

ECE 930: EARLY CHILDHOOD ADMINISTRATIVE PRACTICUM APPLICATION

Name: _____ Student ID: _____
Address: _____ City: _____ Zip: _____
Phone: _____ Cell: _____ E-mail: _____
Semester Student Is Completing Administrative Practicum: Fall Spring Summer

GPA

I have a current GPA of 2.0 or higher

Prerequisites:

12 credits in ECE or Current Child Development Associate (CDA) credential;
or must be admitted to the ECE program; or instructor approval

Health Requirements

Current Physical/Immunizations (within past year, see attached form)
 Documentation of Completed TB Test with Negative Result

Training Requirements

Infant, Child and Adult CPR Certification (attach a current certificate of completion)
 Infant, Child and Adult First Aid Certification (attach a current certificate of completion)
 Universal Precautions (attach a current certificate of completion – within past year)
 Mandatory Child Abuse Reporter Training (attach a current certificate of completion – within past 5 years)

Important Note: All training requirements must be current for the entire semester in which you are applying.

Availability:

Provide detailed information about your availability for scheduling your Administrative Practicum. Include what days of the week and the times you are available. You will need to have a minimum of 60 hours available during the open hours at your administrative practicum placement site in order to complete this experience in one semester. Please note that your hours of availability must be consistent from week to week and the experience cannot be completed in less than half a semester.

Monday _____ (hours) Thursday _____ (hours)
 Tuesday _____ (hours) Friday _____ (hours)
 Wednesday _____ (hours)

Worksite Placements

If you are planning to be placed at your worksite for the Administrative Practicum, you must have been employed at this site a minimum of 6 months.

Yes No Are employed by the Administrative Practicum placement you have requested?
 Yes No Have been employed at this site for more than 6 months?

Specific Requests for Administrative Practicum Placement

When placements are made, individual preferences and schedules will try to be accommodated; however, placements also have to be made within the parameters of what is available. Please provide names of 1-3 programs you would prefer to be placed with. Include the name, address, telephone and contact person for your site placement preferences.

First Choice Program Name:

Address: _____ City: _____ Zip: _____
Contact Person: _____ Phone: _____

Second Choice Program Name:

Address: _____ City: _____ Zip: _____
Contact Person: _____ Phone: _____

Third Choice Program Name:

Address: _____ City: _____ Zip: _____
Contact Person: _____ Phone: _____

Additional Information Needed:

Please attach an additional sheet with your responses to the additional information requested below. This information should be typed and attached to this application page.

1. Describe previous experience as an administrator or manager in an early childhood education program and/or other experience in the field. Include type of experience and years of experience. Please identify each experience as work-related, course-related or a volunteer experience.

2. Write a Professional Goals Statement Including:
 - a. What do you perceive as your strengths related to this course?

 - b. What do you perceive as your challenges related to this course?

 - c. Reason for pursuing Early Childhood Program Administration certificate.

 - d. Type of placement/experience that you are most interested in.

 - e. Overall professional goals for the administrative practicum experience. Include at least three goals.

I verify to the best of my knowledge that this information is complete and accurate

Student Signature: _____ **Date:** _____