

FLORIDA GATEWAY COLLEGE ASSOCIATE IN SCIENCE IN EARLY CHILDHOOD  
EDUCATION PROGRAM

STUDENT GUIDEBOOK

By

FLORIDA GATEWAY COLLEGE

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## PREFACE

Florida Gateway College's (FGC) Early Childhood Education department has prepared this guidebook for use by students enrolled in the Associate in Science in Early Childhood Education (AS ECE) Program. All students should also read the current FGC Catalog and Student Handbook for general information: The catalog and handbook are available online at <http://catalog.fgc.edu/> and <https://www.fgc.edu/students/student-resources/> respectively.

The AS ECE program reserves the right to change any statement in this guidebook concerning, but not limited to, rules, policies, curricula, and courses. Additionally, it will be updated yearly and is effective for both existing and new students. A current guidebook will be available in every Canvas course and on the Teacher Preparation Programs website located on FGC's website at [www.fgc.edu/education](http://www.fgc.edu/education). It is the student's responsibility to know and adhere to all applicable program rules and regulations.

This guidebook is intended to be a guide for students as they progress through the AS ECE program while attending FGC.

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The Equity Officer is Sharon Best, Executive Director of Human Resources, Building 001, Room 116, 149 SE College Place, Lake City, FL 32025, and may be reached at (386) 754-4313.

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## LIST OF ABBREVIATIONS

AA	Associate in Arts Degree
APA	American Psychological Association (the writing style required for assignments)
AS	Associate in Science Degree
BEC	Bachelor of Science in Early Childhood Education Program
ECE	Early Childhood Education
ELCFG	Early Learning Coalition of Florida's Gateway
FCCPC	Florida Child Care Professional Credential
FERPA	Family Education Rights and Privacy Act
FGC	Florida Gateway College
GPA	Grade Point Average
PEP	Personal Education Plan

## DEFINITIONS

Advisor	<p>The person who advises students throughout the AS ECE program. This person will answer questions in regards to the program. This person will oversee all courses and will be the contact person for cooperating teachers and course professors.</p> <p>The current advisor for the Early Childhood Education, A.S. degree is Dr. Cross. phone- (386) 754-4336; fax- (386) 754-4836; email- <a href="mailto:dawn.cross@fgc.edu">dawn.cross@fgc.edu</a></p>
Cooperating Teacher	<p>This person is responsible for assisting in the professional growth of the student during field experiences and internship. The cooperating teacher will model appropriate teaching skills and positive behaviors. The cooperating teacher works collaboratively with the course professor and AS ECE program in the continuing evaluation of the student.</p>
Field Experience	<p>These experiences provide necessary and valuable opportunities in classrooms to enhance the learning that takes place as part of the coursework in the AS ECE program. Hours required for field experiences vary and are stated in the syllabus. Failure to complete all field experience hours will result in an automatic “F” for the course, regardless of the total number of points accumulated.</p>
Instructor or Professor	<p>A faculty member or adjunct professor who is hired by FGC to teach a course within the AS ECE program.</p>
Internship	<p>The semester-long internship is taken in the final semester and provides a more in-depth experience, during which time students assume full-time responsibility for planning, teaching, and assessing young children in an ECE classroom environment. Students must successfully complete the internship to graduate from the AS ECE program. The internship requires 15 hours per week in the classroom, starting with Week 2 and ending when the regular semester ends.</p>
Student	<p>The person enrolled in the AS ECE program.</p>
Supervising Teacher	<p>The person who will conduct the observation during internships.</p>



## WEBSITE LINKS

Catalog	<a href="http://catalog.fgc.edu/">http://catalog.fgc.edu/</a>
Complaints or Appeals	<a href="https://www.fgc.edu/students/student-resources/complaints-appeals/">https://www.fgc.edu/students/student-resources/complaints-appeals/</a>
Email	<a href="https://www.outlook.com/fgc.edu">https://www.outlook.com/fgc.edu</a>
FERPA	<a href="https://www.fgc.edu/students/registration-and-records/ferpa/">https://www.fgc.edu/students/registration-and-records/ferpa/</a>
Financial Aid	<a href="https://www.fgc.edu/students/tuition-and-financial-aid/financial-aid/">https://www.fgc.edu/students/tuition-and-financial-aid/financial-aid/</a>
FLDOE Certification Exams	<a href="http://www.fl DOE.org/accountability/assessments/postsecondary-assessment/ftce/">http://www.fl DOE.org/accountability/assessments/postsecondary-assessment/ftce/</a> <a href="http://www.fl.nesinc.com/">http://www.fl.nesinc.com/</a> <a href="http://www.fl.nesinc.com/tests.asp">http://www.fl.nesinc.com/tests.asp</a>
Graduation	<a href="https://www.fgc.edu/students/student-resources/graduation/">https://www.fgc.edu/students/student-resources/graduation/</a>
Help Desk	<a href="https://www.fgc.edu/help-desk-and-student-print-center/">https://www.fgc.edu/help-desk-and-student-print-center/</a> <a href="mailto:helpdesk@fgc.edu">helpdesk@fgc.edu</a>
Home Page	<a href="http://www.fgc.edu">www.fgc.edu</a>
Library	<a href="https://www.fgc.edu/students/library">https://www.fgc.edu/students/library</a>
NAEYC Code of Conduct	<a href="https://www.naeyc.org/resources/position-statements/ethical-conduct">https://www.naeyc.org/resources/position-statements/ethical-conduct</a>
Orientation Videos	<a href="https://www.fgc.edu/discover/admissions/orientation/">https://www.fgc.edu/discover/admissions/orientation/</a>
Residency Declaration	<a href="https://www.fgc.edu/admissions-information/how-to-enroll/residency-requirements/">https://www.fgc.edu/admissions-information/how-to-enroll/residency-requirements/</a>
Student Forms	<a href="https://www.fgc.edu/students/registration-and-records/student-record-forms/">https://www.fgc.edu/students/registration-and-records/student-record-forms/</a>
Student Handbook	<a href="https://www.fgc.edu/students/student-resources/">https://www.fgc.edu/students/student-resources/</a>
TEACH Scholarship	<a href="http://www.teach-fl.com">www.teach-fl.com</a>

Teacher  
Preparation  
Programs

[www.fgc.edu/education](http://www.fgc.edu/education)

Transcripts

<https://www.fgc.edu/students/registration-and-records/transcripts/>

## CHAPTER 1 AS ECE STUDENT INFORMATION

This guidebook provides necessary information regarding a student's admission into the AS ECE program and while attending FGC.

### **College Mission Statement**

The mission of Florida Gateway College is to provide superior instruction, nurture individual development, and enrich the diverse communities it serves through affordable, quality higher education programs and lifelong learning opportunities.

### **AS ECE Program Mission Statement**

The Associate in Science Degree in Early Childhood Education will provide early childhood educators with a solid foundation of knowledge of early childhood education based on developmentally appropriate practice and child growth and development.

### **NAEYC Accreditation**

The Early Childhood Education, A.S. degree at Florida Gateway College is accredited by the Commission on the Accreditation of Early Childhood Higher Education Programs of the National Association for the Education of Young Children, 1313 L Street, NW, #500, Washington, D.C. 20005. (202) 232-8777. The accreditation term runs from August 2017 through December 2024.

### **AS ECE Program Admission Requirements**

#### **Admission/Eligibility Requirements**

To be considered for this program a student must:

- Have a standard high school diploma or GED certificate
- Take a placement exam (PERT) as required by State Board of Education

## Steps in the Admission Process

Assistance with the admission process can be found at <https://www.fgc.edu/discover/admissions/orientation> - a variety of videos are available with instructions.

- Complete and submit an FGC Application for Admission found at [www.fgc.edu](http://www.fgc.edu). Click Apply
- Submit official high school transcripts to Enrollment Services
- Submit official transcripts for **all** colleges and/or universities attended to Enrollment Services
- Submit all required residency documents to Enrollment Services
- Schedule an advising appointment with the AS ECE advisor

## Family Education Rights and Privacy Act (FERPA)

Student records are confidential documents protected by FERPA. FGC adheres to institutional, state, and federal policies regarding the confidentiality of student records. More information can be found at <https://www.fgc.edu/students/registration-and-records/ferpa/>.

## Financial Assistance

Students may apply for financial aid, scholarships, grants, or student loans through the Office of Financial Aid. Information can be found by calling (386) 754-4244 or visiting <https://www.fgc.edu/students/tuition-and-financial-aid/financial-aid/>. Financial aid is available for programs requiring at least 18 credit hours.

**TEACH Scholarship:** FGC accepts the TEACH scholarship, which is a third-party scholarship offered by The Children's Forum. Information can be found at [www.teach-fl.com](http://www.teach-fl.com). If awarded the scholarship, complete and return the authorization form in Appendix E. Occasionally, TEACH must contact the Student Receivables/3<sup>rd</sup> Party Billing office for information. Because of FERPA regulations, we cannot share any information without the authorization form on file. The form must be witnessed by an FGC employee or notarized. Failure to return the completed authorization form may affect whether the scholarship can be

applied to the student's account to pay tuition/fees. Additional information can be found by calling (386) 754-4208.

**ELCFG Scholarship:** FGC accepts the scholarship available for educators working at centers affiliated with ELCFG, which is a third-party scholarship. Interested students must speak with the director at their center to see if they are eligible. If awarded the scholarship, complete an authorization form to disclose information. The form must be completed before receiving the book voucher and is available at the Cashier's office. Occasionally, ELCFG must contact the Student Receivables/3<sup>rd</sup> Party Billing office for information. Because of FERPA regulations, we cannot share any information without the authorization form on file. Additional information can be found by calling (386) 754-4208.

### **MyFGC**

Once students have been admitted, they are issued a student ID#. This is their User ID for access to the secure area of MyFGC. In MyFGC, students can add/drop courses, view their unofficial transcript, run a degree evaluation, view fees, make a payment, etc.

### **Canvas (FGC's Learning Management System)**

The AS ECE program is an online program. While general education courses can be taken online, all Early Childhood Education courses are only offered online. To access the courses,

- Go to the college's homepage – <https://www.fgc.edu/>
- Click on My Courses
- Enter Username (Student ID#) and Password (same as the MyFGC PIN)
- Click on the course

Within Canvas, there are additional supports available: tutor.com, career services, and student support.

## **Email**

Email is an essential communication tool between FGC, the advisor, and students. It is often a key factor in successful completion of the program. Upon admission to FGC, all students are assigned an FGC Wolves email address. To find this email address, log into MyFGC, click on Personal Information, then View E-mail Addresses. To log into the Wolves email, go to <https://www.outlook.com/fgc.edu>. It is the student's responsibility to notify the advisor of any email problems. If problems occur, contact the Technology Help Desk at [helpdesk@fgc.edu](mailto:helpdesk@fgc.edu). Students should get in the habit of checking their email daily. FGC sends all information to college email addresses.

Canvas also has its own email portal. While emails sent through Canvas are forwarded to the Wolves email, emails sent directly to the Wolves email are not accessible in Canvas. Canvas is the primary way of communicating with professors regarding coursework, but all other communications to and from the college will be through Wolves email.

## **Name / Address Change**

A change in name, as well as changes to an address or telephone number must be reported to Enrollment Services and the advisor. Complete the Name Change Form (Student) and submit it to Enrollment Services at the email address or fax number provided on the form, which can be found at <https://www.fgc.edu/students/registration-and-records/student-record-forms/>.

## **Electronic Academic Records**

Official transcripts can be requested at <https://www.fgc.edu/students/registration-and-records/transcripts/>. Students may access their unofficial transcript through MyFGC.

Students can also generate a degree evaluation at any time throughout their program to determine what courses are still outstanding. To do this, log into MyFGC, click on Student, Student Records, Degree Evaluation, Select the Term, click on the program, and click on Generate Request. A video with instructions can be found at <https://www.fgc.edu/discover/admissions/orientation/>. It is a good idea to do this periodically to make sure everything is accurate. If there are inaccuracies, contact the advisor.

## CHAPTER 2 AS ECE PROGRAM INFORMATION

The following information is provided to help students successfully complete the AS ECE Program. Additional supports, course information, and expectations are included.

### **Student Learning Objectives**

Upon successful completion of the program, students will have demonstrated knowledge and proficiency in all state and NAEYC standards identified in each of the Professional Core Courses. An outline of all standards can be found in Appendix C.

Additionally, the State requires that students graduating with their AS degree in ECE must also receive at least one specialization certificate. The field experience will reflect the student's area of specialization (infant, toddler, or preschool). Students will demonstrate knowledge and proficiency in all state standards identified for their specialization certificate. More information about each specialization certificate is provided later in this guidebook.

### **Student Advising**

Students will receive academic advising with an advisor. The advisor and the student will discuss the Personal Education Plan (PEP) at the beginning of the program and will address any issues as they arise. Not all required courses are taught every semester, so a student should not withdraw from courses or make changes to the plan of study until s/he speaks with the advisor.

FGC has instituted the Wolf Paw Pact. The college agrees to support the student's success and the student commits to finish their Associate degree. A copy of the Pact is in Appendix B.



## **College Entrance Exam (PERT)**

Upon admission to the college, students will receive notice to schedule an advising appointment. During this meeting, the advisor let students know if they are required to take the PERT test. If so, schedule the test during the first semester. Results will indicate whether prep classes are required prior to registering for college-level courses. Failure to take the test in the first semester may prevent students from registering for future courses.

## **Student Registration**

Students can register through MyFGC. While many of the courses are offered each semester, some of the Professional Core Courses are only offered one time per year. Students should meet with the advisor (via email, phone, video conference, or in person) before registering to ensure they are taking courses at the correct time. If they do not register for a specific course in the semester offered, it may affect financial aid and/or TEACH status and will affect the anticipated graduation date.

The video in Module 8 at <https://www.fgc.edu/discover/admissions/orientation> provides step-by-step instructions for registering. Students utilizing financial aid should contact that department at (386) 754-4244 to verify their status and process for paying tuition. Students receiving either the TEACH or ELCFG scholarship need to print their Student Detail Schedule and send it to the representative at the awarding agency.

## **Student Progression**

Students are expected to maintain the standards of acceptable conduct as identified in FGC's Student Handbook and maintain compliance with NAEYC's Code of Ethical Conduct when acting in a student capacity, either on an FGC campus or in a child care setting interacting with children during field experiences and internship. These can be found at

<https://www.fgc.edu/students/student-resources/> and <https://www.naeyc.org/resources/position-statements/ethical-conduct> respectively.

### **Program Completion**

- There are multiple courses students must complete with a grade of “C” or better: CHD 1220, EDF 1005, EEC 1001, EEC 1309, EEC 1601, EEC 1941, EEC 2300, and EEC 2949
- Students repeating a course must also repeat any field experience that is required as part of the course
- Students earning a grade below a “C” at the midpoint of the semester should contact their professor and advisor immediately for an appointment
- Throughout the semester, professors submit names of students who are at-risk and struggling to the Early Alert System. If a notice is received from the Student Success Center, contact the professor immediately
- Students must maintain a minimum GPA of 2.0 or better throughout the program and graduate with minimum GPA of 2.0

### **Florida Child Care Professional Credential (FCCPC)**

A required part of the AS ECE program is the completion of the DCF FCCPC. This credential consists of three courses (CHD 1220, EEC 1001, & EEC 2300). Information can be found at <http://ccrain.fl-dcf.org/documents/-99/2484.pdf#page=1>. In order to receive the FCCPC, a person must be at least 18 years old, verify that they have at least 480 hours experience working with young children (birth – age 8) in a child care setting, and receive a “C” or better in each of the three courses. The 480 hours experience must be submitted to the advisor before registering for EEC 1001. The verification form is available in Appendix D. This course also requires that students work or volunteer at least 15 hours per week in a child care setting (birth – age 5). Students will be observed for at least 2 hours. During the observation they **MUST** be the lead teacher; they will be responsible for everything that occurs in the classroom. Once all requirements have been met, the advisor will notify DCF, who will issue the credential to their DCF transcript. For students who have a current FCCPC or Staff Credential, they will be

given credit for CHD 1220, EEC 1001, and EEC 2300 once they complete at least 12 credit hours at FGC.

### **Specialization Certificates**

During the AS ECE program, students will also earn at least one specialization certificate.

- Child Care Center Management (CCCM; 12 credit hours)
- Child Development Early Intervention (CDEI; 36 credit hours)
- Early Childhood Inclusion Specialization (ECIS; 12 credit hours)
- Infant/Toddler Specialization (ITSC; 12 credit hours)
- Preschool Specialization (PSSC; 12 credit hours)

All certificate programs require the FCCPC. The 12 credit hour certificates include one additional course specifically related to the specialization. Of the five specialization certificates, the CDEI is the only one eligible for financial aid. Information about each certificate can be found at [www.fgc.edu/education](http://www.fgc.edu/education).

### **Course Grades**

AS ECE professors adhere to the grading practices established and presented in the FGC Catalog, as well as Appendix A. The grading scale and breakdown of points is provided in each course syllabus. Students are evaluated based upon

1. Mastery of the program learning outcomes, state standards, and NAEYC standards through
  - a. Exams,
  - b. Assignments,
  - c. Discussion board conversations
2. Performance in courses with field experience or internship placements
3. Attendance as outlined in the course syllabi

### **Incomplete Grades**

An incomplete (“I”) is used when unanticipated extenuating circumstances have occurred, which results in the student’s inability to complete the course requirements by the end

of the semester. In all cases, the student must have successfully completed at least 75% of the coursework before being eligible for an “I” grade. An incomplete is given at the discretion of the professor, not the student. Refer to the FGC Student Handbook for more information on when incomplete coursework must be completed and the consequences for it not being completed. All “I” grades must be removed prior to applying for graduation.

### **Student Program Modification or Withdrawal**

The following sections are for students who must modify their PEP or withdrawal from the program. Dismissal and administrative withdrawals are also included, as well as the appeals process and readmission.

#### **Program Modification**

Students may modify their PEP from either part-time or full-time status. If this becomes necessary, contact the advisor to discuss such changes. Since not all Professional Core Courses are offered each semester, it is important to discuss changes with the advisor. Any change to a student’s enrollment status will result in a change to the anticipated graduation date.

#### **Student Initiated Withdrawal**

Students may withdraw from a course within the withdrawal period listed in the academic calendar for each semester and located in each course syllabus. It is the student’s responsibility to know the academic deadlines. Students who choose to withdraw will be able to register for the same course in a future term. However, prior to submitting the withdrawal paperwork, students are required to contact their advisor and the Financial Aid office or scholarship representative (TEACH or ELCFG) to discuss how the withdrawal will affect their eligibility. Taking the same course multiple times may affect tuition rates.

Students must also follow FGC procedures outlined in each syllabus when withdrawing from a course. Students who fail to follow the required procedures will be awarded the grade they earn.

### **Dismissal or Administrative Withdrawal from the AS ECE Program**

Dismissal or administrative withdrawal from the program may occur based on the Student Code of Conduct and Student Discipline sections of the FGC Student Handbook. During all field experience and internship placements, students are to adhere to and follow the FGC Student Code of Conduct in addition to NAEYC's Code of Ethical Conduct when working with young children.

### **Student Complaints/Appeals**

If a student wishes to file an academic appeal, grievance, or general complaint, steps to do so can be found at <https://www.fgc.edu/students/student-resources/complaints-appeals/>.

### **Readmission to the AS ECE Program**

Students who withdraw from the program will need to reapply for admission to FGC and submit an updated Residency Declaration if it has been more than three (3) semesters since taking a course. Students will be required to meet with the advisor for assistance and identify ways in which FGC can support their future retention in the program.

## **Course Information**

The following sections pertain to coursework and class expectations.

### **Student Evaluation of Individual Courses and the AS ECE Program**

Students are encouraged to contribute to the growth and improvement of the program through various methods. Students can complete the course evaluation offered through their Wolves email account and available in Canvas for each course in which they are enrolled during

the fall and spring semesters. Additionally, students are asked to contact the course professor and advisor as needed.

### **Class Attendance**

As previously stated, the attendance policy is outlined in every course syllabus. A professor may penalize a student who fails to follow the course attendance policy. Failure to log into Canvas a specific number of times per week is considered an absence. Absences jeopardize a student's ability to achieve the objectives of the course and are inconsistent with professional behavior. While the Early Childhood Education courses are currently only available online, should face-to-face courses be offered in the future a tardy policy will also be instituted. General education courses are available online or on campus.

### **Class Courtesy**

Professional behavior is an expectation of all students when in online classes, when present in a traditional classroom, or during field experiences and the internship. This includes respect for course professors, faculty members, other students, and any outside speakers or visitors to the classroom. Students should be prepared to participate in class discussions. Students who demonstrate unprofessional behavior in class, online, or during any field experience or internship will be asked to leave and may be at risk of dismissal from FGC. Disagreements and healthy discussions are acceptable, as long as they remain respectful and professional. Every syllabus also includes a section on course policies.

Cell phones, tablets, and other wireless communication devices should be silent while participating in class, during field experiences, and the internship. Students should notify the cooperating teacher if they have an emergency and need to request an exception to this policy.

Children are not permitted while in the role of student. This extends to all field experiences and the internship. While attending online classes it is best if the student is free of distractions so s/he can focus on the coursework, assignments, and exams.

### **Written Assignments**

All assignments must be the student's own thoughts, ideas, and work. Students must demonstrate a professional level of scholarship by following the current American Psychological Association (APA) format. Guidelines for correct usage of APA style may be found in the most recent edition of the *Publication Manual of the American Psychological Association* (<https://apastyle.apa.org>). Students can also receive assistance with APA style writing at the Student Success Center and online.

Additional support is available through the FGC library (<https://www.fgc.edu/students/library/research>). Students should make themselves aware of the plagiarism policy found in the Student Handbook and copied here.

6Hx12:9-08 Student Discipline: Plagiarism is the unauthorized use of the words or ideas of another, and the representation of them as one's own. Themes, essays, term papers, tests, and other similar requirements must be the work of the student submitting them.

When direct quotations are used, they must be indicated and when the ideas of another are incorporated in the paper, they must be appropriately acknowledged. Plagiarism may result in reduced grade, failure of assignment, failure for course, or other actions by the College. (p. 17)

While students are encouraged to refer to the textbooks and outside resources to support comments in assignments, they must cite the source and include references.

### **Computer Access**

All students must have access to a computer and be proficient in word processing and email. Students must also have reliable Internet service to access online classes and conduct online research. All Early Childhood Education courses are currently offered in a web-based

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format and departmental communications are sent via FGC Wolves email. While most students prefer the convenience of doing their coursework on their own personal computer, computer access is available in other ways for students who do not own a computer (i.e., public libraries and FGC campuses). Other forms of technology, such as smartphones and tablets are convenient, but they have limitations as to what they are capable of. Computers and laptops should be used for submitting coursework.

### **Graduation**

In addition to the AS ECE program requirements, students must satisfy all college graduation requirements specified in the FGC Student Handbook. Students planning to graduate must apply for graduation by the established college deadline and meet all college requirements related to graduation. Additional graduation information, including the graduation application, can be found at <https://www.fgc.edu/students/student-resources/graduation/>. Students may also get the application at the Enrollment Services office or the advisor's office. Graduation requirements are listed in the FGC Catalog.

### **Becoming a Certified Teacher**

For those interested in becoming a Florida certified teacher, a bachelor's degree is required. If a student is planning on staying at FGC for the bachelor's degree, they can do so with either an Associate of Science or Associate of Arts. Students who are currently enrolled in the AS ECE program and are planning on transferring to a different college or university setting need to contact the advisor immediately. This is also true if you are interested in the BS degree in Elementary Education at FGC. The AS ECE program is not transferable; Those students would need to change their program of study to Associate of Arts with a focus on Education.



FGC's bachelor's degree in early childhood education is a non-certification program, meaning it is possible to get a teaching certificate through an indirect path. With a bachelor's degree and successful completion of the state certification exams, graduates with a bachelor's degree can apply for a teaching certificate in the Preschool Education (Birth – Age 4) subject area. The bachelor's degree in early childhood education program application is available in Appendix F.

For students interested in teaching PreK/ Primary (age 3 through 3<sup>rd</sup> grade) or Elementary Education, it is best to complete the AA degree with a focus on Education and continue for the Elementary Education, B.S. degree, which is a teacher certification program.

## CHAPTER 3 FIELD EXPERIENCE AND INTERNSHIP POLICIES

An essential part of professional preparation at FGC is the experiential learning opportunity. Multiple opportunities are available in the field experience and internship components embedded in various Professional Core Courses throughout the AS ECE program. Field experiences and the internship allow students to increase their knowledge through the observation of children in the child care center environment and include interactions with the families of those children.

While this program is designed for students working full-time in classrooms, there are placement location and age range requirements for the field experiences and internship. Students will have experience working in at least two of four placements (child care center; Head Start; family child care; public school) and with at least two of three age ranges (birth-age 2; ages 3 or 4; grades K-3). It is important to note, though, that the internship course (EEC 2949) must be completed in a child care setting that is Pre-Kindergarten or younger.

### **Confidentiality**

Due to the importance of understanding confidentiality, it is mentioned first before any other field experience and internship policy. During field experiences and internship, students will have access to confidential personal and family information of young children. Students may also have access to sensitive center information. It is extremely important and necessary that confidentiality is practiced. Information concerning a child, a family, or a child care center is not to be discussed after leaving the field experience or internship setting. Violation of this policy may result in being removed from the center and may jeopardize future placements. Additionally, there is a confidentiality statement (Appendix G) that must be signed and submitted in Canvas for EEC 1001 and EEC 2949.

## **Field Experience and Internship Process**

If employed at a child care center (including private centers and public school VPK classrooms), the student may complete some of their field experiences and the internship at their worksite. Students will be required to complete some of these at a site other than their worksite to provide a diversity of experiences. Students not employed at a child care center will be responsible for finding an available placement and notifying the course professor with placement information. The advisor can offer suggestions if needed. The course professor must approve each of the field experience and internship placements. Failure to secure a placement may result in delaying program completion a full year.

It is important to note that, while students are responsible for finding their own placements, they must ensure that the placement is developmentally appropriate. Placements in classrooms that engage in inappropriate practices will hinder the successful completion of the program. This may also affect observation scores in internship courses.

Students are responsible for maintaining a log of hours completed using the log sheet available in each Canvas course requiring a field experience or internship, having the log signed by the cooperating teacher, and submitting a copy to the course professor by the assigned date in the course syllabus.

A second important comment to make about this internship is for students who may be considering continuing for the bachelor's degree. The upper-level internship cannot be completed with the same age group as the AS degree internship. For example, if the AS degree internship is in a PreK classroom, the upper-level internship will be in an infant or toddler classroom.

## **Purposes for the Field Experiences and Internship**

- To learn if a profession in early childhood education is the right career
- Observe actual classroom practices
- Observe different aspects of children's lives, including cognitive, social, physical, and emotional
- Experience working with children
- Integrate theory and practice
- Observe and reflect on different teaching and classroom management techniques
- Observe and experience non-teaching duties related to early childhood classrooms

### **Field Experience and Internship Attendance**

The student must be present for all field experience hours required for each course. If a student has more than one course requiring a field experience component in the same semester, the student cannot count the same logged hours for both courses. For example, students who are registered for two courses, each with a 5-hour component, must complete 10 hours to satisfy both field experience requirements.

If the student is late or does not attend when scheduled, it is the student's responsibility to notify the cooperating teacher and reschedule any time that has been missed. It is recommended that students also let their professor know about missed hours. In cases of prolonged or repeated absences, the professor will consult with the cooperating teacher and advisor to determine if the student's placement should be terminated. Failure to meet all requirements, including attendance, may result in delaying program completion a full year.

If a student repeats any course with field experience hours or the internship, the required hours must be repeated as well.

### **Arriving on the First Day**

Students should be familiar with the center's location and allow enough travel time. Students should report to the placement at the time arranged with the cooperating teacher. Unless otherwise instructed, report to the center office to check-in, then to the cooperating

teacher. Arrange to meet the center director within the first two days of the field experience or internship. Follow the center's calendar and not FGC's calendar during any placements; this includes federal holidays and spring break.

### **Engaging in Professional Activities at the Center Placement**

Students should attend professional meetings deemed appropriate by the cooperating teacher and center director. These include in-service workshops, staff meetings, parent meetings, etc.

### **Transportation**

Students shall be responsible for their own transportation to and from any agency or institution included in curriculum requirements, including all assigned field experience and internship placements.

### **Health and Safety Issues during Placements**

Field experience and internship placements require a high level of responsibility for the safety and welfare of the children in their care. The following sections outline expectations of all students enrolled in the AS ECE program.

#### **Student Illness**

Students who are ill and cannot attend his/her placement should notify the cooperating teacher and course professor as outlined above. Follow all CDC guidelines for COVID-19 and become aware of the center's policy.

#### **Substance Use and/or Abuse**

Substance use or abuse is inconsistent with the ethics of Early Childhood Education, the AS ECE program, and FGC. Substance use/abuse adversely affects cognitive, sensory, affective, psychomotor, reasoning abilities, and reaction times during emergencies, and can be life

threatening to oneself and others. “The possession or consumption of alcoholic beverages or illegal drugs on college property, or at events sponsored or supervised by the college, or on college sponsored trips is prohibited” (FGC Student Handbook, Drug/Alcohol Abuse 6Hx12:10-9). This policy extends to students during their field experience or internship placements. Violation of this policy may result in dismissal from FGC. More information regarding the college’s Drug-Free Campus policy is available in the FGC Student Handbook.

### **Obtaining Accommodations for Special Needs and Disabilities**

As per Section 504 of the 1973 Vocational Rehabilitation Act and with The Americans with Disabilities Act, students with disabilities should contact the advisor to assist in securing an appropriate placement and arranging proper accommodations, if the student does not already have a child care center available. The advisor and student may consult with the Office of Accessibility Services.

### **Obtaining Assistance for Temporary Conditions**

Students should inform the advisor of special health conditions (i.e., pregnancy, broken arm/leg, temporary medication, etc.) prior to the beginning of the placement, or as soon as possible. This allows the professor and advisor the opportunity to assist in ensuring the continued placement or to make arrangements for making up hours missed.

### **Fingerprinting and Background Screening**

At field experience and internship placements, all students will be subject to fingerprinting and Level II background screening as required by Florida statute. Failure to comply or pass screening will result in the student’s inability to complete required elements of the program and be ineligible for graduation. All costs associated with this process are the student’s responsibility.

## **Miscellaneous Field Experience and Internship Information**

The following sections provide information necessary for the program but not directly related to any section identified thus far.

### **Canceling a Placement**

Students who find it necessary to cancel a field experience or internship placement must contact the professor and advisor prior to stopping placement attendance or initiating such cancellation. Cancellation of a placement may be deemed necessary by either the course professor, cooperating teacher, or child care center based on the student's behavior, performance, or other factors affecting the health, safety, and/or academic progress of the children attending the center. Students are not to leave their placements without the permission of the professor. Failure to do so may result in dismissal of the program.

### **Repeating Field Experience or Internship Placement**

In cases where the student must repeat a placement, the professor will work with the advisor to support the student's successful completion of the required placement. Courses requiring field experience placement and the internship course may each be repeated one time. Failure to successfully complete any course within two attempts may result in dismissal from the program.

### **Passing the Internship**

The professor assumes full responsibility for assigning all grades at the completion of internship. However, the cooperating teacher's evaluation is a factor in assigning the final grade. Each student will receive a grade in accordance with FGC's grading scale outlined in Appendix A.

## **Professional Expectations during Field Experience and Internship Placements**

The following list identifies what is expected of the student during all placements. This list is not exhaustive. Students should also follow NAEYC's Code of Ethical Conduct.

- Be prepared – Students are required to obtain a copy of the child care center's most recent Faculty and Parent Handbooks. Students should read, understand, and abide by the content in each handbook. Students should pay careful attention to the safety procedures and guidelines for each center placement as they may be different.
- Complete all necessary paperwork – Students are required to have any paperwork required by the center completed prior to the first day of the placement. This includes any background screening or volunteer training they must attend. Each center may have different requirements so check early.
- Be punctual – To maintain professionalism, students should always plan to arrive at least 10 minutes before their scheduled arrival time. While punctuality is important, if the student is delayed, they need to notify the cooperating teacher and course professor. Any missed time must be made up.
- Always attend when expected – Students are to attend everyday as scheduled and maintain a log of hours. In the case of illness or emergency, contact the cooperating teacher and course professor. It is the student's responsibility to schedule any time missed to satisfy all required field experience and internship hours.
- Professional dress – Students should be aware of and follow the center's dress code for employees. In representing yourself as a professional, FGC, and the AS ECE program, choice of clothing is essential. It reflects one's values related to early childhood education.
- Observe Confidentiality – Students must be mindful of confidentiality in all conversations and interactions in the center, in the community, on the Internet, and in class. Students should try not to use any teacher's or student's real names; use pseudonyms (a fake name). Any breach of confidentiality may result in dismissal from the placement and/or dismissal from the AS ECE program. Legal consequences are also possible. A confidentiality statement for EEC 1001 and EEC 2949 must be signed and submitted during each course.
- Be an active participant in the placement – Students are guests in the child care center and are there to observe and support the cooperating teacher. Students should volunteer to help and follow the teacher's lead when appropriate. Most cooperating teachers appreciate the additional assistance in the classroom but discuss this with the cooperating teacher first to avoid any misunderstandings.
- Cell phone – Students should not use their cell phones or accept phone calls, return text messages, or browse the Internet during their placement.



- Take only the essentials – Many center classrooms are crowded and there is little room for extras. Students should only take in essential materials (i.e., a notebook, pen/pencil, lesson materials if appropriate). Textbooks, homework, backpacks, etc. should be left at home or in the car. Bringing water is at the discretion of the cooperating teacher and should be discussed prior to bringing it into the classroom.
- Observe universal precautions – When possible the cooperating teacher or custodial staff should take care of any accidents that occur in the classroom (i.e., blood, vomit, or other bodily fluids). However, if it becomes necessary for a student to become involved, be familiar with and observe universal precautions. They should be available at all centers and the steps are outlined below (taken from the DCF Child Care Training Health, Safety, and Nutrition module).
  1. Wear latex or vinyl gloves.
  2. Throw gloves away after one use.
  3. Do not get any bodily fluid in your eyes, nose, mouth, or near an open sore.
  4. Clean and disinfect any surfaces and mops that come into contact with a bodily fluid (a common and inexpensive disinfectant is ¼ cup of regular bleach to 1 gallon of water).
  5. Discard fluid and fluid-contaminated materials in a tightly secured bag.
  6. Wash your hands thoroughly in accordance with CDC guidelines after cleaning up bodily fluids. (Antibacterial sanitizer is not a substitute for washing hands.)
- Additional precautions in the classroom include:
  - Change diapers on non-porous surfaces (usually plastic).
  - Children should not share personal hygiene items such as toothbrushes.
  - Use disposable sheaths on thermometers.
  - Wash linens and clothing that have become contaminated separately from other laundry. Use ¼ cup of bleach in the wash load. Place contaminated clothes in a tightly sealed bag to be taken home and washed.
  - Do not allow babies and toddlers to share teething toys. Sanitize after each use.
  - Cover open wounds on both children and caregivers.
- Do not conduct research – Students are not to conduct any testing or survey the children attending the center that is not related to their coursework or the cooperating teacher’s lesson plans.

- Report suspected child abuse, child neglect, and/or child in crisis – Students must report concerns to the cooperating teacher and the course professor. These individuals will assist students in the appropriate steps. If neither person assists the student, the student should contact the advisor. As mandatory reporters, educators must report any suspected child abuse or neglect.
- End the placement positively – Students should express their appreciation to the cooperating teacher for welcoming them into the classroom. It is also recommended that students write a personal note to the cooperating teacher as a professional gesture.
- Problem solving – If a problem arises, students should try to resolve it with the cooperating teacher and course professor. If a resolution is not reached, the student should contact the advisor.

### **Conclusion**

The FGC professors and advisor hope that students are eager to begin the AS ECE program. Students will find their time at FGC interesting, fascinating, and sometimes frustrating. Additionally, it is the hope of all involved that each student finds the field experience and internship placements challenging, encouraging, thought provoking, and educational. This program will help students learn more about early childhood education, about themselves, and about the profession of working with children during the most important instructional time of their lives.

Please sign the acknowledgement (Appendix H) and return it to your advisor.

APPENDIX A  
FGC GRADING SCALE

Table 1. FGC Grading Scale.

Grade	Percentage (%)
A	90 – 100
B+	87 – 89.9
B	80 – 86.9
C+	77 – 79.9
C	70 – 76.9
D+	67 – 69.9
D	60 – 66.9
F	≤ 59.9

APPENDIX B  
WOLF PAW PACT



# WOLF PAW PACT

## COMMITMENT TO FINISH

### FLORIDA GATEWAY COLLEGE COMMITMENT

The faculty and staff of FGC applaud you for embracing a college education. We believe a commitment to finishing your degree is extremely important for your future. A college degree means more career options, higher earning power and greater stability in your life.

We commit to supporting you, teaching you and helping you reach your goals at FGC and beyond. We will put you at the center of our work and encourage you to lean on us when you need help, as we are 100% devoted to the completion of your degree.

When you post your "Paw" on the Finish wall, let it symbolize your commitment to your future, which is much brighter with your degree.



Dr. Lawrence Barrett, President, FGC

### STUDENT COMMITMENT

I commit to meeting my goals, advancing my career and fulfilling my dreams, which will be achieved by finishing my college degree. The rewards are great, but I know there will be challenges along the way in the pursuit of my degree.

I commit to keeping my eye on the finish line, one class and one semester at a time. I will follow the academic plan created with my advisor and check-in with my advisor each semester. I commit to letting my teachers know when I am struggling and to lean on the faculty and staff of FGC as often as I need.

In the process of finishing my degree, I will learn, make new friends, have fun and go further together with FGC!

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

APPENDIX C  
NAEYC STANDARDS, AS ECE AND CERTIFICATE STATE STANDARDS

Table 2. NAEYC Standards.

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1	Child Development and Learning in Context
2	Family-Teacher Partnerships and Community Connections
3	Child Observation, Documentation, and Assessment
4	Developmentally, Culturally, and Linguistically Appropriate Teaching Practices
5	Knowledge, Application, and Integration of Academic Content in the Early Childhood Curriculum
6	Professionalism as an Early Childhood Educator

Table 3. AS ECE State Standards.

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1	Demonstrate knowledge of child growth and development
2	Demonstrate knowledge of early childhood education: infants/ toddlers
3	Demonstrate knowledge of early childhood education: preschool
4	Demonstrate the importance of positive interactions with the family and communities
5	Demonstrate knowledge of rules and regulations governing early childhood programs
6	Demonstrate knowledge of child abuse and neglect
7	Demonstrate knowledge of safety, health, and nutrition
8	Demonstrate knowledge of the early childhood education profession
9	Demonstrate knowledge of appropriate methods of guidance and classroom management
10	Demonstrate knowledge of various observation, screening, assessment and documentation methods
11	Demonstrate knowledge of children with special needs

---

Table 4. Child Care Center Management Standards (CCCM).

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1	Demonstrate knowledge of early childhood education programming and management
2	Demonstrate skills in managing the financial and legal aspects of a child care center
3	Demonstrate leadership and organization skills
4	Demonstrate knowledge of appropriate methods of guidance and program management
5	Develop and maintain systems for monitoring practices related to health, safety, and nutrition
6	Develop and examine policies that promote alliances with families and collaboration among programs and community resources

---

Table 5. Early Childhood Education Standards (CDEI).

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1	Demonstrate knowledge of early childhood education
2	Guide physical development
3	Guide cognitive language and literacy development
4	Guide creative development
5	Guide social and emotional development
6	Demonstrate knowledge of how to positively interact with families
7	Identify and report child abuse and neglect in accordance with state regulations
8	Demonstrate professionalism
9	Demonstrate use of technology

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Table 6. Early Childhood Inclusion Specialist Standards (ECIS).

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1	Demonstrate knowledge of early childhood education practices
2	Demonstrate knowledge of early intervention and inclusion strategies
3	Demonstrate knowledge of observing and assessing young children
4	Demonstrate knowledge of the learning environment for young children

---

Table 7. Infant and Toddler Specialization Certificate Standards (ITSC).

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1	Demonstrate knowledge of health, safety, and nutrition relative to infants and toddlers
2	Demonstrate knowledge of a developmentally appropriate infant/toddler environment
3	Demonstrate knowledge of developmental characteristics of infants/toddlers
4	Demonstrate knowledge and understanding of infant/toddler growth and development to foster social and emotional development in the infant and toddler
5	Demonstrate the importance of positive interactions with the family and communities

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Table 8. Preschool Specialization Certificate Standards (PSSC).

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1	Demonstrate knowledge of health, safety and nutrition relative to preschoolers
2	Demonstrate knowledge of a developmentally appropriate preschool environment
3	Demonstrate content knowledge in early childhood education for preschoolers
4	Demonstrate knowledge and understanding of child growth and development of the preschool age child
5	Demonstrate the importance of positive interactions with the family and community
6	Demonstrate effective methods of establishing positive and open communication with the child's family or primary caregiver

---

APPENDIX D  
480-HOUR VERIFICATION FORM

Florida Gateway College  
Florida Child Care Professional Credential Program  
PROOF OF 480 HOURS EXPERIENCE

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employer's Name and Address: \_\_\_\_\_  
\_\_\_\_\_

Employer's Phone Number: \_\_\_\_\_

Employee Date of Hire: \_\_\_\_\_

Age Group Currently Working With: \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Hours Per Week \_\_\_\_\_

I, \_\_\_\_\_, certify that the student has  
*Director/Supervisor Printed Name*  
completed 480 hours early childhood classroom experience within the past five  
years.

\_\_\_\_\_  
*Director/Supervisor Signature*

\_\_\_\_\_  
*Date*

EA/EO Statement:

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, religion, national origin, gender, age, disability, marital status, genetic information, or any other legally protected status in accordance with the law. The Equity Officer is Sharon Beset, Director of Human Resources, 149 S.E. College Place, Lake City, Florida, 32025, and may be reached at (386) 754-4313.

APPENDIX E  
TEACH AUTHORIZATION TO DISCLOSE INFORMATION



**FLORIDA GATEWAY  
COLLEGE**

Office of Enrollment Services  
149 SE College PL • Lake City, FL 32025  
386-754-4280 (phone) • 386-754-4581 (fax)  
[Enrollment.Services@fgc.edu](mailto:Enrollment.Services@fgc.edu)

Authorization to Disclose Information

Except as allowed under the Family Educational Rights and Privacy Act, Florida Gateway College (FGC) must have written consent from a student on file in Enrollment Services in order to release information from academic records to another party. In accordance with 34 C.F.R. Part 99 (99.30), the signed and dated consent must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class or parties to whom the disclosure may be made.

In order to ensure compliance with FERPA, the written consent must be signed in the presence of an approved college witness. Otherwise, it must be notarized.

\_\_\_\_\_  
Student Name (Print) \_\_\_\_\_  
Student ID Number

**I hereby authorize disclosure of the educational records as indicated below:**

Specify the records that may be disclosed: ALL

Purpose of disclosure: TO ASSIST WITH EDUCATIONAL AND/OR FINANCIAL DECISIONS

**Disclosure is authorized to the following party or class of parties:**

_____ Name	_____ Relationship or class of parties
THE CHILDRENS' FORUM-TEACH	3RD PARTY SPONSOR

_____ Name	_____ Relationship or class of parties
---------------	---

_____ Student's Signature	_____ Date
------------------------------	---------------

_____ Signature of witness (must be an approved college witness)	_____ Date
---	---------------

\_\_\_\_\_  
Printed name of witness

State of Florida  
County of Columbia

The foregoing was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_, who is personally known by me or who  
presented identification in the form of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Florida  
Notary Seal



APPENDIX F  
BEC PROGRAM APPLICATION

The BEC Program Application can be found at [www.fgc.edu/education](http://www.fgc.edu/education).



**Bachelor of Science in Early Childhood  
Education Application**

Student Contact Information

Student ID#	Last Name	First Name	MI	Term applying for
Street Address				Apt #
City		County	State	Zip
Home Phone	Cell Phone	Email Address		

Education

Name of High School or Equivalency Issuer	City	State	Date/Year
College Name & Location	Date of Attendance	Major	Degree
College Name & Location	Date of Attendance	Major	Degree
College Name & Location	Date of Attendance	Major	Degree

1. Have you ever plead guilty or were found guilty by a judge or jury to charges that you committed a crime other than minor traffic offenses (this includes pleading no contest, any juvenile offense, or any conviction under appeal)?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

2. I understand the Early Childhood Education, B.S. degree at FGC does not lead to teacher certification. I also understand that, if my career goal is to become a state certified teacher, I will have to meet FLDOE requirements upon graduation, which may include additional education.  
 Yes \_\_\_\_\_ No \_\_\_\_\_

I certify that all of the information contained in this application is true and correct. I understand that it is my responsibility to provide all necessary documentation required to process this application. Further, I also understand that submitting all required paperwork does not guarantee admission to the BEC program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return completed application by mail, fax, email, or in-person to:**

Florida Gateway College, Attn: Sharon Cuthbertson, 149 S.E. College Place, Lake City, Florida 32025  
 Fax: (386) 754-4995 email: [sharon.cuthbertson@fgc.edu](mailto:sharon.cuthbertson@fgc.edu) In-person: Building 27, Room 24

For Office Use Only

Recommendation of Applicant: Accepted \_\_\_\_\_ Pending \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Florida Gateway College is an Equal Access, Equal Opportunity, and Affirmative Action Institute

8/10/2021-SLC

APPENDIX G  
INTERNSHIP CONFIDENTIALITY STATEMENT



149 SE College Place  
Lake City, FL 32025  
386-752-1822  
www.fgc.edu

CONFIDENTIALITY STATEMENT FOR STUDENTS COMPLETING INTERNSHIP

Florida Gateway College's Education department and Early Childhood Education program require students adhere to the following statement of confidentiality.

While completing the internship, you may have access to confidential personal and family information of young children. You may also have access to sensitive child care information as part of your work at the center/school. It is extremely important and necessary that confidentiality is practiced. Information concerning either a child, family, or child care center is not to be discussed after leaving the classroom setting. Violation of this policy may result in dismissal from the BEC program.

Any concerns regarding a child, family, or staff member should be brought to the attention of the center director or school principal. You may also contact your course instructor.

The disciplinary procedure will be as follows:

1. An investigation into the allegation of violation of confidentiality.
2. If found that a violation occurred, you will be removed from the center/school.
3. Such removal will result in a failing grade due to an inability to complete the required internship hours.
4. Prior to registering for the internship again, you will need to complete some form of confidentiality training.
5. It is possible that such a violation may result in being dismissed from the program.

Initial each line:

- \_\_\_\_\_ I have read the procedure described above.  
\_\_\_\_\_ I understand and agree with the statement of confidentiality.  
\_\_\_\_\_ I understand and agree with the disciplinary procedure.

Student Signature

Printed Name

Date

1/19/2021 SLC



APPENDIX H  
FGC AS ECE PROGRAM STUDENT GUIDEBOOK ACKNOWLEDGEMENT

- Any questions related to the information contained within the AS ECE Student Guidebook should be addressed to the advisor.
- I have read the FGC AS ECE Program Student Guidebook in its entirety.
- I understand the guidelines and procedures outlined therein.
- I understand these guidelines and procedures apply to all students including myself.
- I understand failure to contact the advisor or course professor regarding problems that arise may result in delayed completion of the program and/or dismissal from the AS ECE program altogether.
- I understand my responsibilities as a student at FGC.

---

Printed Name

---

Signature

---

FGC Student ID#

---

Date