Education and Child Development

Student Policy Handbook

Public Services and Fine Arts

252-493-7304

Student Handbook

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Welcome

Welcome to the Education and Child Development (E&CD) Department, a part of the Teaching and Learning Division of Pitt Community College. Becoming an educator in the field of Education and Child Development is an important and rewarding profession. Students enrolled in this program must demonstrate motivation and responsibility to become successful. Consistent attendance, active participation in coursework, supervised experiences in child care settings and reliable completion of assignments are a few of the practices that are required. The faculty in the ECE program are committed to providing a program of excellence to help you achieve your goal of becoming a high-quality early childhood educator.

This student handbook is designed to assist in the understanding of the expectations of all students enrolled in this program. Much of this information can be found in the PCC General Catalog as well as the PCC Student Code of Conduct. Specific policies and expectations will be described within the course syllabi provided for each course. It is important for students to review their syllabi and bring any questions to the attention of their course instructor. Never hesitate to contact any faculty or staff member if you need additional information or assistance.

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Mission/Purpose Statement

The mission of the Education and Child Development program is to prepare individuals to provide and maintain quality learning and educational environments to children ages birth through high school in home- and center-based licensed early childhood programs as well as public and private educational programs. Additionally, the transfer paths will prepare students in continuing their education in a bachelor's degree program focusing on Birth Through Kindergarten Teacher Education, Early Childhood Administration and Public School Teacher Licensure. Students will gain knowledge of theory-based best practices for engaging and interacting with children and families and will apply this knowledge in approved community-based practicum experiences while being supervised by qualified child care providers, licensed teachers and college faculty.

Program Philosophy

The philosophy of the Education and Child Development program aligns with The Professional Preparation Standards of the students' respective program. This would include standards and practices of the National Association for the Education of Young Children (NAEYC) (Appendix A and B) as well as the Standards for Ethics of the National Teaching Association (Appendix C), InTASC Model of Professional Teaching Standards (Appendix D) and the North Carolina Standard Course of Study (Appendix E). These standards are grounded in research and focus on providing an inclusive developmentally appropriate curriculum that prepares children for future successes. The importance of relationships, the development of emotional and social competence, the design of intentional play and learning environments, the use of multiple methods of assessment, the implementation of appropriate supports for success, and the use of a variety of instructional strategies are all integral roles in this preparation.

Academic Pathways:

Education and Child Development offers five (5) Associate Degree academic tracks in addition to an Education and Child Development Diploma and five (5) Education and Child Development certificates. Additionally, a certificate in Elementary Education Residency is offered to employed teachers having a bachelors decree and seeking to add an NC Teaching License. Student should be aware that course work includes required observation and practical experiences in approved licensed child care facilities as well as public and private school settings. The following pages describe the course work required for each of these options.

Career Pathway

Early Childhood Education (A55220C)

2019 - 2020 Curriculum Sheet

Dept. Chair: Melissa Rees - Phone: 252-493-7276 - Email: mrees@email.pittcc.edu

Prefix	No	Title	Class	Lab	Clinic	Credit	Course Prerequisites/Corequisites
Fall I							
ACA	111	College Student Success	1	0	0	1	
EDU	119	Intro to Early Child Educ	4	0	0	4	
EDU	131	Child, Family, and Community	3	0	0	3	Co-Req DRE 097, ENG 002, or ENG 111 Local DRE 097 or ENG 002
EDU	144	Child Development I	3	0	0	3	Co-Req DRE 097, ENG 002, or ENG 111 Local DRE 097 or ENG 002
Elective	1	Humanities/Fine Arts Elective (See belo	*	*	*	3	
		Total Recommended Hours	**11**	**0**	**0**	**14**	
Spring I							
EDU	145	Child Development II	3	0	0	3	Co-Req DRE 097, ENG 002, ENG 111 Local DRE 097 or ENG 002
EDU	151	Creative Activities	3	0	0	3	Co-Req DRE 097, ENG 002, or ENG 111 Local DRE 097 or ENG 002 Local Co-Req EDU 151A
EDU	151A	Creative Activities Lab	0	2	0	1	Co-Req EDU 151 and DRE 097, ENG 002 or ENG 111 Local DRE 097 or ENG 002
EDU	153	Health, Safety and Nutrition	3	0	0	3	Co-Req DRE 097, ENG 002, ENG 111 Local DRE 097 or ENG 002
EDU	146	Child Guidance	3	0	0	3	Co-Req DRE 097, ENG 002, ENG 111 Local DRE 097 or ENG 002
		Total Recommended Hours	**12**	**2**	**0**	**13**	
Summer I							
EDU	234	Infants, Toddlers and Twos	3	0	0	3	EDU 119 Co- Req DRE 098, ENG 002, or ENG 111 Local DRE 098 or ENG 002 with grade P2
EDU	261	Early Childhood Admin I	3	0	0	3	Co-Req EDU 119 and DRE 098, or ENG 111 Local DRE098 or ENG 002 with grade P2
Elective	2	Computer Elective (See below)	*	*	*	3	See catalog
ENG	111	Writing and Inquiry	3	0	0	3	DRE 098 or ENG 002 Co-Req ENG 011
		Total Recommended Hours	**9**	**0**	**0**	**12**	
FALL II							
EDU	184	Early Child Intro Pract	1	3	0	2	EDU 119 Co-Req DRE 097, ENG 002, ENG 111 Local DRE 097 or ENG 002 and EDU 144, EDU 145, EDU 146, and EDU 151
EDU	251	Exploration Activities	3	0	0	3	Co-Req DRE 098, ENG 002, or ENG 111 Local DRE 098 or ENG 002 with grade P2
Elective	3	Natural Science/Math Elective (See belo	*	*	*	3	See catalog
ENG	112	Writing/Research in the Disc	3	0	0	3	ENG 111
PSY	150	General Psychology	3	0	0	3	DRE 098 or ENG 002
		Total Recommended Hours	**10**	**3**	**0**	**14**	
SPRING II							
EDU	221	Children with Exceptionalities	3	0	0	3	EDU 144, EDU 145 or PSY 244, PSY 245 Co-Req DRE 098, ENG 002, ENG 111 Local DRE 098 or ENG with grade P2
EDU	280	Language/Literacy Experiences	3	0	0	3	DRE 098, ENG 002, OR ENG 111
EDU	284	Early Child Capstone Prac	1	9	0	4	See catalog
Elective	4	Other Major Elective (See below)	*	*	*	3	
		Total Recommended Hours	**7**	**9**	**0**	**13**	
		Total Program Hours				**66**	

Program Option/Electives

Elective 1 - ART 111, ART 114, ART 115, **MUS 110**, MUS 112, PHI 215, PHI 240

Elective 2 - **CIS 110**, OST 137

Elective 3 - AST 111 & AST 111A, **GEL 111**, MAT 110

Elective 4 - ART 111, ART 114, ART 115, AST 111 & 111A, BIO 110, BIO 111, COM 231, EDU 216, EDU 235, **EDU 262**, HIS 111, HIS 112, HIS 131, HIS 132, MUS 110, MUS 112, SOC 210

Program's highest developmental courses that MUST be completed	**Placement scores determine required courses**
DMA & DRE	Score =

Notes:

Program Total could exceed 66 credit hours depending on elective choices.

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as DMA and DRE courses that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regard to the timelines of various course offerings.

B-K Licensure Transfer Pathway- Transferable Degree

ECE: Birth Through Kindergarten (A55220L)

2019 - 2020 Curriculum Sheet

Dept. Chair: Melissa Rees - Phone: 252-493-7276 - Email: mrees@email.pittcc.edu

Prefix	No	Title	Class	Lab	Clinic	Credit	Course Prerequisites
Fall I							
ACA	122	College Transfer Success	0	2	0	1	
COM	231	Public Speaking	3	0	0	3	
EDU	119	Intro to Early Child Educ	4	0	0	4	
EDU	144	Child Development I	3	0	0	3	Co-Req DRE 097, ENG 002, or ENG 111 Local DRE 097 or ENG 002
ENG	111	Writing and Inquiry	3	0	0	3	DRE 098 or ENG 002 Co-Req ENG 011
		Total Recommended Hours	**13**	**2**	**0**	**14**	
Spring I							
EDU	131	Child, Family, and Community	3	0	0	3	Co-Req DRE 097, ENG 002, or ENG 111 Local DRE 097 or ENG 002
EDU	145	Child Development II	3	0	0	3	Co-Req DRE 097, ENG 002, ENG 111 Local DRE 097 or ENG 002
Elective	1	Social/Behavioral Sciences Transfer	*	*	*	3	See catalog
ENG	112	Writing/Research in the Disc	3	0	0	3	ENG 111
MAT	143	Quantitative Literacy	2	2	0	3	See catalog
		Total Recommended Hours	**11**	**2**	**0**	**15**	
Summer I							
EDU	151	Creative Activities	3	0	0	3	Co-Req DRE 097, ENG 002, or ENG 111 Local DRE 097 or ENG 002 Local Co-Req EDU 151A
EDU	151A	Creative Activities Lab	0	2	0	1	Co-Req EDU 151 and DRE 097, ENG 002 or ENG 111 Local DRE 097 or ENG 002
Elective	2	Biological Sciences Transfer Elective	*	*	*	4	See catalog
Elective	3	Humanities/Fine Arts Elective (See belo	*	*	*	3	See catalog
Elective	4	Natural Sciences Transfer Elective (See	*	*	*	4	See catalog
		Total Recommended Hours	**3**	**2**	**0**	**15**	
FALL II							
EDU	146	Child Guidance	3	0	0	3	Co-Req DRE 097, ENG 002, ENG 111 Local DRE 097 or ENG 002
EDU	153	Health, Safety and Nutrition	3	0	0	3	Co-Req DRE 097, ENG 002, ENG 111 Local DRE 097 or ENG 002
EDU	234	Infants, Toddlers and Twos	3	0	0	3	EDU 119 Co- Req DRE 098, ENG 002, or ENG 111 Local DRE 098 or ENG 002 with grade P2
EDU	280	Language/Literacy Experiences	3	0	0	3	DRE 098, ENG 002, OR ENG 111
PSY	150	General Psychology	3	0	0	3	DRE 098 or ENG 002
		Total Recommended Hours	**15**	**0**	**0**	**15**	
SPRING II							
EDU	216	Foundations of Education	3	0	0	3	
EDU	221	Children with Exceptionalities	3	0	0	3	EDU 144, EDU 145 or PSY 244, PSY 245 Co-Req DRE 098, ENG 002, ENG 111 Local DRE 098 or ENG with grade P2
EDU	250	Teacher Licensure Preparation	3	0	0	3	ENG-111 and MAT143, MAT 152, or MAT 171
EDU	284	Early Child Capstone Prac	1	9	0	4	DRE 098, EDU 119, 144, 145, 146, 151
		Total Recommended Hours	**10**	**9**	**0**	**13**	
		Total Program Hours				**72**	

Program Option/Electives	
Elective 1 - ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, **SOC 210**	
Elective 2 - **BIO 110**, BIO 111	
Elective 3 - ART 111, ART 114, ART 115, **MUS 110**, MUS 112, PHI 215, PHI 240	
Elective 4 - AST 111 & AST 111A, AST 151 & AST 151A, **GEL 111**, PHY 110 & PHY 110A	
Program's highest developmental courses that MUST be completed	**Placement scores determine required courses**
DMA & DRE	Score =
Notes:	
Program Total could exceed 72 credit hours depending on elective choices.	

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as DMA and DRE courses that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regard to the timelines of various course offerings.

Administration Non-Teaching Transfer Pathway- Transferable Degree

ECE: Early Education Non-Teaching (A55220A)

2019 - 2020 Curriculum Sheet

Dept. Chair: Melissa Rees - Phone: 252-493-7276 - Email: mrees@email.pittcc.edu

Prefix	No	Title	Class	Lab	Clinic	Credit	Course Prerequisites
Fall I							
ACA	122	College Transfer Success	0	2	0	1	
COM	231	Public Speaking	3	0	0	3	
EDU	119	Intro to Early Child Educ	4	0	0	4	
EDU	144	Child Development I	3	0	0	3	Co-Req DRE 097, ENG 002, or ENG 111 Local DRE 097 or ENG 002
ENG	111	Writing and Inquiry	3	0	0	3	DRE 098 or ENG 002 Co-Req ENG 011
		Total Recommended Hours	**13**	**2**	**0**	**14**	
Spring I							
EDU	131	Child, Family, and Community	3	0	0	3	Co-Req DRE 097, ENG 002, or ENG 111 Local DRE 097 or ENG 002
EDU	145	Child Development II	3	0	0	3	Co-Req DRE 097, ENG 002, ENG 111 Local DRE 097 or ENG 002
Elective	1	Social/Behavioral Sciences Transfer	*	*	*	3	See catalog
ENG	112	Writing/Research in the Disc	3	0	0	3	ENG 111
MAT	143	Quantitative Literacy	2	2	0	3	See catalog
		Total Recommended Hours	**11**	**2**	**0**	**15**	
Summer I							
EDU	146	Child Guidance	3	0	0	3	DRE 097
EDU	151	Creative Activities	3	0	0	3	DRE 097, Co-Req EDU 151A
EDU	151A	Creative Activities Lab	0	2	0	1	DRE 097, Co-Req EDU 151
EDU	261	Early Childhood Admin I	3	0	0	3	
Elective	2	Humanities/Fine Arts Elective (See belo	*	*	*	3	See catalog
		Total Recommended Hours	**9**	**2**	**0**	**13**	
FALL II							
EDU	153	Health, Safety and Nutrition	3	0	0	3	Co-Req DRE 097, ENG 002, ENG 111 Local DRE 097 or ENG 002
EDU	262	Early Childhood Admin II	3	0	0	3	EDU 261 and EDU 261 and DRE 098, ENG 002, or ENG 111
EDU	221	Children with Exceptionalities	3	0	0	3	EDU 144, EDU 145 or PSY 244, PSY 245 Co-Req DRE 098, ENG 002, ENG 111 Local DRE 098 or ENG with grade P2
EDU	280	Language/Literacy Experiences	3	0	0	3	DRE 098, ENG 002, OR ENG 111
Elective	3	Natural Sciences Transfer Elective (See	*	*	*	4	See catalog
		Total Recommended Hours	**12**	**0**	**0**	**16**	
SPRING II							
EDU	234	Infants, Toddlers and Twos	3	0	0	3	EDU 119 Co-Req DRE 098, ENG 002, or ENG 111 Local DRE 098 or ENG 002 with grade P2
EDU	284	Early Child Capstone Prac	1	9	0	4	See catalog
Elective	4	Biological Sciences Transfer Elective	*	*	*	4	See catalog
PSY	150	General Psychology	3	0	0	3	DRE 098 or ENG 002
		Total Recommended Hours	**7**	**9**	**0**	**14**	
		Total Program Hours				**72**	

Program Option/Electives	
Elective 1 - ECO 251, ECO 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, SOC 210	
Elective 2 - ART 111, ART 114, ART 115, **MUS 110**, MUS 112, PHI 215, PHI 240	
Elective 3 - AST 111 & AST 111A, AST 151 & AST 151A, **GEL 111**, PHY 110 & PHY 110A	
Elective 4 - **BIO 110**, BIO 111	
Program's highest developmental courses that MUST be completed	**Placement scores determine required courses**
DMA & DRE	Score =
Notes:	
Program Total could exceed 72 credit hours depending on elective choices.	

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as DMA and DRE courses that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regard to the timelines of various course offerings.

Associates in Arts in Teacher Preparation Curriculum Sheet- Transferable Degree

Fall I

Prefix	No.	Title	Class	Lab	Clinic	Credit
ENG	111	Writing and Inquire *	3	0	0	3
COM or COM	231 120	Public Speaking Intro to Interpersonal Communication	3	0	0	3
ART	111	Art Appreciation**	3	0	0	3
EDU	187	Teaching and Learning for All	4	0	0	4
SOC Or GEN ED ELECTIVE	225	Sociology of Diversity	3	0	0	3
		Total				16
*Students must have credit for ENG 002 and ENG 011. ENG 011 can be taken as a corequisite						
** Humanity Elective: Students can take ART 111, ART 114, ART 115, DRA 111, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215, 0r PHI 240 (must have 2 to complete)						

Spring I

Prefix	No.	Title	Class	Lab	Clinic	Credit
ENG	112	Writing and Research in the Disciplines	3	0	0	3
EDU	216	Introduction to American Education	3	0	0	3
MAT* OR MAT* OR MAT*	143 152 171	Quantitative Literacy Statistical Methods I Pre-Calculus	3 4 4	0	0	 3/4
HIS**	111	World Civilizations I	3	0	0	3
PSY**	150	General Psychology	3	0	0	3
		Total				15/16
*PreReqs: DRE 098 or ENG 111 and MAT 003 or BSP 4003; CoReq: 043, 052, 071 respectively						
** Social/Behavioral Sciences Elective—Can choose 6 hours from ECO 251, ECU 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210						

Fall II

Prefix	No.	Title	Class	Lab	Clinic	Credit
GEN ED ELECTIVE			3	0	0	3
GEN ED ELECTIVE Or SOC 225			3	0	0	3
EDU	250	Teacher Licensure Preparation	3	0	0	3
SOC	225	Social Diversity	3	0	0	3
GEN ED ELECTIVE			3	0	0	3
		Total				15

Spring II

Prefix	No.	Title	Class	Lab	Clinic	Credit
EDU	279	Literacy Development and Instruction	4	0	0	4
ENG	241	British Literature I	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
BIO	110	Principles of Biology	3	3	0	4
ACA	122	College Transfer Success	1			1
		Total				15

This is just an example; students have many choices in selecting courses from the discipline areas, as well as the number of credit hours to take each semester (see attached advising sheet).

Associates in Science in Teacher Preparation--Transferable Degree

Fall I

Prefix	No.	Title	Class	Lab	Clinic	Credit
ENG	111	Writing and Inquire *	3	0	0	3
COM or COM	231 120	Public Speaking Intro to Interpersonal Communication	3	0	0	3
ART	111	Art Appreciation**	3	0	0	3
EDU	187	Teaching and Learning for All	4	0	0	4
SOC Or GEN ED ELECTIVE	225	Sociology of Diversity	3	0	0	3
		Total				16
*Students must have credit for ENG 002 and ENG 011. ENG 011 can be taken as a corequisite						
** Humanity Elective: Students can take ART 111, ART 114, ART 115, DRA 111, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112, PHI 215, Or PHI 240 (must have 2 to complete)						

Spring I

Prefix	No.	Title	Class	Lab	Clinic	Credit
ENG	112	Writing and Research in the Disciplines	3	0	0	3
EDU	216	Introduction to American Education	3	0	0	3
MAT*	171	Pre-calculous Algebra	4	0	0	4
GEN ED ELECTIVE			3	0	0	3
		Total				13
PreReqs: DRE 098 or ENG 111 and MAT 003 or BSP 4003; CoReqs: 071,						
** Social/Behavioral Sciences Elective—Can choose 3 hours from ECO 251, ECU 252, HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210						

Fall II

Prefix	No.	Title	Class	Lab	Clinic	Credit
MAT	172 or 263	Pre-Calculus or Brief Calculus	4	0	0	4
GEN ED ELECTIVE Or SOC 225			3	0	0	3
EDU	250	Teacher Licensure Preparation	3	0	0	3
SOC	225	Social Diversity	3	0	0	3
GEN ED ELECTIVE			3	0	0	3
		Total				16

Spring II

Prefix	No.	Title	Class	Lab	Clinic	Credit
EDU	279	Literacy Development and Instruction	4	0	0	4
ENG	241	British Literature I	3	0	0	3
MUS	110	Music Appreciation	3	0	0	3
BIO	110	Principles of Biology	3	3	0	4
ACA	122	College Transfer Success	1	0	0	1
		Total				15

**** This is just an example; students have many choices in selecting courses from the discipline areas, as well as the number of credit hours to take each semester (see attached advising sheet).***

Early Childhood Education Diploma Program

Early Childhood Education

2018 - 2019 Diploma Program

Dept. Chair: Melissa Rees - Phone: 252-493-7276

Email: mrees@email.pittcc.edu

Diploma Program (D5522001)				
Prefix	**No**	**Title**	**Credit**	**Course Prerequisites**
EDU	119	Intro to Early Child Educ	4	
EDU	131	Child, Family, and Community	3	Co-Req DRE 097, ENG 002, or ENG 111 Local DRE 097 or ENG 002
EDU	144	Child Development I	3	Co-Req DRE 097, ENG 002, or ENG 111 Local DRE 097 or ENG 002
EDU	145	Child Development II	3	Co-Req DRE 097, ENG 002, or ENG 111 Local DRE 097 or ENG 002
EDU	146	Child Guidance	3	Co-Req DRE 097, ENG 002, or ENG 111 Local DRE 097 or ENG 002
EDU	151	Creative Activities	3	Co-Req DRE 097, ENG 002, or ENG 111 Local DRE 097 or ENG 002 Local Co-Req EDU 151A
EDU	151A	Creative Activities Lab	1	Co-Req EDU 151 and DRE 097, ENG 002 or ENG 111 Local DRE 097 or ENG 002
EDU	153	Health, Safety and Nutrition	3	Co-Req DRE 097, ENG 002, ENG 111 Local DRE 097 or ENG 002
EDU	184	Early Child Intro Pract	2	See catalog
EDU	221	Children with Exceptionalities	3	EDU 144, EDU 145 or PSY 244, PSY 245 Co-Req DRE 098, ENG 002, ENG 111 Local DRE 098 or ENG with grade P2
EDU	284	Early Child Capstone Prac	4	See catalog
Elective	1	ACA Elective (See below)	1	See catalog
Elective	2	Computer Elective (See below)	3	See catalog
ENG	111	Writing and Inquiry	3	DRE 098
ENG	112	Writing/Research in the Disc	3	ENG 111
		Total Recommended Hours	**42**	

Program Option/Electives
Elective 1 - **ACA 111**, ACA 122
Elective 2 - **CIS 110**, OST 137

Education and Child Development Certificate Options

Administration Certificate (C5522001)				
Prefix	**No**	**Title**	**Credit**	**Course Prerequisites**
EDU	119	Intro to Early Child Educ	4	
EDU	131	Child, Family, and Community	3	DRE 097
EDU	146	Child Guidance	3	DRE 097
EDU	261	Early Childhood Admin I	3	DRE 098, Co-Req EDU 119
EDU	262	Early Childhood Admin II	3	DRE 098 & EDU 261/Co-Req EDU 119
		Total Recommended Hours	**16**	

Early Childhood Certificate (C5522002)				
Prefix	**No**	**Title**	**Credit**	**Course Prerequisites**
EDU	119	Intro to Early Child Educ	4	
EDU	144	Child Development I	3	DRE 097
EDU	145	Child Development II	3	DRE 097
EDU	146	Child Guidance	3	DRE 097
EDU	153	Health, Safety and Nutrition	3	DRE 097
		Total Recommended Hours	**16**	

Infant and Toddler Certificate (C5522003)				
Prefix	**No**	**Title**	**Credit**	**Course Prerequisites**
EDU	119	Intro to Early Child Educ	4	
EDU	131	Child, Family, and Community	3	DRE 097
EDU	144	Child Development I	3	DRE 097
EDU	153	Health, Safety and Nutrition	3	DRE 097
EDU	234	Infants, Toddlers and Twos	3	DRE 098 and EDU 119
		Total Recommended Hours	**16**	

School Age Certificate (C5522004)				
Prefix	**No**	**Title**	**Credit**	**Course Prerequisites**
EDU	119	Intro to Early Child Educ	4	
EDU	145	Child Development II	3	DRE 097
EDU	146	Child Guidance	3	DRE 097
EDU	153	Health, Safety and Nutrition	3	DRE 097
EDU	235	School-Age Develop & Programs	3	DRE 098
		Total Recommended Hours	**16**	

Special Education Certificate (C5522005)				
Prefix	**No**	**Title**	**Credit**	**Course Prerequisites**
EDU	119	Intro to Early Child Educ	4	
EDU	144	Child Development I	3	DRE 097
EDU	145	Child Development II	3	DRE 097
EDU	146	Child Guidance	3	DRE 097
EDU	221	Children with Exceptionalities	3	EDU 144&145 or PSY 244&245, Co-Req DRE 097
		Total Recommended Hours	**16**	

Autism Certificate (C5522006)

Prefix	No	Title	Credit	Course Prerequisite
EDU	119	Intro to Early Child Educ	4	
EDU	144	Child Development I	3	DRE 097 or ENG 002
EDU	145	Child Development II	3	DRE 097 or ENG 002
EDU	149	Autism Technical Concepts	3	DRE 097 or ENG 002
EDU	221	Children with Exceptionalities	3	EDU 144 & 145 or PSY 244 & 245; DRE 097 or ENG 002
		Total Recommended Hours	16	

Letter of Qualification/Tuberculin Skin Test or Screening

In order to complete many assignments successfully, to include mandatory practical hours for EDU 184 and EDU 284, students must provide official documentation of an approved Criminal Background Check, known as a Letter of Qualification. A Letter of Qualification can only be obtained through the Division of Child Development and Early Education (DCDEE), and the official application is available at https://ncchildcarecbc.nc.gov/ . As part of this process, students will need to complete electronic fingerprinting at a law enforcement agency located on the Dept. Of Health and Human Service's approved agency listing, available at https://ncchildcare.ncdhhs.gov/Portals/0/documents/pdf/A/approved_agency_guide.pdf. Expired letters of qualification will not be acceptable. Requesting a criminal background check at your local courthouse will not suffice for this requirement. Additionally, a Tuberculin (TB) skin test or screening may be required. There are fees associated with application of the Letter of Qualification, the electronic fingerprinting, and the TB skin test or screening. Any fees incurred in this process are the responsibility of the student. Failure to comply with these requests could result in withdrawal from the program. Some programs may require additional screenings, such as a drug screening. More specific information will be provided by your individual course instructor.

Uniform Articulation Transfer Agreements:

There are uniform articulation agreements focusing on seamless transfer for students matriculating from the North Carolina Community College System to the constituent institutions of the University of North Carolina in order to complete a Bachelor's Degree in Birth-Kindergarten teaching licensure program, Bachelor's Degree in a related Early Education non-licensure program, or a Bachelor's degree in K-12 teacher licensure. In order for students to be eligible for transfer, they should be enrolled in a transfer pathway.

Career Opportunities

Career opportunities vary depending on the academic path chosen. Common career paths for graduates in these programs include: teachers of young children in programs such as Head Start or the NC Pre-K program; administrators and directors of child care centers; professional development coordinators, instructors, and trainers; technical assistance specialists with professional

organizations; child care resource and referral agencies, licensed K-12 Teachers; employees of various public and non-profit agencies; regulators with various state and federal programs; family specialists and counselors; and sales representative for early childhood products.

Course Loads

Full-time curricular students must take a minimum of 12 credit hours. Normally students take 15 to 18 hours per semester to graduate in a timely manner. Students registering for more than 20 credit hours must have a cumulative grade point average of 2.0 or above or permission of the department chair. Students who are employed more than 15 hours a week should reduce their class load accordingly. Beginning students who have full-time employment should limit to class loads to 9 to 12 credit hours until they have demonstrated the ability to carry a heavier schedule. Students enrolled in the English and math transition courses through our Career College Readiness (CCR) program in the same semester can enroll up to 6 credit hours for curriculum courses. Students can enroll up to 9 credits hours for curriculum courses if only enrolled in one transition course per semester (either only English or either only math) through our CCR program.

Course Substitutions

Approval to substitute an appropriate course for a course listed on the plan of study may be given. However, the substituted course must academically parallel or enhance the program objectives and students must still obtain the skills and knowledge they need for employment or transfer. Advisors should complete the Course Substitution Form, which will route to appropriate department chair/director and dean for approval. No course substitutions may be made for coursework in the transfer pathways programs. Additional information includes:

- Total credit hours in each category on the plan of study must be satisfied.
- Per North Carolina Community College System policy, classes listed as major hours on the program of study may not be substituted unless the substituted class is listed as part of a core class picklist on the state approved curriculum standard.
- Substitutions are not allowed for classes that are state mandated prerequisites.
- ACA 122 cannot be waived or substituted without the permission of the Chief Academic Officer.

- Student must have earned a grade of "C" or better in substituted course

Attendance

Attendance for courses is required through one day beyond the census date**.** ***Any student that does not complete the attendance quiz by the census date of the course will be recorded as "never attended" (NA) and removed from the course***.

Please note that attendance for all veteran affairs students (VA) must be recorded the entire semester. The Office of Veteran Affairs requires notification when VA students stop attending class; therefore, your instructor will report when a VA student stops attending class to PCC's Office of Veteran Affairs.

While attendance is not required beyond the census date, your course participation will be required. Regular Moodle log in and participation and/or presence in face to face classes is important for student success. Class participation will be measured by the graded assignment, attendance and activities you participate in.. Students who miss two graded assignments or face to face classes in a row will be referred to the Early Alert Resource Team. This team will contact the student to discuss lack of participation and potential options for success. The goal of this alert will be to reengage the student through the success team in order to facilitate student continued success.

Students may withdraw themselves from a course(s) before the 75% point of the term. To officially withdraw yourself from the course please send a request to your ***advisor*** before the 75% point of the term. **Your advisor will complete and submit an Official Withdrawal form on your behalf at your request.** Student initiated withdrawals will show on a student's transcript as an "OW".

After an early alert is submitted for a student, a faculty member may give the student a final grade of OW- at the end of the course assuming the following steps have been made:

1. The student stops participating in a course before the 75% of that course.

2. Attempts by the faculty member and the success team for intervention are unsuccessful, and the student is nonresponsive to any College initiated communication.

3. The student indicates to the faculty member or success team that they do not intend to return to the course (If this occurs, the student should be referred to complete an official withdrawal form.)

Students who stop participating in a course after the 75% point of that course will receive the grade earned in the class. The final grade may be an A, B, C, D, F, P, R, or I. Students should be aware that any missed class work will be counted in the calculation of the final grade. Students should refer to PCC's Incomplete Policy for more information on "I" grades.

Observations:

Due to the complex nature of ensuring that students are fully prepared to engage with children in work and educational environments, all students may be required to complete various course

elements within formal and informal school and child care settings. This would include observations, interviews, activity implementation, attendance at meetings and demonstrations. In these instances, the students' responsibility may include: contacting appropriate personnel, setting up appointment times, providing any required paperwork, keeping all information gathered confidential, requesting parent permission of child participation, and following all policies, procedures, and or request of host agency. In addition to following any dress code required of the agency, students must adhere to the recommended guidelines established by this department:

- Wear your official PCC badge or a name tag for all experiences.
- Be sure your attire is clean and pressed.
- Do not wear strong scents, perfumes, or clothing smelling of smoke or other offensive odors
- Be sure your attire is fitted with enough wearing ease to permit comfortable, unrestricted movement and a professional appearance:
    - ✓ Avoid wearing short shorts, skirts, short or low-necked tops, and tightly fitted clothing.
    - ✓ Avoid wearing sheer fabrics and party attire.
    - ✓ Wear appropriate shoes.
    - ✓ Avoid high-heeled shoes, flip-flops, and backless sandals.
    - ✓ Wear only appropriate jewelry.
    - ✓ Avoid wearing rings, except on fingers and ears.
    - ✓ Avoid large earrings, necklaces, and other jewelry that pose a safety hazard for infants and young children.
    - ✓ Avoid wearing sleeve styles that interfere with safe, comfortable movement.
    - ✓ Wear appropriate undergarments.
    - ✓ Nail length should allow for safe handling of children

Additionally, when conducting any associated course work and/or assignments in the community, please avoid eating, drinking, gum chewing, phone usage and carrying personal items to various child care and educational sites. Smoking is strictly prohibited on school and licensed childcare campuses.

When interacting in these situations, all students are to remember they are a representative of Pitt Community College and conduct themselves accordingly.

Confidentiality

Information gathered during participation in observational settings regarding children, parents, staff or volunteers shall be respected and handled confidentially. All information concerning children, parents, staff, teaching staff or volunteers shall not be disclosed to or discussed with anyone other than those authorized to receive such information such as PCC faculty or agency staff, unless disclosure is authorized by law. Failure to abide by this will result in immediate withdrawal from the associated course.

Photography Permission:

Some of your course work may require you to gather photo documentation of events and participants in your observational settings. In this event, you must receive specific permission from the parent or legal guardian of each participant before photographing and using for documentation assignments. Photography permission forms can be obtained from your course instructor. No child may be photographed or included in photo documentation without expressed consent from the parent or legal guardian. Additionally, photographs captured for course assignments may not be used for any other purpose, and must be deleted upon completion of the documentation assignment. It is strictly prohibited for images to be shared with anyone other than program staff or associated course instructors. Violation of this policy will result in immediate withdrawal from the associated course.

Use of Departmental Equipment and Materials:

In some circumstances, students may be permitted to borrow equipment or materials to be used in implementing and completing course assignments. This could include equipment to obtain documentation photographs, materials used to implement activities during practical experiences, and smocks and badge holders to be worn during practical experiences. All items must be officially checked out using the course instructor's documentation procedures, and materials must be returned promptly at agreed upon time in the original condition. Failure to return borrowed materials or equipment may result in ineligibility to register for courses until materials are returned or restitution

is made. In the occurrence that PCC property is stolen, an official police report must be submitted to the Education and Child Development Department Chair for review.

Minimum GPA requirement

All students must maintain a cumulative GPA of 2.0 to be entered into the Early Childhood Capstone Practicum course (EDU 284). Students not meeting this minimum requirement will need to complete additional coursework to increase GPA prior to consideration of future enrollment in the Capstone Practicum.

Student Conduct

Each student of Pitt Community College is expected to conduct him or herself in accordance with the college policy to preserve PCC's safe and supportive learning environment. The term "student" includes all persons registered for or enrolled in one or more courses at PCC, either for credit or non-credit. Pitt Community College has the right and responsibility to take necessary and appropriate action to support and protect the health and safety of the college community. Students have a responsibility to review the Student Code of Conduct Policy, and other policies, and to seek clarification, if necessary, from the Office of the Vice President for Student Development Services. The Student Code of Conduct Policy, and other related policies and procedures may be found in the General College Catalog & Student Handbook. This Policy addresses student conduct and creates developmental learning opportunities in an effort to engage students in ethical decision-making. More information regarding the Student Code of Conduct Policy can be found at https://pittcc.edu/wp-content/uploads/2018/07/Student-Code-of-Conduct-Policy.pdf in the Student code of Conduct Policy Handbook.

Pitt Community College Policy on Smoking

Pitt Community College is a smoke-free campus. Smoking is prohibited by students, staff, faculty, or visitors in/on all campus grounds, buildings, facilities or property owned, leased, or operated by Pitt Community College. Smoking includes the use of cigarettes, cigars, all forms of

e-cigarettes, and hookah. Smokeless tobacco is prohibited inside PCC facilities and vehicles. For more information on PCC's tobacco policy and to read the full policy, please go to https://pittcc.edu/campus-life/drug-free-schools-and-communities-act/tobacco-use-policy/

Pitt Community College Policy on Alcohol and Illegal Substance Use

PCC prohibits the use, sales, or possession of alcoholic beverages or illegal substances, as defined by the North Carolina Controlled Substance Act, on college property or at college sponsored events. Any student violating this policy will be subject to disciplinary action up to and/or including expulsion from the College and possible criminal prosecution. For more detail regarding PCC's policy on student conduct please visit: http://www.pittcc.edu/academics/admissions/Student_Conduct.pdf

Pitt Community College Accessibility Statement

If you have a physical or learning disability and desire accommodations, please notify Accessibility Services at (252) 493-7285 or contact your instructor privately after class to discuss your need for a disability related accommodation.

Pitt Community College Academic Integrity and Dishonesty Statement

In addition to good academic performance, students should exhibit honesty and integrity. If there is any question that academic honesty and integrity are not honored, students may be required to redo assignments in the presence of an instructor-selected monitor. Proof of dishonesty, including plagiarism, will cause students to be subjected to disciplinary action.

Pitt Community College COVID-19 Operational Guidance

Pitt Community College officials are continually monitoring COVID-19 developments. Additionally, it is encouraged that all students get vaccinated against COVID-19. For the most up-to-date campus information, resources, and protocols, please visit the COVID-19 Information page at https://pittcc.edu/coronavirus/ .

Student Resources

Pitt Community College offers a variety of student developmental services focusing on providing educational opportunities for students, promoting student engagement, creating

opportunities for personal development, growth, leadership and civic responsibilities, to advocate for and ensure students' rights, and to assist students with career services. This would include counseling services, tutorial services, career services, and other student support services. A thorough list and description of these services can be found in the General Catalog or by visiting https://pittcc.edu/academics/student-development-services/

Education and Child Development Student Organization

The purpose of the Education and Child Development Student Organization at Pitt Community College is to provide service, advocacy, and awareness activities to positivity effect all children and families. Participation in a campus club or organization is a proven way to learn more about the early childhood profession as well as increase opportunities for leadership and experiences. All students are encouraged to take part in the Education and Child Development Student Organization (ECDSO). Students can become members through one of these three categories:

General Members:

A person shall be eligible to become a member of the EDCSO provided such a person is enrolled as a full or part time student in Education and Child Development Program. General members are the only members to vote at all meeting of EDCSO and only general members may hold elected office.

Associate Members:

A person shall be eligible to become an associate member of the EDCSO provided such a person either resides in or is employed in North Carolina and:

- Has completed an accredited training program
- Has completed at least one year of continuous on-the-job training in the Early Childhood or Education field
- Is an educator associated with Early Childhood training and/or curriculum program in the state of North Carolina
- Is a former member who desires to retain his/her affiliation

An associate member shall not be entitled to vote at membership meeting of EDCSO and may not hold office. Such a member may, however, serve as voting members of committees.

Patron Member:

Patron Members shall be those persons and organizations who express interest in giving added support to the goals and programs of the ECDSO by paying such annual dues as may be set by the EDCSO. Sustaining members shall not be entitled to vote at membership meetings

of the EDCSO and may not hold office. Such members may, however, serve as voting members of committees.

If interested in becoming a member of the Education and Child Development Student Organization, please contact Miranda Dunn or your advisor.

Graduation Requirements:

Upon recommendation of the faculty and the approval of the board of trustees, PCC awards appropriate degrees, diplomas, or certificates to students successfully completing the requirements of their enrolled curricula. All students must:

- Complete course requirements as prescribed in the catalog of record of the candidate for graduation (see Catalog of Record).
- Earn a minimum of 2.0 grade point average ("C" average) in the required courses for the curriculum for which they are applying for graduation.
- Clear all financial obligations to the College.
- Complete at least 25% of credit hours required for the degree, diploma, or certificate at the College; of which 12 semester hours must be major course work with appropriate departmental prefix designation for a degree or diploma (see Transfer Credit).
- Apply for graduation with by the posted deadline

Summer Graduation Stipulations:

All summer graduates will be able to participate in the Fall commencement ceremony. There will not be a summer graduation, and students completing degree programs during the summer will not be able to participate in the previous Spring commencement as was the traditional practice. Please consult with your academic advisor for more information.

Appendix

All students enrolled in the Child Development pathway programs at Pitt Community College will have a working knowledge and understanding of the following documents:

Appendix A:

NAEYC Code of Ethical Conduct and Statement of Commitment found at https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/Ethics%20Position%20Statement2011_09202013update.pdf

Appendix B:

NAEYC Standards for Professional Preparation: Where We Stand Summary found at

https://www.naeyc.org/sites/default/files/globally-shared/downloads/PDFs/resources/position-statements/Ethics%20Position%20Statement2011_09202013update.pdf

All students enrolled in Teacher Preparation pathway programs at Pitt Community College will have a working knowledge and understanding of the following documents:

Appendix C:

National Education Association Code of Ethics for Educators

https://www.nea.org/resource-library/code-ethics-educators

Appendix D:

InTASC Model of Core Teaching Standards

https://ccsso.org/sites/default/files/2017-11/InTASC_Model_Core_Teaching_Standards_2011.pdf

Appendix E:

North Carolina Standard Course of Study

https://www.dpi.nc.gov/districts-schools/classroom-resources/academic-standards/standard-course-study

PITT COMMUNITY COLLEGE
DEPARTMENT OF EDUCATION AND CHILD DEVELOPMENT
ACKNOWLEDGEMENT OF POLICIES

I, the undersigned, have read and understand the policies found in the Education and Child Development Student Policy Handbook. I also understand that I must comply with these policies, as well as the policies found in the PCC General Catalog and those found in the Student Code of Conduct Policy. I acknowledge that failure to comply with these policies during the period of my enrollment as an Education and Child Development student at Pitt Community College may result in removal from the program.

_____ _____

Signature of Student Date

_____ _____

Print name of Student Student ID