



## Introduction of Professional Practice – ECED 120

### Child, Youth and Family Studies Program

### Course Outline

COURSE IMPLEMENTATION DATE: Pre 1998  
OUTLINE EFFECTIVE DATE: September 2020  
COURSE OUTLINE REVIEW DATE: March 2025

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#### GENERAL COURSE DESCRIPTION:

Through this course, students will develop an understanding of the roles and responsibilities as professionals and approaches to practice. Students will apply regulatory requirements in their exploration of ethical challenges and certification. Students will research provincial programs and resources, and create budgets including payroll. Students will use aspects of the early learning framework to guide their practice.

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**Program Information:** This course is a required third semester course for the Child, Youth and Family Studies Program: Early Childhood Education Specialty.

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**Delivery:** This course is delivered face-to-face and online.

**COTR Credits:** 3

**Hours for this course:** 45 hours

#### Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	45
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours	
<b>Total</b>	45

#### Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
<b>Total</b>	

**Course Outline Author or Contact:**

Lynn Wood, ECE Dip., PID, BA

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Signature

**APPROVAL SIGNATURES:**

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Department Head Signature

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Dean Signature

EDCO

Valid from: September 2020 – March 2025

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Education Council Approval Date

**COURSE PREREQUISITES AND TRANSFER CREDIT:**

**Prerequisites:** ECED 129 and ECED 131

Minimum 65% in either English 12, English Studies 12, English First Peoples 12, ENGL 090, or equivalent (refer to Course Equivalency Information on the College website)

**Corequisites:** None

**Flexible Assessment (FA):**

Credit can be awarded for this course through FA  Yes  No

Learners may request formal recognition for flexible assessment at the College of the Rockies through one or more of the following processes: External Evaluation, Worksite Assessment, Demonstration, Standardized Test, Self-assessment, Interview, Products/Portfolio, Challenge Exam. Contact an Education Advisor for more information.

**Transfer Credit:** For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

**Prior Course Number:** N/A

## Textbooks and Required Resources:

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

Community Care and Assisted Living Act. *Child care licensing regulation*. (2007). Victoria, BC: Queens Printer

Early Childhood Educations of BC. (2008). *Code of ethics* (6<sup>th</sup> ed.). Vancouver, BC: ECEBC

Haig, J., & MacMillan, V. (2018). *Cities and sources: An APA documentation guide* (5<sup>th</sup> ed.). Toronto, Ontario: Nelson Education

Please see the instructor's syllabus or check COTR's online text calculator <http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.

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## LEARNING OUTCOMES:

Upon the successful completion of this course, students will be able to

- describe regulatory framework relating to the child care field;
  - demonstrate an understanding of provincial programs and resources;
  - examine ethical issues and develop a personal and professional code of ethics;
  - describe the roles and responsibilities of the early childhood educator as a professional;
  - identify resources and services locally, provincially, nationally and internationally;
  - identify early childhood professional organizations;
  - demonstrate the basics of payroll and budgets for operating child care programs;
  - describe boundaries, goals and responsibilities;
  - describe characteristics and composition of own community;
  - define skill level and knowledge of early childhood educators;
  - describe the provincial guidelines for early childhood educator certification
  - discuss strategies to prevent burnout;
  - identify and link the early learning framework to practice; and
  - discuss indigenous education and practices as a guide to create balance in self and child care programs.
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## COURSE TOPICS:

- Code of Ethics
- Payroll and Budgets
- Professional Boundaries
- Provincial Programs and Funding Government Programs
- Regulatory Framework
- Stress

- Resource for educators, children and families
- Early Learning Framework

*See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.*

**EVALUATION AND ASSESSMENT:**

Assignments	% Of Total Grade
Discussions	20%
Resource Collection	10%
Governance and Agency Research	10%
Personal & Professional Code of Ethics	10%
Budgets & Payroll	25%
Quiz	<u>25%</u>
Total	100%

*Please see the instructor's syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments and use of electronic aids.*

**EXAM POLICY:**

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

**COURSE GRADE:**

Course grades are assigned as follows:

Grade	A+	A	A-	B+	B	B-	C+	C	F
Mark (Percent)	≥ 90	89-85	84-80	79-76	75-72	71-68	67-64	63-60	< 60

An overall grade of 60% is required for successful completion of this course.

**ACADEMIC POLICIES:**

Late Policy: Assignments received up to one week past their due date will receive a penalty of 10%. Assignments received after the first week late will not be marked and the student will receive a zero for that assignment. Weekly discussion forums must be completed in the designated week and late postings will not be marked. Note that no assignments will be accepted after the last day of the semester.

See [www.cotr.bc.ca/policies](http://www.cotr.bc.ca/policies) for general college policies related to course activities, including grade appeals, cheating and plagiarism.

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**COURSE CHANGES:**

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment, and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.