



NATIONAL  
LOUIS  
UNIVERSITY

**National Louis University  
National College of Education**

**Early Childhood Practice**

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**Program Handbook  
Spring 2016 - 2017**

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Welcome to NLU!

The National College of Education faculty of National Louis University welcomes you to our Early Childhood Practice Program. The purpose of this Early Childhood Practice Program Handbook is to acquaint you with the university courses, policies, procedures, and services related to the Early Childhood Practice leading to multiple the State of Illinois Gateways to Opportunity Credentials and a Baccalaureate degree in Early Childhood Practice.

Please remember that although you will be working closely with an advisor in the National College of Education you must apply for admission to the National College of Education separately from your admission to National Louis University. It is recommended that you discuss this timeline with your advisor at your first advising session.

The faculty of National College of Education is committed to providing a rich set of experiences that will assist you in becoming a successful practitioner in the early care and education field. We expect you to use this Handbook in conjunction with information from the university faculty, the Undergraduate Catalog, and the Student Guidebook and Calendar to guide your study and to make your journey through National Louis University and National College of Education of the highest quality.

*The President and the officers of National Louis University reserve the right to change the requirements for admission or graduation, the arrangement, schedule, credit, or content of courses, the books used, fees charged, regulations affecting students, and to refuse to admit or readmit, or to dismiss any student any time should it be deemed to be required in the interest of the student or the university to do so.*

*National Louis University admits students to all programs and activities and administers all educational, employment, and other policies without discrimination because of race, color, sex, religion, handicap, and national or ethnic origin.*

## NATIONAL COLLEGE OF EDUCATION

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# NATIONAL COLLEGE OF EDUCATION CONCEPTUAL FRAMEWORK

## A Progressive Community Advocating for All Learners

National College of Education is a professional progressive community collaborating with students, teachers, administrators, school professionals, and others advocating for all learners. Building on the progressive tradition of John Dewey and our founder Elizabeth Harrison, the National College of Education continues its historical commitment to student-centered education. Our programs, research-based and reflective of best practices, fuse theory and practice and engage students in critical reflection and inquiry. The professional community of NCE continues to be a leader of progressive and innovative education in Chicago and the nation.

Building on the theme of advocating for all learners, all of our NCE programs place students -- both P-12 students and our own NCE students -- at the center of the educational process. Students actively construct meaning individually, cooperatively, and collaboratively by integrating knowledge and experience within a community of learners.

The NCE professional community recognizes that the learner and the process of schooling are situated in social, historical, political, and cultural contexts. We value diversity and cultural differences among children, families, and communities and continue our long and distinguished tradition of promoting social justice and developing democratic communities.

Reflection and inquiry provide an informed and integrated basis for advocating for all learners. As such, our NCE students will further develop the dispositions, knowledge, and skills to:

- Understand the contextual nature of learning
- Help students construct their own knowledge
- Integrate theory and practice
- Reflect on and critique their knowledge, practice, school, and society
- Engage in inquiry
- Collaborate with students, teachers, administrators, parents, and the community at large

**NCE Conceptual Framework, November, 2003.**

## **EARLY CHILDHOOD PRACTICE CONCEPTUAL FRAMEWORK**

National Louis University's Bachelor of Arts in Early Childhood Practice program is designed for students who are interested in early development and education but who do not wish to be licensed teachers.

### **NLU's Early Childhood Practice Bachelor's degree prepares students who:**

- Want to work in child care, infant/toddler care, early childhood social service or other settings that do not require state licensure
- Want to obtain up to three statewide, widely recognized Gateways to Professional Opportunity credentials, including the ECE Level 5, Infant Toddler Care Level 5 and the Family Child Care Level 5 and/or the Illinois Director Credential Level II.
- Are looking for a well-established and highly regarded program
- Would like to study with a group of students who will work together and support one another throughout the program

### **GENERAL INFORMATION FOR THE ECP PROGRAM**

1. The ECP program is offered in a cohort model. Students will remain with the same group of peers and one lead instructor for the entirety of the program, with guest instructors coming in and out of the sequence.
2. The program is blended. Some coursework will occur face to face with the rest online.
3. Cohorts can follow one of these models:
  - a. One full Saturday per month, with the rest of the work online
  - b. Two half day Saturdays per month, with the rest of the work online
  - c. One weekday per week (one full course face to face) and the other course online
  - d. One weekday every other week (one course half online, half face to face), and the other course online
  - e. Fully online
4. Students can conduct observations and complete field placement requirements in their own programs if they wish. They will be encouraged to do some of their observations outside of their own program, simply to gain experience with other program types.
5. This program is entitled to offer coursework for the Gateways Credentials. These credentials are linked to state licensure and the ExceleRate Illinois program. Students will take coursework leading to the ECE Level 5, Infant/Toddler Level 5 and then they will choose an administrative track: center director (Illinois Director Credential, level 1, 2 or 3, depending upon their administrative experience) or family child care (FCC, Level 5).
6. A student can obtain both administrative credentials (IDC and FCC) if they take an additional course and internship.

7. Students who take all three of the AIM for Excellence courses (linked to both administrative credentials—3/3 for IDC, 2/3 for FCC) can also obtain the national AIM4Excellence credential through the McCormick Center for Early Childhood Leadership at NLU.

## Early Childhood Practice Coursework

### Pre-Cohort Courses

#### Professional Sequence (all transferable)

- ECE 205 Observation and Assessment: Infants, Toddlers, and Two-Year Olds
- ECE 215 Speech and Language Development
- ECE 220 Child, Family, and Community
- ECE 460 Early Childhood Practicum *\*will run once per year as needed for students who have not transferred in*

#### NCE Core (to be completed pre-cohort)

- ECE 210 History and Philosophy of Education *\*transferable*
- EPS 300 Educational Psychology: Theory in Classroom Practice *\*transferable*
- SPE 300 Introduction to Special Education and Methods of Teaching Students with Disabilities *\*only transferable if it meets the cross-categorical methods*
- TIE 300 Introduction to Technology in the Classroom *\*transferable*

#### Professional Sequence (non-transferable--included in course sequence)

- CIL331 Cross Cultural Education
- RLL330 Foundations of Emergent Literacy

### Course Sequence

<b>Term 1</b>	ECE 301 Understanding Infants and Toddlers ECE 308 Writing for Early Childhood Professionals
<b>Term 2</b>	ECE 302 Planning for Quality Infant/Toddler Programs ECE 337 Ethics and Professionalism in Early Childhood Education
<b>Term 3</b>	ECE 321 Curriculum in Infant/Toddler Programs RLL 330 Foundations of Emergent Literacy
<b>Term 4</b>	ECE 345 Curriculum, Differentiation, and Assessment ECE 493 Internship: Infant and Toddler Care and Development
<b>Term 5</b>	ECE 324 Integrated Preprimary Methodology in Early Childhood Education ECE 311 Administration I: Leadership Strategies and Staff Development
<b>Term 6</b>	ECE 312 Administration II: Management Center Operations and Financing <i>OR</i> ECE 335 Best Business Practices in Family Child Care ECE 303 Early Care & Education Administration as Advocate
<b>Term 7</b>	ECE 340 Positive Guidance in Early Childhood Environments ECE 331 Cross Cultural Education

<b>Term 8</b>	ECE 313 Administration II: Implementing and Evaluating the Program
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**EARLY CHILDHOOD PRACTICE GENERAL EDUCATION REQUIREMENTS**

<b>Program Details</b>
<ul style="list-style-type: none"> <li>○ 2.0 overall GPA or greater on 4.0 scale upon application to National Louis University for transfer students entering the junior year of study</li> <li>• Acknowledgement Form</li> </ul>
<b>ECP General Education Requirements</b>
<p><b>GEN 103 Student Success Seminar 5 QH</b>  The requirement to take GEN 103, Student Success (5) may be waived, upon student request, for students who (1) enter National Louis University with an Associate’s degree or 90 or more quarter credit hours of transfer credit; and (2) have maintained a cumulative GPA of 3.000 or above in their previous undergraduate studies. Such students will be required to complete or transfer in additional coursework in general education instead of a waived course to meet the 60-quarter credit hour requirement.</p>
<b>LAE 101 English Composition I 5 QH</b>
<b>LAE 102 English Composition II 5 QH</b>
<b>LAE 202 Effective Speaking 5 QH</b>
<p><b>RLL 220 Children’s Literature and the Literacy Learning Environment 5 QH</b>  Students transferring credit from other institutions or applying coursework previously completed at NLU may use another Literature or Humanities elective</p>
<p><b>LAA 101 Art Appreciation I 2 QH And LAA 102 Art Appreciation II 3 QH</b>  Transfer or returning students may use another Fine Arts elective.</p>
<p><b>LAM 112 Math Content for Teachers I 5 QH</b>  Transfer or returning students may use another college level Mathematics elective</p>
<p><b>LAN 110 General Biology 5 QH Or LAN 150 Survey of Physical Science 5QH</b>  Transfer or returning students may use another Physical or Life Science elective</p>
<p><b>LAS 118 Introduction to Politics and U.S. Government 5QH Or LAS 203 Survey of U.S. History 5QH</b>  Transfer or returning students may use another Social Science elective</p>
<p><b>LAP 100 General Psychology 5 QH</b>  Transfer or returning students may use another Behavioral Science elective</p>
<p><b>Two General Education Electives (10)</b>  Coursework in any general education area [Communications (Written/Oral), Humanities, Fine Arts, Social Sciences, Quantitative Reasoning, Physical and Life Sciences, Behavioral Sciences, or other courses consistent with the integrated general education competencies of information and technology literacy, analytical skills, and ethics, values, and respect for human diversity] can be used to bring the total for general education courses to 60 quarter credit hours.</p>
<b>TOTAL Required 60 QH</b>

## **CREDENTIALING THROUGH THE ECP PROGRAM**

### **Gateways Credentials**

The Gateways to Opportunity Credentials are symbols of professional achievement that validate knowledge, skills and experience in early childhood education. There are four different Gateways credentials offered at National Louis University as part of the Early Childhood Practice (ECP) program: ECE Credential, Infant/Toddler Credential, Illinois Director Credential and Family Child Care Credential.

Gateways Credentials are awarded and recognized by the Illinois Department of Human Services (IDHS) Bureau of Child Care and Development. They are required for varying Circles of Quality in the ExceleRate Illinois program and can be used as a prerequisite of employment in early learning programs.

All ECP students completing their bachelor's degree at NLU will receive a Level 5 Infant Toddler Credential and a Level 5 ECE Credential through required coursework. The ECE Credential is imbedded in all of the courses presented through the program. The other credentials are explained in further detail below.

### **Aim4Excellence**

Aim4Excellence is designed to help you better manage the many tasks you juggle everyday as an early childhood director. The content is specific to your work and designed around your unique needs as a busy adult learner.

Aim4Excellence includes nine self-paced modules. Take all nine modules to earn your Aim4Excellence national director credential or take only one or a few to build competence in a specific management area. Modules can be taken for credit or noncredit.

You'll access everything you need from the convenience of your computer. Aim4Excellence is delivered through a unique online delivery model that's simple enough for a beginner computer user to navigate.

## FIELD PLACEMENTS /INTERNSHIPS

Course/Placement	Number of Hours	Site Requirements	Cooperating Teacher Responsibilities	University Supervisor Role
<b>ECE 460 ECP Early Childhood Practicum (pre-k)</b>	100 hours in a pre-k classroom, children ages 3-5	Licensed, Accredited pre-k program. Student teacher to be directly supervised by a 4 year ECE degreed teacher OR pre-k program in a public/private school program directly supervised by a licensed teacher.	<ul style="list-style-type: none"> <li>• Support teacher in development of lesson plans</li> <li>• Observe student teacher in implementation of lesson plans</li> <li>• Complete midterm and final paperwork (2-3 brief online assessments each time)</li> </ul>	<p>Visit three times to observe lesson plans and complete necessary assessments</p> <p>Conduct initial introductory visit and final completion visit</p>
<b>ECE 493 ECP Internship: Infant and Toddler Care and Development</b>	100 hours in an infant/toddler classroom (0-3 years)	Licensed, Accredited child care center or infant/toddler center. Student intern to be supervised by a 4 year ECE degreed teacher with experience in infant/toddler caregiving	<ul style="list-style-type: none"> <li>• Support intern in development of lesson plans and child study project</li> <li>• Observe intern implement lesson plans and child study activities</li> <li>• Complete intern assessments (2 brief online assessments at the end of the term)</li> </ul>	<p>Visit 3 times, one of which must be a direct observation of a lesson plan, complete necessary online assessments with student and cooperating teacher</p>
<b>ECE 492A ECP Internship Child Care Administrator</b>	200 hours working as a child care center director or administrator	Licensed, Accredited child care center or child services program. Student intern to be supervised directly by director or administrator of the program.	<ul style="list-style-type: none"> <li>• Support intern in development of goals and project work around goals.</li> <li>• Complete intern assessments as required.</li> </ul>	<p>Visit three times, once in person and at least twice "virtually" via NLU Zoom technology</p>
<b>ECE 492B ECP Internship, Family Child Care</b>	200 hours working as a family child care provider	Licensed, Accredited family child care home. Student intern to be supervised directly by the provider.	<ul style="list-style-type: none"> <li>• Support intern in development of goals and project work around goals.</li> <li>• Complete intern assessments as required.</li> </ul>	<p>Visit three times, once in person and at least twice "virtually" via NLU Zoom technology</p>

## FIELD PLACEMENT ASSESSMENTS

Students will be assessed in both their professional disposition and overall competency during each of their field placements. These assessment materials can be found at the following locations:

### Practicum Materials (ECE 460)

- **Professional Disposition Evaluation** -- to be completed by students, university supervisors, and mentor teachers by the end of internship, at the following website:

<http://c1.livetext.com/misk5/formz/public/83146/K9EH99mVbs>

(a hard copy can be found under the "shared materials")

- **Lesson Plan Evaluation Rubric** -- to be completed by students, university supervisors, and mentor teachers after the implementation of ONE major lesson, at the following website:

<https://c1.livetext.com/misk5/formz/public/83153/wtqGYw9LU3>

(a hard copy can be found under the "shared materials")

### Internship Materials (ECE 492/493)

- **Professional Disposition Evaluation** -- to be completed by students, university supervisors, and mentor teachers by the end of internship, at the following website:

<http://c1.livetext.com/misk5/formz/public/83146/K9EH99mVbs>

(a hard copy can be found under the "shared materials")

- **Competency Appraisal** -- to be completed by students, university supervisors, and mentor teachers by the end of internship, at the following website:

<https://c1.livetext.com/misk5/formz/public/83127/7xw82cSJYQ>

(a hard copy can be found under the "shared materials")

- **Lesson Plan Evaluation Rubric** -- to be completed by students, university supervisors, and mentor teachers after the implementation of ONE major lesson, at the following website:

<https://c1.livetext.com/misk5/formz/public/83153/wtqGYw9LU3>

(a hard copy can be found under the "shared materials")

## STUDENT INFORMATION ABOUT LIVETEXT

All students are required to purchase a LiveText portfolio as part of their program requirements.

### Student Support for Using Livetext

1. Check NLU's LiveText website at <http://www.nl.edu/portfolios> for *Basic Steps for Beginners*.
2. While logged into your LiveText account, a Help button appears in the upper right of the screen. Click that "help" button. On the next webpage, click on the most recent "User Guide". This will bring you to 60 pages of LiveText help.

### Help By Phone/Email:

1. Contact the NLU LiveText Support Team:

**(312) 261-3343**, or send an email to [livetext@nl.edu](mailto:livetext@nl.edu). This is an NLU internal department. NLU Operators are available Sunday-Thursday 6pm-8pm. At other times, leave a message to be called back within 24 hours.

2. Contact LiveText directly:

**(866) L-I-V-E-T-E-X-T, (866) 548-3839**

*(Or send an email to [Support@livetext.com](mailto:Support@livetext.com))* They answer calls from LiveText users worldwide.

**Note: For students with little or no computer experience, contact The Learning Commons about computer classes.**

## ADMISSION REQUIREMENTS

- **Complete an application:** Apply online at [www.nl.edu/applyonline](http://www.nl.edu/applyonline)
- **Transcripts:** Submit official transcripts sealed in original envelopes from ALL undergraduate and graduate institutions, including community colleges. Foreign transcripts must first receive a course-by-course evaluation by one of the approved agencies listed at [www.nl.edu/oar/admissions/foreign-credential.cfm](http://www.nl.edu/oar/admissions/foreign-credential.cfm). Electronic transcript notifications must be sent directly from the issuing institution to [admissions@nl.edu](mailto:admissions@nl.edu) in order to be considered official.

**Note:** Please have all your transcripts sent directly to the Office of Admissions.

**Important:** Do not wait for your test scores to submit your application.

**Please send all documents to:**

**National Louis University  
Office of Admissions  
1000 Capitol Dr.  
Wheeling, IL 60090**

- **English Language Proficiency exams**

For applicants whose native language is other than English and whose previous education is outside the United States. Approved tests at:

<http://www.nl.edu/t4/admissions/oar/englishlanguageproficiency/>

- For full admission to the University, applicants must have a **minimum 3.0 GPA in the last 60 hours** of coursework. However, applicants with a 2.5 GPA will be considered for a provisional admission. Please refer to the NLU Catalog for policies related to raising your GPA.

## **FINANCIAL AID INFORMATION**

To apply for financial aid go to the FAFSA website at <http://www.fafsa.ed.gov/> Our school code is **001733**.

### **Financial Resources**

<http://www.nl.edu/financialaid/officeofstudentfinance/>

### **Did You Know?**

- National Louis University was founded in elementary and early childhood education in 1886 by Elizabeth Harrison.
- National College of Education became one of the first teachers' colleges in the country to offer a four-year program for a bachelor of education degree.
- National Louis University is NCATE accredited and only 1/3 of all teacher education institutions in the United States are NCATE accredited.
- National Louis University was a charter member of NCATE beginning in 1954 and has maintained NCATE accreditation ever since.
- National College of Education is one of the largest colleges of education in the country.
- National College of Education laid the foundation for the Parent-Teacher Association in the late 1880s.
- National College of Education played an integral role in launching the national Head Start program in the 1960s.
- National College of Education partners with the Chicago Public Schools in the Best Practice Network, a group of 14 public elementary schools.

### **National Louis University – Pride in Education**

- Teaching teachers for more than 125 years.
- Talented and dedicated faculty with experience in teaching and school leadership.
- Ranked among the top ten universities in the United States for awarding advanced degrees in education.