

Early Childhood Education Work-Based Activity Plan

Mission Statement:

The mission of Immokalee Technical College is to empower students through innovating hands-on training that qualifies and prepares students for achievable employment and future career success in the workforce.

Vision Statement:

To be the leader of technical training in Southwest Florida, that cultivates student excellence through accessible and achievable workforce education and prepares them to enter employment as a skilled, knowledgeable, and productive member of the Southwest Florida community.

On-Campus Work-based Activity Plan

One of the most valuable career training experiences students can have is through the incorporation of work-based activities which allow students to gain practical experience in a replicated workplace setting on campus.

The Early Childhood Education program at Immokalee Technical College has an imbedded Early Learning Facility, called the Little Indians Preschool, to replicate and model the workforce they will be entering. The Little Indians Preschool is comprised of two childcare classrooms which are each staffed with a production workforce assistant as the preschool teacher and managed by the Early Childhood instructor as the center's Director. iTECH Early Childhood students can work towards mastering the skills necessary to be successful in the field of early childhood education through their interactions, experiences, and lessons completed within the on-site learning center. The work-based training opportunity allows students not only to practice their preschool teaching skills but also provides

students with a real world setting to develop their relationship building abilities with parents and the community.

In the Little Indians Preschool at Immokalee Technical College, the instructor and the production workshop assists are deemed the “on-site” employers and serve as the student’s teachers, support and workplace supervisor.

Objectives

Objectives for students to move towards competency mastery during on-campus work-based activities are:

- Relate curriculum theory to hands-on practice through real customer service/ relations
- Demonstrate employability skills through interactions with supervisor(s) and teammates
- Demonstrate qualifications needed for employment in the specific career field
- Demonstrate competency obtainment through identified services, tasks, and jobs within on-campus Little Indians Preschool
- Demonstrate positive co-worker (classmate) relationships by mentoring and leadership roles within the program
- Demonstrate consistency and build confidence for specific career skills

Competencies

Competencies aligned with each objective are the following:

- Employability
 - Uses correct language; speaks clearly; listens
 - Works well with others; is a part of the team; uses initiative
 - Punctual to work; has good attendance; uses good judgment
 - Accepts responsibility; is reliable; follows up on job assignments
 - Greets clients; is respectful; is courteous; has acceptable attitude
- Specific Job Skills and Knowledge of Work-site Requirements
 - Follows prescribed dress code and/or uniform requirements
 - Perform duties and job assignments without being reminded
 - Performs specific tasks efficiently and effectively
 - Follows directions from manager and/or supervisor/team leader
 - Follows safety, security and/or sanitation policies
 - Perform duties in timely fashion without reminders
 - Shows job competence and task improvement since hiring
- Professional Growth and Workplace Ethics
 - Demonstrates knowledge of company/unit policies/functions
 - Shows loyalty to and has knowledge of mission statement
 - Attends meetings when directed; follows company policies/goals
 - Demonstrates legal and ethical behavior within the scope of job

- Shows initiative in learning new jobs and accepting new tasks
- Demonstrates professional growth and mature decision-making
- Performs job tasks occasionally even if not part of job description
- Understands need for adhering to set schedules and deadlines

Evaluation

Students enrolled in early Childhood Education are evaluated on elements of employability, specific job skill knowledge, professional growth, customer service, and ethics while participating through on-campus work-based activities in the Little Indians Early Learning Center. The student evaluation through their on-campus work-based activities is weighted in the student grading structure as follows:

- Work-based Participation: 25%
- Work-based Skills and Services: 25%
- Classroom Lecture and Theory: 25%
- Program Tests and Quizzes: 25%

Annual Review

- Reviewed and Approved- 4/21/2021
- Reviewed and Approved- 8/3/2021
- Reviewed and Approved- 8/9/2022
- Reviewed and Approved- 8/8/2023
- Reviewed and Approved- 8/6/2024
- Reviewed and Approved- 8/4/2025