pages in length.

Part 1: Annotated Bibliography

In this part of the assignment, you will create an annotated bibliography that will help you complete the remaining parts of this project assignment.

To complete this, do the following:

1. Identify five credible resources pertaining to a culture or cultural custom that you would like to know more about.
2. Identify five credible resources pertaining to a special need or disability you may encounter in your program.
3. Use the tips, videos, and links located in the Quality Research and Best Practices lecture to create an APA-formatted annotated bibliography. In your bibliography, summarize, evaluate, and reflect on each of the resources you found and how they pertain to early childhood education.
4. Identify (list) the two or three resources you will use in Part 2 of this assignment when discussing the culture or custom you chose.
5. Identify (list) the two or three resources you will use in Part 3 of this assignment when discussing the special need or disability you chose.

Note: Your annotated bibliography will serve as your reference list for this assignment.

Part 2: Embracing Culture and Customs

In this part of the assignment, you will explore a culture or custom that you may see in your program or would like to know more about (for example, celebrations or holidays, dances, music, daily customs, language, or clothing).

To complete this part of the project, do the following:

1. Research the culture or custom you would like to know more about using at least two resources from your annotated bibliography. Cite those resources to support your writing.
2. In a minimum of two pages, address the following:
   a. Describe the custom or cultural difference.
   b. How might this child and family’s culture differ from what you are used to? In what ways is it similar to your own lifestyle?
   c. What are the benefits of cultural diversity in an early childhood education setting?
d. What could you do to support or embrace this cultural difference in your program?

e. What else would you like to know about this culture that you didn't find in your research?

Be detailed in your writing using specific facts and examples. Be sure to utilize supportive information from the resources you listed in your Annotated Bibliography. Cite each source as it is used.

Part 3: Supporting Special Needs and Disabilities

In this part of the assignment, you will explore a special need or disability that you may encounter in your program or would like to know more about.

To complete this part of the project, do the following:

1. Research the special need or disability you would like to know more about using at least two resources from your annotated bibliography. Cite those resources to support your writing.

2. In a minimum of two pages, address the following:

   a. Describe the special need or disability.

   b. How might the needs of this child differ from the needs of others in your program? How are they similar to the other children?

   c. What are the benefits of inclusion in an early childhood education setting?

   d. What could you do to support or accommodate this child in your program?

   e. Include information about how you will collaborate with other parties (parents, therapeutic service providers, etc.) to provide environmental and curriculum modifications, support, and help with goal achievement.

   f. Describe any personal experiences, insights, and biases you had prior to researching this topic. Describe how your research in this module has changed or reinforced your beliefs or perspectives.

Be detailed in your writing using specific facts and examples. Be sure to utilize supportive information from the resources you listed in your Annotated Bibliography. Cite each source as it is used.

⚠️ For help with following APA guidelines, visit the APA Guide.

<table>
<thead>
<tr>
<th>Transferable Skills for this Project Assignment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Critical Thinking</td>
</tr>
<tr>
<td>• Diversity and Teamwork</td>
</tr>
<tr>
<td>• Information Literacy</td>
</tr>
</tbody>
</table>
Module 04 Course Project Assignment

A major part in effective early childhood education is determining an overall educational philosophy that will guide your practice. This philosophy may be inspired by one or many theorists in the field of education, or it may be based on one or more overarching ideas based in best practices. The early learning environment is then designed to support that philosophy, using environmental layouts and materials that facilitate learning in specific ways. Finally, a daily schedule helps to guide daily interactions and routines to ensure that the overall program philosophy is adhered to and the program operates smoothly on a daily basis.

In Part 1 of this project, you will designate a program philosophy for a particular group of learners, design a room layout to facilitate that philosophy, and list what materials should be included in that space to support learning. You will also design a schedule showing how your program is run on a daily basis.

Another part of effective early childhood education is the ability to create early learning plans and activities for designated age groups. Of the curriculum methods previously described in this module, themed lesson planning is by far the most widely used.

In Part 2 of this project, you will design a thematic curriculum/lesson plan to help you facilitate your program philosophy. You will then choose one activity from this lesson plan and describe it in further detail. The templates for these documents are provided below.

Portions of this project were designed to help you build digital fluency, or the ability to work with various electronic tools, documents, and files. This ability will be beneficial in your communications as an early childhood professional, including in the daily updates that you send to families and the electronic assessments you may work with. This project will help you gain experience with varied forms of communication and allow you to use your creativity at the same time.

Both parts of this project combined should amount to the following:

- Approximately two-to-three typed pages that include your program philosophy and materials list
- A separate APA-formatted title page and reference page
- One program schedule
- One program layout illustration
- One thematic web
- One activity guide

Refer to the course readings, online lectures, and Live Classroom information to inform your designs. Make use of the Rasmussen College Library resources to find scholarly information. The Library also has resources to help guide and assist you with your research, writing, and digital fluency.

Part 1: Design an Early Childhood Program

To complete this part of the assignment, do the following:
1. In a minimum of two pages, discuss program philosophy and age(s) of children:
   a. Discuss the setting and philosophy, explaining the educator's role in play practices and activities.
   b. Designate one age group to focus on (if designing a mixed-age program, describe the number of children and their age ranges).
   c. Include at least three sources of information to support your program philosophy. One portion of information should come from a scholarly resource (a journal or peer reviewed article). Be sure to cite your sources and list them on an APA formatted reference page.

2. Design a visual of your classroom layout, including learning centers:
   a. Include the physical room/environment plan and structure. Use Microsoft PowerPoint or other presentation software/webware to illustrate where you will place your stations and centers, clearly labeling each area. Be sure to include visual elements such as word art, clip art, or placed images.
   b. List at least two materials for EACH of the following centers, or supplies to have on hand for activities in the following learning areas. (This information can go in your existing written document.)
      - Literacy
      - Math
      - Sensory
      - Art
      - Science
      - Music and movement
      - Dramatic play
      - Outdoor play

3. Design a daily schedule:
   a. Create a sample schedule that clearly displays times for each activity/routine and details about which activities happen throughout the day.
   b. Indicate at least three points on the schedule that will require you to help transition learners from one activity to the next.
   c. Describe in detail how you will communicate to children that a change in activities is coming.
   d. Explain how each transition can help them as they move from one activity to the next.
Part 2: Create a Thematic Web and an Activity Guide
To complete this part of the assignment, first download the following two assignment templates:

Thematic Web Template
Activity Guide Template

Next, do the following:

1. Choose a curriculum theme. Be sure to choose a theme that will allow you to create developmentally appropriate activities, based on the age group(s) you focused on in Part 1.

2. Use the thematic web template download to create a weekly lesson plan that illustrates how you will integrate your theme into different learning areas.
   - List your age group and theme in the center of the web.
   - Use the "branches" of the web to indicate six different activities you will offer. Each activity should involve a different learning center (refer to the eight possible learning centers listed in Part 1).

3. Choose ONE of the activities listed in your thematic web/lesson plan to focus on. Describe the activity in detail by filling out the activity guide template download.

Be sure to completely fill in all spaces on each template, using detailed descriptions.

⚠️ For help with following APA guidelines, visit the APA Guide.

Transferable Skills for this Course Project Assignment:

- Communication
- Critical Thinking
- Digital Fluency
- Information Literacy
Module 05 Course Project Assignment

Now that you have studied about professional and ethical early childhood practices, it is time to determine which of those practices are most important to you and why. In Part 1 of this project, you will create a three-page handout describing the professional and ethical practices to which staff members in your program should adhere. In Part 2 you will create a professional development plan and discuss your career goals.

Part 1: Professional Guidelines

Imagine that you manage an early childhood program with several employees. You will create and distribute an employee handout, informing them of what professional guidelines they must follow.

For this part of the assignment, create a three-page employee handout that includes the following:

1. List five guidelines and examples of professional and courteous practices/behavior for early learning settings. Explain specific reasons why these are important in maintaining ethical and collaborative practices.
2. Discuss professional and fair ramifications for the absence of professional and courteous behavior.
3. Describe expected collaborative practices and employee contributions to team efforts.
4. Include a reflective, yet professionally written, statement that explains two ways you will model and demonstrate professional behavior on a regular basis with your employees.

Part 2: Professional and Personal Goals

For this part of the assignment, you will create an individual professional development plan that consists of professional and personal goals related to your career development/skill acquisition as an early childhood practitioner.

In a minimum of two pages, create your professional development plan. Include the following:

1. Identify two professional goals and two personal goals related to your career development as an early childhood practitioner. Consider your chosen specialty when creating your goals.
2. Include the following for each goal:
   a. List the steps toward achieving each goal or acquiring each skill. Include target dates for accomplishing each goal.
   b. Identify a local, national, or distance/web-based training resource for each goal. Include a brief summary of how each resource could help you.
3. Address the following:
   a. The skills and knowledge you currently have either professionally or personally. Consider the six Transferable Skills when you assess your knowledge
b. What you want to learn and how it will benefit you or the children/families you work with

c. How you will assess your progress and knowledge/skill acquisition

<table>
<thead>
<tr>
<th>Transferable Skills for this Project Assignment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Communication</td>
</tr>
<tr>
<td>• Critical Thinking</td>
</tr>
<tr>
<td>• Ethics and Professional Responsibility</td>
</tr>
</tbody>
</table>
**Module 06 Course Project Assignment**

Throughout your education, you have been asked to research topics and write papers, engage in thought-provoking discussions, consider diverse perspectives, and meet a host of other challenges. These activities have required you to use both your discipline-specific skills and your soft skills. These are also referred to as transferable skills and are skills that can be transferred and applied within your chosen career. Transferable skills are highly valuable and essential for career success.

Throughout this course, you have been working on a project that allowed you to demonstrate your understanding of the transferable skills. It is now time to submit your project assignments as your exemplar project and add a transferable skills reflection.

To complete this assignment, you will need to do the following:

**Part I: Compiling Your Exemplar Project**

Copy all of your completed course project assignment deliverables to a new folder. Rename the deliverable files if necessary so that they appear in the proper order in the folder. Your folder should look similar to the following:

Example:
```
Jstudent_CourseProject_010117 <-- folder name
Jstudent_Module01_Assignment.docx <-- renamed files within folder
Jstudent_Module02_Assignment.pdf
Jstudent_Module03_Assignment.xlsx
Jstudent_Module04_Assignment.pptx
<etc.>
```

**Part II: Transferable Skills Self Reflection**

In a minimum of 1 full page in a separate Word document, write an essay (full introduction and conclusion), which includes the following:

- Describe the knowledge, skills and/or attitudes regarding each of the transferable skills that you've gained as a result of completing this particular project/assignment.
- Discuss the ways that you are going to incorporate the transferable skills that you showcased in your exemplar project into your work within your chosen career field.
- Describe your future goals based on these transferable skills.
- Write your paper utilizing proper tone, spelling, and grammar.

Once you have completed your reflection assignment, save your assignment using the file name "Jstudent_ModuleXX_Reflection.docx" and add it to the folder of documents you compiled in Part I.

Zip or compress the folder containing your exemplar project and your reflection assignment. Then, submit the zipped folder to the drop box.

Note: For help with zipping or compressing your files, visit theRasmussen College Answers page.