

**T.C. İSTANBUL GEDİK UNIVERSITY**

**FACULTY OF HEALTH SCIENCES**

**CHILD DEVELOPMENT DEPARTMENT**

**CGE306 EARLY CHILDHOOD PRACTICES**

**PRACTICE GUIDE**

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| **GENERAL INFORMATION** |
| **Course code and name** | CGE306 Early Childhood Practices |
| **Course objective** | Within the scope of this course, it is aimed that students will be able to recognize pre-school education institutions and practices carried out in these institutions and gain practical experience. |
| **Academic staff** | Lecturer Nefise ÖZOK BULUT |
| **E-mail** | nefise.ozok@gedik.edu.tr  |

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| **Course** | **Weekly Course Hours** |
| **Period** | **Semester** | **Type** | **Language** | **Credit** | **ECTS** | **Theory** | **Practice** | **Lab** |
| 2023-2024 Spring | 6 | Compulsory  | Turkish | 6 | 7 | 2 | 8 | 0 |

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| **WEEKLY SCHEDULE** |
| 1 | February 12, 2024 | \*Giving information about the practice directive |
| 2 | February 19, 2024 | \*Observation of the institution, meeting the school principal and teachers |
| 3 | February 26, 2024 | \*Institutional observation |
| 4 | March 4, 2024 | \*Classroom observation\*Identifying the children to be observed for the development report |
| 5 | March 11, 2024 | \*Classroom observation\*Identifying the children to be observed for the development report |
| 6 | March 18, 2024 | \*Observation of teachers and children\*Observation of children identified for the development report |
| 7 | March 25, 2024 | \*Observation of teachers and children\*Observation of children identified for the development report |
| 8 | April 2, 2024 | Midterm Report Submission**\*\*\*There will be no practice due to the midterm exam.****\*\*\*You are required to hand deliver your file on the specified date against signature.** |
| 9 | April 8, 2024 | **\*\*\*There will be no implementation due to the Ramadan Feast Week.** |
| 10 | April 15, 2024 | \*Implementation and Evaluation of the Planned Full-Day Training Flow (Annex 9)\*Schedule for Including Concepts in Monthly Education Plans (Annex 5)\*Schedule of Inclusion of Outcomes and Indicators in Monthly Education Plans (Annex 6)\*Observation of children identified for the development report |
| 11 | April 22, 2024 | \*Implementation and Evaluation of the Planned Full-Day Training Flow (Annex 9)\*Schedule for Including Concepts in Monthly Education Plans (Annex 5)\*Schedule of Inclusion of Outcomes and Indicators in Monthly Education Plans (Annex 6)\*Observation of children identified for the development report |
| 12 | April 29, 2024 | \*Implementation and Evaluation of the Planned Full-Day Training Flow (Annex 9)\*Schedule for Including Concepts in Monthly Education Plans (Annex 5)\*Schedule of Inclusion of Outcomes and Indicators in Monthly Education Plans (Annex 6)\*Observation of children identified for the development report |
| 13 | May 6, 2024 | \*Implementation and Evaluation of the Planned Full-Day Training Flow (Annex 9)\*Schedule for Including Concepts in Monthly Education Plans (Annex 5)\*Schedule of Inclusion of Outcomes and Indicators in Monthly Education Plans (Annex 6)\*Observation of children identified for the development report |
| 14 | May 13, 2024 | \*Implementation and Evaluation of the Planned Full-Day Training Flow (Annex 9)\*Schedule for Including Concepts in Monthly Education Plans (Annex 5)\*Schedule of Inclusion of Outcomes and Indicators in Monthly Education Plans (Annex 6)\*Observation of children identified for the development report |
| 15 | May 20, 2024 | \*Implementation and Evaluation of the Planned Full-Day Training Flow (Annex 9)\*Schedule for Including Concepts in Monthly Education Plans (Annex 5)\*Schedule of Inclusion of Outcomes and Indicators in Monthly Education Plans (Annex 6)\*Observation of children identified for the development report |
| 16 | May 28, 2024 | Final Report Submission **\*\*\*You must hand-deliver your file in return for signature on the specified date.** |

**EVALUATION**

Student success in this course will be determined according to the midterm exam report and the final report. Evaluation percentages for the course are given below.

Midterm Report Submission: 40%

Final Report Submission: 60%

The signed attendance sheet will be submitted with the midterm exam report and final report submission. The submission date of the reports is specified in the weekly course flow.

**What should be included in the Midterm Exam Report**

* Report cover (Create a report cover by using the attached sample)
* Institution observation
* Classroom observation
* Observation of teachers and children
* Practice attendance chart (photocopy)

**What should be included in the Final Report**

* Report cover (Create a report cover by using the attached sample)
* Full-day training flow plan and evaluation (6 pieces)
* Schedule of inclusion of concepts in monthly education plans (1 piece)
* Schedule of inclusion of learning outcomes and indicators in monthly education plans (1 piece)
* Development observation forms filled out for 1 girl and 1 boy (9 for each child) and development reports created in line with these forms (1 for each child)
* Reflection paper (1 piece)
* Student Evaluation Form filled out by the practicum teacher and placed in a sealed envelope
* Practice attendance chart

**NOTE:** You need to support your observations and practices with photographs. Do not share photos or videos of children on social media or any other platform as it is a violation of children's personal rights. The legal responsibility for this belongs to you as students.

**EARLY CHILDHOOD PRACTICES COURSE GUIDE**

* Meet the school principal and your practicum teacher in the first week you go to the practicum school.
* You are required to complete 12 working days within the scope of your practicum. If you are absent, the practicum teacher will contact the instructor.
* Attendance sheets must be signed by the practicum teacher at the end of the practicum day.
* Detailed information about what is stated in the weekly flow is presented below under separate headings.

**1. Institution Observation:** Examine the institution (lighting, heating, ventilation, floor characteristics, use of colors, health and safety measures, number of classes, number of teachers, staff and administrative rooms, infirmary, entrance-exit area, cloakroom, gym, computer room, multi-purpose hall, game room, sleeping room, toilets, sinks, kitchen, outdoor playground/garden, etc.). Note the results of your inspection and consider the adequacy of the physical facilities in meeting the needs of the children. Report your results and recommendations and attach them to your file.

**2. Classroom Observation:** Describe the characteristics of the classroom in the institution where you are practicing. Also, examine the classroom taking into account the learning centers (How many teachers and children are in the classroom? How old are the children in the classroom? Are there any children with special needs in the class, and if so, in which special needs group? Is there enough space in the classroom for each child to move around? Are health and safety measures adequate in the classroom? Is the classroom lighting, ventilation, furniture used in the classroom, floor characteristics, carpets, etc. suitable for health? Which learning centers are there in the classroom? Which materials are used in the learning centers? How are the learning centers placed in the classroom? Which materials such as boards, graphics, pictures, etc. are used in the classroom environment and for what purpose are they used?) Report your results and suggestions and add them to your file.

**3. Observation of the Teacher and Children:** How does the mentor teacher use the school, the garden, the classroom and the learning centers in the classroom? Can the environment be used effectively? Report your results and suggestions and add them to your file.

1. **Analyzing the activities implemented during the day:** When analyzing these activities;
* List which activities were implemented during a day.
* Observe and note the teacher's behavior during the implementation of these activities.
1. **A day at school for children:** Observe children's work for one day without any intervention.
* What are the activities that children do from the time they arrive at school until they go home? How much time do they spend on each activity?
* How can you use the information from this observation to inform your plans?
* Do children use the learning centers according to their preferences? Do they have access to the materials in this center?
* Observe and note down points related to these and similar issues.
1. **A preschool teacher's one day at school:** Observe and report what and how the mentor teacher spends her/his time in the school for one day.
* Which activities does the teacher implement from the start of the day to the end of the day?
* At what time of the day and to what extent does the teacher use playtime?
* What does the teacher do during playtime?
* Does the teacher prepare a monthly education plan and daily education flow? Does the teacher make use of ready-made plans?
* Does the teacher collaborate with colleagues while preparing his/her plans?
* Does the teacher evaluate his/her plans?
* How often does the teacher communicate with parents? Which communication channels does the teacher use (phone calls, WhatsApp, face-to-face meetings, etc.)?
* What does the teacher do to ensure family involvement?
1. **Analyzing the teacher's classroom management:** Analyze and report the teacher's classroom management in line with the following questions.
* How does the teacher make transitions between activities?
* Which techniques does the teacher use to manage the classroom?
* How could the classroom be better organized to facilitate classroom management?
* Are classroom management and children with special needs taken into account when planning and implementing activities?
1. **Examining the teaching methods and techniques used by the teacher and his/her communication with the children:** You are required to observe and report the teaching methods and techniques used by the teacher during the activity and his/her communication with the children, taking into account the following items. For this
* Make a list of the teaching methods and techniques used by the teacher (lecture, question-answer, analogy, observation, excursion, problem solving, brainstorming, project approach, demonstration, demonstration, etc.). Indicate how the teacher and children communicate when using these methods and techniques.
* Observe children's interest, participation and reactions during the activities.
* Observe the length of the activities, the active-passive balance and the indoor-outdoor balance during the activities.

**4. Observing a Child and Preparing a Development Report:** You are required to observe one boy and one girl during the implementation lesson and report your observations.

* In the report, first include personal information about the child (date of birth, number of siblings, mother and father's occupation, how many years the child has been attending the institution, etc.) and then include your observation results.
* Record all your observations using the Development Observation Form (Annex 1) in the 2013 Preschool Program. Prepare a Development Report (Annex 2) for one girl and one boy using the Development Observation Forms.
* You can get a notebook for each child you will observe while preparing the Development Report. In the notebook you have obtained, take notes in the form of anecdotal records in which learning centers the child plays and his/her play behaviors in these centers, his/her behaviors of participating and maintaining the game, following the instructions, his/her relations with the teacher and friends, his/her interest and attitude towards activities and materials, and the way he/she uses materials. Also take into account the child's achievement of the outcomes and indicators. When writing a development report about the child, pay attention to first express the positive aspects of the child and then indicate the aspects to be developed. (Be careful not to use negative expressions when evaluating the child's situation).

**5. Implementation and Evaluation of the Planned Full-Day Education Flow:** While planning the full-day education flow, use the Full-Day Education Flow Format (Annex 9) and Activity Plan Format (Annex 4) in the 2013 Preschool Education Program (<http://tegm.meb.gov.tr/dosya/okuloncesi/ooproram.pdf>).

* No points will be awarded for plans that are taken from anywhere and are not original. However, students can be inspired by or adapt and develop activities from anywhere.
* Include all types of activities and organize all learning centers in your plan. Take care to plan your activities as integrated activities.
* You need to have your plans approved by the implementation teacher and the instructor responsible for the implementation before implementation.
* Take care to learn the names of all the children in your class and address them by their names before starting the practices.
* On the day of the activity, come to the classroom before the children and prepare the materials and environment necessary for your activity.
* Ask for help from the implementation teacher when you have difficulties while implementing the activities.
* At the end of the activity, do not forget to make an evaluation in terms of program, teacher and child. Mark the concepts you addressed in the full-day education flow plan on the Schedule of Inclusion of Concepts in the 2013 Preschool Education Program in Monthly Education Plans (Annex 5), and the gains and indicators on the Schedule of Inclusion of Gains and Indicators in Monthly Education Plans (Annex 6).

**6. Writing the reflection paper:** The purpose of the reflective diary is to support your self-evaluation. Write a reflective diary that includes what you did well, what you struggled with and needed support for during the implementation process, what kind of solutions you developed to meet these needs, what you learned from the implementation, and your suggestions for this implementation lesson. Apart from these, you can also address different topics within the scope of self-assessment.



**T.C.**

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**FACULTY OF HEALTH SCIENCES**

**CHILD DEVELOPMENT DEPARTMENT**

**Student Number**

**Name Surname**

**Name of the Internship Institution**

**Responsible Academic Staff**

**CGE306 Early Childhood Practices**

**Month, Year**



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**EARLY CHILDHOOD PRACTICES ATTENDANCE CHART**

2023 – 2024 Academic Year

Spring Term

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Name, Surname and Signature of the Student Practice School

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| **PRACTICE DATE** | **STUDENT SIGNATURE** | **RESPONSIBLE SIGNATURE** |
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|   INSTITUTION MANAGER**(Name-Surname and Signature)** |



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**EARLY CHILDHOOD PRACTICES STUDENT EVALUATION FORM**

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| **Evaluation Criteria** | **Total Score** | **Student's Score** |
| Arrives to the practice on time. | **5** |  |
| Comes to the practice by planning the activities. | **5** |  |
| Makes the necessary material and environment arrangements before the activities. | **5** |  |
| Takes into account the needs and characteristics of the practicing institution in his/her plans. | **5** |  |
| Takes into account the suggestions and requests of the classroom teacher in his/her plans. | **5** |  |
| Takes into account the ages and individual differences of children in their plans. | **5** |  |
| Communicates positively with children (words, gestures and mimics). | **5** |  |
| Pay attention to attract children's attention and ensure transitions between activities. | **5** |  |
| Controls the activities throughout the implementation and provides classroom management.  | **5** |  |
| Ensures the active participation of all children.  | **5** |  |
| Provides a democratic learning environment.  | **5** |  |
| Provides explanations and instructions appropriate to children's levels.  | **5** |  |
| Provides appropriate and adequate answers to children's questions. | **5** |  |
| Aims to advance the developmental level of children. | **5** |  |
| Uses time efficiently. | **5** |  |
| Finds immediate solutions to problems in the learning process. | **5** |  |
| Observes and evaluates children well. | **5** |  |
| Gives importance to individual and group work. | **5** |  |
| Includes adaptations for children with special needs.  | **5** |  |
| Include family participation activities.  | **5** |  |
| **GENERAL EVALUATION** | **100** |  |
| **RECOMMENDATIONS** |