

**Policies and Procedures
for
Early Childhood Career Internship Program
(H26)**



Anne Arundel County Public Schools
Revised June 2014

Early Childhood Career Internship Program

Introduction

The purpose of the Early Childhood Career Internship Program is to prepare the student for post-secondary education, gainful employment, or both in a setting outside of the high school in the field of early childhood education. Seniors who have successfully completed Child Development 1, 2, and 3 (may be taken concurrently during senior year), and who desire an experience in an early childhood/elementary education setting to fulfill the requirements of the Early Childhood Completer Program may apply for an internship. Credit will be granted upon successful completion of **135 hours** and demonstration of curricular goals and outcomes that have been jointly determined by the student and the teacher. The student will earn one credit for the completion of 135 hours. The internship will be coordinated and supervised by an AACPS Internship Facilitator.

Philosophy for the Early Childhood Career Internship Program

The philosophy of the program is to provide real life experience that allows the student to explore possible career options, prepare for further study in the field, or prepare for entrance into the world of work. It gives students an experience to earn credit and expand their skills and competencies in early childhood education in a setting outside of the high school.

Objectives of the Early Childhood Career Internship Program

1. Provide opportunities for students to improve skills and competencies in Early Childhood Education.
2. Enable students to earn credit while allowing them to apply what they have learned in the classroom.
3. Provide the opportunity of a real life experience in an early childhood education environment such as a local elementary school or other approved institution.
4. Provide opportunities for students to make informed career and post-secondary education decisions.

Policies for the Early Childhood Career Internship Program

1. The Early Childhood Career Internship can be elected only by students who have successfully completed Child Development 1, 2, and 3 (may be taken during senior year).
2. The student is responsible for following the established procedures to participate in the Early Childhood Career Internship Program.
3. The internship will be coordinated and supervised by an AACPS Internship Facilitator.

Procedures for the Early Childhood Career Internship Program

1. Student Candidacy

- Student indicates interest in enrolling in the Early Childhood Career Internship Program by completing the “Early Childhood Career Internship Program Application” prior to scheduling for senior year. The application and agreement forms must be signed by the student and the parent/guardian.

2. Coordination of Teaching Sites and Cooperating Teacher

- The student will work with the Early Childhood Education teacher and Internship Facilitator to review all expectations for the student’s internship experience.
- The Internship Facilitator meets with the cooperating school/teacher to articulate expectations.

3. Evaluation

- Students will complete and submit all assignments and forms assigned by the Internship Facilitator.
- The cooperating teacher will complete one formal evaluation per marking period.
- The Internship Facilitator will use the above mentioned items to assign a grade of an S or U in accordance with the established procedures of Anne Arundel County Public Schools.



Anne Arundel County Public Schools
Early Childhood Career Internship Program
Application

Date _____

Name _____ Grade _____

Address _____

Counselor _____ Current GPA _____

Telephone _____ Email Address _____

Career Interest/Goal _____

Prerequisites for Early Childhood Career Internship Program

Course	Date Completed	Grade
Child Development I		
Child Development II		
Child Development III		

Describe your interest in children and why you want to participate in the Early Childhood Career Internship Program.

Semester Preference (Check One) 1st _____ 2nd _____

_____ Any combination of days during the week, leaving school after 2nd or 3rd period

_____ Any combination of days during the week after school

Note: Minimum of 135 hours required for one credit

Please indicate if you have a preference(s) in any of the following areas:

Elementary School Grade Level Teacher Special Population

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do you have reliable transportation to an internship site? () Yes () No

List hobbies, interests, special talents, etc.

Do you participate in school clubs, sports, etc.?

If accepted, I agree to abide by the policies and regulations of the Early Childhood Career Internship Program.

Student Signature: _____ **Date:** _____

I give permission for my son/daughter to participate in the Early Childhood Career Internship Program.

Parent/Guardian Signature: _____ **Date:** _____



Anne Arundel County Public Schools
Early Childhood Career Internship Program
Internship Checklist

The following tasks will be completed over the course of the internship

Completed (✓) Task

- _____ Successfully complete Child Development 1, 2, and 3
- _____ Complete the “Early Childhood Career Internship Program Application”
- _____ Send a letter of introduction to the cooperating teacher
- _____ Maintain daily entries in the internship journal and submit to the Internship Facilitator upon request
- _____ Maintain a daily attendance chart and submit to the Internship Facilitator on a monthly basis
- _____ Return the completed evaluation form(s) to the internship Facilitator
- _____ Create a final project that is a tangible demonstration of the learning experience
- _____ At the completion of your internship, send a thank you note the mentor

Attendance

- _____ Follow all school policies regarding school attendance including procedures for late arrivals and early dismissals
- _____ **Sign in and out daily** at the internship site on the designated form
- _____ Record attendance on the “Early Childhood Career Internship Program Weekly Report”
- _____ Contact the internship site as well as the Internship Facilitator if you are unable to attend the internship site—keep contact information handy

Transportation

- _____ Go directly from your home school to the internship site—be prompt
- _____ Get an appropriate parking sticker from the home school
- _____ Provide your own transportation to and from the internship site

Teaching Site Procedures

- _____ Work in cooperation with the teacher at the internship site by assisting in educational activities
- _____ Keep all information about the students, cooperating teacher/mentor, and the internship site in strict confidence
- _____ Accept responsibility for completing all forms and assignments by the due date
- _____ Always carry your laminated identification pass when leaving and entering the home school and internship site

Home School Procedures

- _____ Notify the Internship Facilitator immediately of any issues/concerns
- _____ The Internship Facilitator will conduct random observations of the student several times during the semester
- _____ Each student is required to view the video “Overview of Issues Related to Sexual Harassment and Child abuse/Neglect” developed by Anne Arundel County Public Schools prior to starting the internship

I agree to adhere to all requirements of the Early Childhood Career Internship Program Internship Checklist.

Student Signature

Date



Anne Arundel County Public Schools
Early Childhood Career Internship Program
Internship Journal Form

Date _____ Day (circle) Monday Tuesday Wednesday Thursday Friday

Arrival Time _____ Departure Time _____ Total Hours _____

Duties performed or observed:



Date _____ Day (circle) Monday Tuesday Wednesday Thursday Friday

Arrival Time _____ Departure Time _____ Total Hours _____

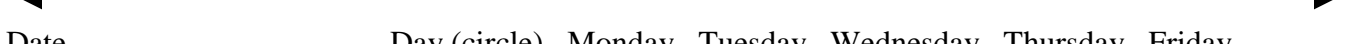
Duties performed or observed:



Date _____ Day (circle) Monday Tuesday Wednesday Thursday Friday

Arrival Time _____ Departure Time _____ Total Hours _____

Duties performed or observed:



Date _____ Day (circle) Monday Tuesday Wednesday Thursday Friday

Arrival Time _____ Departure Time _____ Total Hours _____

Duties performed or observed:



Date _____ Day (circle) Monday Tuesday Wednesday Thursday Friday

Duties performed or observed:



On the Following lines, please write a summary of your internship experiences for the week:

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



Anne Arundel County Public Schools Early Childhood Career Internship Program Internship Journal Reflection Sheet

At the end of each day, take a few moments to reflect on and record what you have learned in response to the questions and statements below. The responses will help you develop your daily and weekly summary. It is not necessary to respond to each question or statement, they are simply guidelines for reflection.

1. What did you learn about yourself – your interests, aptitudes, strengths and weaknesses?
2. Describe the teaching methodologies you used or observed being used.
3. Describe an activity you performed and the procedures you followed.
4. Describe any materials you had to read and interpret to complete an assignment.
5. Describe any initiatives you took to learn something new.
6. Outline a problem you encountered or observed and describe how you or others resolved the problem.
7. Did you learn any new skills or techniques?
8. Did you use or observe any new technology or equipment?
9. Did you utilize any information gained in your child development classes?
10. Were you involved in any meetings? What was the purpose? What took place? What was the result?
11. Did you learn anything new about the field of education? Did you observe any additional opportunities for employment in education but outside the classroom?
12. Overall, describe the mood of the work environment. Is it a fast-paced environment? Does the staff work in teams or as individuals? What additional responsibilities do staff members have? How much preparation time is necessary to complete assignments? Do you feel productive?



Anne Arundel County Public Schools
Early Childhood Career Internship Program
Monthly Attendance Report

Name of Intern _____ Teaching Site _____ Month _____

Date	Time In	Time Out	Intern Signature	Supervisor's Signature (at the end of each week)
M				
T				
W				
Th				
F				
Total Hours for the Week				
M				
T				
W				
Th				
F				
Total Hours for the Week				
M				
T				
W				
Th				
F				
Total Hours for the Week				
M				
T				
W				
Th				
F				
Total Hours for the Week				
M				
T				
W				
Th				
F				
Total Hours for the Week				
Total Hours for the Month				

Anne Arundel County Public Schools

Early Childhood Career Internship Program

Cooperating Teacher Evaluation

Intern_____ Teaching Site_____

Cooperating Teacher_____ Beginning Date_____ Ending Date_____

Intern Facilitator_____ Arrival_____ Departure Time_____

Evaluation Criteria	Excellent	Good	Average	Needs Improvement	Poor
1. Attendance and Punctuality					
2. Notification in Case of Absence					
3. Integrity and Responsibility					
4. Relationship with Children					
5. Works Well with Teaching Team					
6. Accepts Criticism and Suggestions					
7. Follows Established Procedures					
8. Communicates Effectively					
9. Appropriate Appearance					
10. Responsible with Equipment/Material					
11. Quality of Work					
12. Decision Making/Problem Solving					
13. Motivation and Initiative					
14. Maintains Safety					

Comments: (may be continued on the reverse side)

Cooperating Teacher's Signature Date Intern Signature Date

Intern Facilitator's Signature Date

(To be completed twice each marking period by the cooperating teacher at the teaching site)