



APPROVAL FOR PARTICIPATION IN CCM'S COOPERATIVE EDUCATION PROGRAM  
for  
EARLY CHILDHOOD EDUCATION (2940) /  
EARLY CHILDHOOD DEVELOPMENT (5134)

**Overview:** The Cooperative Work Experience provides students in the Early Childhood programs with job-oriented training and practical experience in a work environment. This course provides a variety of experiences to further enhance students' professional development. There are not specific job duties that must be completed as part of the course other than fulfilling the job duties required by the employer. There will be online discussions that will focus on the following topics:

- Becoming a Professional
- Knowing Yourself and Your Values
- Developing Your Educational Style
- Child Guidance
- Programming, curriculum and instructional planning
- Collaboration, communication & conflict resolution
- Interacting with families
- Working with children with special needs
- Quality programs and accreditation

Students may seek approval for any employment working with children in a center-based educational environment as long as it meets the following conditions:

1. Paid employment, not volunteer.
2. Totaling 300 hours throughout the course
3. *(ONLY for those pursuing the CDA Credential- you must work with children ages 2 ½ - 6)*

**Step 1: Obtain Faculty Approval:** Obtain faculty advisor's signature on Approval Form to participate in Cooperative Work Experience.

**Step 2: Submit Approval Form:** Submit signed Approval Form to the Office of Career Services and Cooperative Education. For assistance with securing job placement meet with a representative of the Office of Career Services regarding resume review, job referrals, and interviews (or to coordinate approval of your present employer or job offer).

**Step 3: Obtain Employer Approval:** Obtain employer's signature on Job Duties Form and submit to the Office of Career Services.

**Step 4: Register for Courses:** Once cleared by the Office of Career Services you may register for CDC-228.

\_\_\_\_\_  
Internship Semester

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Date

*Melissa Kasmin*  
Signature Faculty Internship Advisor



### COOPERATIVE EDUCATION PROGRAM at CCM

*Please print clearly*

MAJOR \_\_\_\_\_ PARTICIPATING SEMESTER \_\_\_\_\_

STUDENT ID \_\_\_\_\_ NAME \_\_\_\_\_

CITY \_\_\_\_\_ PHONE \_\_\_\_\_

CCM E-MAIL \_\_\_\_\_@student.ccm.edu

**RELEASE:**

I understand that the credit-bearing Internship program is a graded academic course, for which I agree to register and pay for tuition as I would for any other class, for the semester in which I am working. I also understand that my resume or employment qualifications may be provided to prospective employers. In addition, any information given to me by the Career Services staff about current positions should not be shared with other students or community members to ensure work-site confidentiality.

I have read, understand, and accept the above.

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

\_\_\_\_\_  
Date

..... **Office Use Only** .....

Approved

Using Own Job (Attach Job Description)     New     Existing

CCM Referral    Job Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Contact/Phone/Email: \_\_\_\_\_

Credits: 3Cr  2Cr  1Cr     Term: \_\_\_\_\_    Start Date: \_\_\_\_\_    Wage: \_\_\_\_\_

Notes: \_\_\_\_\_

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