Capstone Experience in Child Development: An Orientation

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Field Experience Coordinator

Child Development Department
Capstone Courses

- Which courses in Child Development constitute the capstone experience?
  - **CDV 490** Senior Seminar (3 units)
  - **CDV 492** Seminar in Child Development Research (4 units)
  - **CDV 496** Field Experience (4 units)
  - **CDV 498** Directed Research (3 units)
What is the purpose of the capstone experience?

The capstone experience is designed to develop skills in:

- synthesizing and disseminating information from various sources (and courses)
- analyzing and applying course information to experiences in the field, which is critical part of professional preparation.

The capstone experience is offered in most undergraduate programs.
How is the capstone experience different from other courses in Child Development?

Capstone courses are less structured.

- Students will receive information about course objectives, requirements and assignment submissions.
- Students, however, must manage their pace to accomplish all tasks.

Capstone courses expect students to draw from all earlier child development courses and review current research.

Written assignments are the primary method of evaluation.
To be eligible to enroll in capstone courses students must have:

- Completed with a “C” or better all introductory and foundational courses.

**Fall and Spring**
- Completed with a “C” or better in at least 4 of the 6 specialized courses prior to capstone semester.
- Enroll in remaining specialized courses (no more than two) in the capstone semester.

**Spring Intersession/Summer**
- All specialized courses need to completed with a “C” or better prior to capstone semester.

Meet all the eligibility requirements for the individual capstone courses.
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<td><strong>Diversity Elective (3 units):</strong> Select ONE course - CDV 363, CDV 440, or CDV 450</td>
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<td><strong>Specialized Child Development Electives (9 units):</strong> Select THREE courses – CDV 370, CDV 423, CDV 444, CDV 444, CDV 494, CDV 495 (with approval), or ONE course from CDV 363, CDV 440, or CDV 450</td>
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<td><strong>Capstone (3-4 units):</strong> Select ONE course: CDV 490, CDV 492, CDV 496 (requires TB/COC), CDV 498</td>
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Work on Writing Skills

- Critically synthesize literature (theory and research) in child development
- Learn to write for different audiences
- Work on communication and presentation skills

Who should take this course?

- Relevant for all CDV majors
- Useful for those
  - planning to obtain a graduate degree
  - looking to improve written communication skills
CDV 490 (3 units)
Senior Seminar

- **Eligibility**
  - Completed all introductory and foundational CDV courses with a “C” or better
  - Completed 4 of 6 specialized CDV courses with a “C” or better
  - 2.75 GPA (Overall or CSUDH)
  - Submit COMPLETED application to Department Office by deadline:
    - **Fall Enrollment, DUE BY: 3/15, 5pm**
    - **Spring/Summer Enrollment, DUE BY: 9/15, 5pm**
CDV 492 (4 units)
Seminar in Child Development Research

Work on Faculty Research Project
- Work in small groups, ~20 students per seminar
- Critically synthesize theory and research related to research project.
- Collect and/or analyze data.
- Learn to write a research report and present research findings for different audiences.

Who should take this course?
- Relevant for all CDV majors
- Useful for those
  - planning to acquire a graduate degree
  - wanting to learn more about conducting research
  - aiming to develop communication skills
Eligibility

- Completed all introductory and foundational CDV courses with a “C” or better
- Completed 4 of 6 specialized CDV courses with a “C” or better
- 2.75 GPA (Overall or CSUDH)
- B or better in CDV 320 (or CDV 420)
- Faculty approval
- Completed 492 application
- Submit COMPLETED application to Department Office by deadline:
  - Fall Enrollment, DUE BY: 3/15, 5pm
  - Spring/Summer Enrollment, DUE BY: 9/15, 5pm
CDV 498 (3 units)
Directed Research

Work on Faculty Research Project
- Work one-on-one with faculty
- Critically synthesize theory and research related to research project.
- Collect and/or analyze data.
- Learn to write a research report and present research findings.

Who should take this course?
- Relevant for all CDV majors
- Useful for those
  - planning to acquire a graduate degree
  - wanting to learn more about conducting research
  - aiming to develop communication skills
CDV 498 (3 units)
Directed Research

Eligibility

- Completed all introductory and foundational CDV courses with a “C” or better
- Completed 4 of 6 specialized CDV courses with a “C” or better
- 2.75 GPA (Overall or CSUDH)
- Faculty approval
- Completed 498 application
- Submit COMPLETED application to Department Office by deadline:
  - Fall Enrollment, **DUE BY: 3/15, 5pm**
  - Spring/Summer Enrollment, **DUE BY: 9/15, 5pm**
CDV 496 (4 units)
Directed Field Experience

Provides students the opportunity to work with youth and families in settings related to career interests.

- **Students will participate in seminar (1 unit):**
  - Weekly Seminar
  - Develop personal and professional goals
  - Integrate knowledge of CDV concepts, research, and theory with fieldwork experience.

- **Students will complete fieldwork (3 units):**
  - 90 hours in field/internship
  - 6-8 hours/week at site (15-20 hours/week in Spring Intersession)
  - Must be completed by Week 15 (Week 6 in Spring Intersession)
Eligibility

- Completed all introductory and foundational CDV courses with a “C” or better
- Completed 4 of 6 specialized CDV courses with a “C” or better
- Submit COMPLETED capstone and CDV 496 requisite materials to Department Office by deadline:
  - Fall Enrollment, DUE BY: 3/15, 5pm
  - Spring/Summer Enrollment, DUE BY: 9/15, 5pm
GO TO: https://www.csudh.edu/child-development/capstone/experience/
Scroll down to see what you need to submit, complete ALL documents:

- **Capstone Enrollment Form**
- **Field Experience Enrollment Form**
- **Advisory Instructions**
- **TB Clearance within 12 months of end of internship** = Reading no earlier than:
  - Fall 2021: December 3, 2020
  - Spring 2021: May 14, 2020
  - Spring Intersession 2021: June 30, 2020
- **Certificate of Clearance or CDV Permit within 5 years** = Issued no earlier than:
  - Fall 2021: December 3, 2016
  - Spring 2021: May 14, 2016
  - Spring Intersession 2021: June 30, 2016
- **Current Resume**
- **CDV 496 Checklist**
Checking your Fingerprint Status

Create an Educator Account on the Commission on Teacher Credentialing Page (www.ctc.ca.gov)

If your “Fingerprint Status” reads, “Incomplete Action Required” you will have to complete the Live Scan Process.

If your “Fingerprint Status” reads, “Complete No Action Required” you can Apply for your Certificate of Clearance.
Certificate of Clearance Information

- Pay fees for Live Scan at CSUDH Foundation Office: *CURRENTLY CLOSED
  - Obtain receipt
  - **Agency Fee:** $23.00; **DOJ Fee:** $32.00; **FBI Fee:** $17.00 (NO Refunds)
  - Cash, Check, Money Order, Cashier's Check, Credit Cards

- Go to CSUDH Foundation Office (WH 360) *CURRENTLY CLOSED
  - Appointments preferred (Walk–ins accepted)
    - Mon-Fri 8:00 am – 5:00 pm
    - Call to confirm before you go (310) 243-3306
    - Valid photo ID required
    - Book appointment online

- Apply for Certificate of Clearance (COC) through CTC
  - Apply online through California Commission on Teacher Credentialing (CTC) website
  - Fee $52.50
  - Information on obtaining COC on CDV website
  - Print COC with seal
Arranged by Fieldwork Coordinator at an approved site:

- Students will rank order field site preferences
  - You will need to decide what is most important:
    - Age group?
    - Location?
    - Opportunities/Do you want a Master Teacher Permit?
    - Hours of operation?
- Fieldwork Coordinator will make assignments based on order applications are received and student preferences
  - NOTE: You may not receive your first choice

Plan ahead...

- Limited sites with weekend/late evening hours, so inform your employer/family in advance!
- Most sites operate M-F, morning hours to about 5 or 6 pm
- You may need to alter your schedule to fit your internship
CDV 496 (4 units)
Field Placements

- **Students contacted via CSUDH email: 2nd Orientation & Quiz**
  - Fall – (June; Quiz Due July)
  - Spring – (November; Quiz Due November)
  - Spring Intersession/Summer – (March; Quiz Due March)

- Check your CSUDH email and answer your phone over Summer or Winter Break

CHECK. YOUR. EMAIL. EVERY. DAY.
Complete Agency Prerequisites Before Start of Semester

Prerequisites FOR THE AGENCY may include:

- Resume submission
- Interview
- Orientation
- Training
- Vaccinations
- 2nd background check/clearance (you may need to pay for this)
Contact agency as soon as you receive an introduction email (~8 weeks prior to start of semester):

- Be Professional – 1<sup>st</sup> and continued impressions count!
- Set up initial interview, training sessions, additional background checks, etc.
- Be prepared to provide documentation of immunization against influenza, pertussis, and measles (many agencies now require this)
- Begin your hours the first week of the semester

Assignments and introductions made ONLY after completed quiz:

- Fall: July
- Spring: November/December
- Spring Intersession/Summer: March/April
Submit CDV 496 Application to CDV Office in WH 320

- COPY all your important documentation—many agencies will request copies from you.

- Find and copy your immunization documents.

- Keep a copy of all of your documents! We will not be responsible for providing you with your TB Clearance, Certificate of Clearance/CDV Permit, etc. It is your responsibility to retain your own records.
All Capstone Courses require a Capstone Enrollment Form
Students will rank order their capstone course preference

CDV 490 – 1st Choice
- Only Capstone Enrollment Form needed
- We will contact you if another form to enroll in another course is needed.

CDV 492 – 1st Choice
- Students must also submit CDV 492 Enrollment Form signed by consenting faculty member

CDV 498 – 1st Choice
- Students must also submit CDV 498 Enrollment Form signed by consenting faculty member

CDV 496 – 1st Choice
- Students must also submit complete CDV 496 application

Applications are due by 5 pm (*next business day if lands on weekend or holiday)
Fall Capstone 2021: March 15, 2021
Spring Capstone 2021: September 15, 2020
Spring Intersession 2021: September 15, 2020
Placement in Capstone Sections

- **Section assignments are based on:**
  - students’ registration date
  - time of application submission
  - Eligibility

- **Section Preference Selection**
  - Emailed to eligible applicants who apply for remaining specialized courses
  - Sent out 2 weeks after registration

- **Permission #s:**
  - E-mailed to eligible applicants after eligibility and registration have been verified
  - Sent out two weeks after registration

Department will keep waitlist of section preferences
Tips for Success: 490, 492, 498

- **Begin this EARLY,** Back-engineer your schedule:
  - September 15\textsuperscript{th}: Packet is due for Spring 2021
  - August 3\textsuperscript{rd}: First day packets are accepted
  - Submit the packet
  - Download and complete application
    - Do you need faculty approval?
    - Consider capstone options
Begin this EARLY. Back-engineer your schedule:

- September 15th: Packet is due for Spring 2021
- August 3rd: First day packets are accepted
  - Submit the packet
  - Copy all documents
    - Field Experience Enrollment form
    - Capstone Enrollment form
    - Advisory Instructions
    - Field Experience Checklist
      - Download and complete
    - Update resume
- July 15th: Last day to do CoC (can take 8 weeks to process)
- May 14th: First day to get your TB test cleared
Questions & Comments