

# ECE Internships

Each student must successfully complete an internship in order to apply to earn the early childhood credentials including a two year Associate Degree in Early Childhood Education and a Certificate of Early Childhood Education. The early childhood internship is meant to be a capstone experience for each student providing an enjoyable learning relationship between an instructor, a site mentor (called a coordinating site teacher (CST)), and the student. The course outcomes provide an opportunity for students to be able to apply concepts learned in classes and based on the community college standards for quality created by the National Association for the Education of Young Children (NAEYC) accrediting and advocacy organization. Typically, the internship is taken during one of the last two semesters prior to graduation.

## Fall, Spring and Summer Internships

(Note: Courses are offered only when minimum enrollment is reached.) The fall and spring internship course is approximately 14 weeks. The summer semester internship course is scheduled for approximately 8 to 10 weeks. Each student must complete a **minimum of 275 clock hours** of approved field experience regardless of which session the student chooses. This may be an issue for students who plan to work or volunteer in programs part-time. General guidelines for the minimum number of clock hours needed to be earned on a weekly basis include:

- Fall/Spring (a minimum of 14 weeks): 275 / 14 weeks or 20 clock hours a week\*
- Summer (a minimum of 8 weeks): 275 / 8 weeks or 35 clock hours a week\*

\*Students are accountable for any clock hours lost due to illness or other types of absenteeism during the internship. Hours may vary depending on length of class.

## The Nature of an Early Childhood Internship

Each student selects a site based on guidelines which are provided by the KCC Early Childhood and Teacher Education (ECTE) office. Students are required to teach children a minimum number of hours even if they are working in an administrative position. Students with questions on this aspect of the internship and guidelines for sites should contact the KCC Early Childhood and Teacher Education office for an appointment.

## Prerequisite Information

Students must complete an Internship Review with the Education Program Specialist and receive Department Approval to take this course. Prerequisite courses must be completed with a minimum grade of "C". These courses are: ECE 201, ECE 210, ECE 215, ECE 224, ECE 232, ECE 233, and ENGL 151. Students must meet the [ECE Program Information Guidelines](#) and must successfully pass a criminal background check. .

Note: The KCC ECTE Office reserves the right to not accept intern student candidates who cannot pass legal State of Michigan licensing regulations for child care centers, group or registered home care providers, and for school employees or volunteers.

## Final Program Review

Each student needs to schedule a final program review (does not replace graduation audit completed by the Kellogg Community College Registrar's office) with the Early Childhood and Teacher Education Office. Students can make an appointment to complete the final program review by contacting the ECTE

office at: 269-965-3931, ext. 2109, or by emailing the office at: [education@kellogg.edu](mailto:education@kellogg.edu). At this appointment, each student will be given a form packet which is used to demonstrate the student's intent to register for an internship (more information about the form packet can be found below). The following schedule guides the scheduling of final program reviews which take place in the semester PRIOR to when a student would like an internship:

If you desire an internship in the:

- Fall semester: Your program review should take place in December through April. The deadline for application for Fall is May 1st.
- Spring semester: Your program review should take place in July through September. The deadline for application for Spring is October 1st.
- Summer semester: Your program review should take place in October through February. The deadline for Summer is March 1st.

Please note that there may be a limited number of seats available for this course. Each student is responsible for notifying the ECTE office during the timeline listed above; however, if a student misses this schedule, he or she should still contact the office immediately.

#### **Registering for the ECE 221 Early Childhood Internship Course**

Once your Internship application has been approved, arrangements will be made with the ECTE Office to waive the Department Approval prerequisite.

Seats are filled on a first come first serve basis. A course seat is reserved for a student once the completed packet is approved through the ECTE office and as long as seats are available. **Incomplete packets will not be considered to fill a seat.**

The Program reserves the right to not give approval to register to any student who violates the KCC Code of Conduct within the last five years and who does not meet Program Guidelines (including students convicted of felonies or those unable to pass health requirements as outlined by State mandates). Students must meet course prerequisites unless a waiver is granted by the Early Childhood and Education Program Manager.

**All communication is time sensitive and sent to the student email account. It is the student's responsibility to check his or her student email account on a regular basis.** The ECTE office is not responsible for messages left on voice mail systems. Please contact the ECTE office between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday, with questions or concerns.

Any change in placement information, including the unsuccessful completion of prerequisite courses, may force the ECTE office to withdraw you from the internship course. Every effort will be made to assist students in this situation to enable them to move their internship to the next semester for which they qualify.

#### **Form packet**

During the final program review, each student will be given a form packet which asks the student to declare the intent to register for the internship.

**Portfolio and Field Experience Completion**

During the internship course, each student will complete a portfolio demonstrating mastery of the NAEYC standards based on the collection of information each has created throughout his or her education career in the ECE Program. Students must **also** complete the portfolio in order to pass the internship course. Students must complete the minimum number of clock hours of field experience in order to successfully pass the internship course (Grade of C or higher).

**Student Attendance**

Students must attend every scheduled session or risk being academically withdrawn. For more information on course attendance contact the ECTE office at 269-965-3931, ext. 2109. If you are unable to attend every session, you should seek advising with the ECTE office **PRIOR** to registering. We hope you enjoy your internship and look forward to hearing from you!