

**HDFS 331:  
Directed Experience in  
Early Childhood Education**

COMMUNITY PRACTICUM



Students must turn in an application to the HDFS office at least 2 terms in advance.

*It is imperative to plan at least two terms in advance to ensure the best placement based on your past experience and future plans! Use this form as a checklist, and initial each step when complete. Make a copy of this form and the application for your records.*

\_\_\_ **STEP 1:** You must complete the following courses before you start your placement.

- \_\_\_ **HDFS 211 or 311** Infant and Child Development
- \_\_\_ **HDFS 233** Professional Foundations in Early Childhood
- \_\_\_ **HDFS 330** Curriculum Development in Early childhood Education

\_\_\_ **STEP 2:** Print and complete the HDFS 331 application. The application can be found on the ECDE website: [www.hhs.oregonstate.edu/hdfs/undergraduate-studies-early-childhood-development-and-education-ecde](http://www.hhs.oregonstate.edu/hdfs/undergraduate-studies-early-childhood-development-and-education-ecde).

\_\_\_ **STEP 3:** Print and complete both sides of the Criminal History Screening Form (located on the ECDE website) and mail it along with \$3.00 to the Child Care Division address at the bottom of the form. You will receive an official letter listing the beginning and ending dates of your certification period—if you pass the screening. Please note that the Child Care Division requires time to process Criminal History Screenings. *For students who have lived outside of Oregon at anytime during the previous 18 months, allow up to six months for processing.*

\_\_\_ **STEP 4:** Submit your application and letter of certification from the Child Care Registry to the HDFS Department Office, Milam 322. **Make a copy of these forms for your records!**

**Your application and letter certifying that you are a member in the Child Care Division's Criminal History Registry must be received by the HDFS Office by the following deadlines:**

**March 31 for the following Fall Quarter  
May 31 for the following Winter Quarter  
Oct 31 for the following Spring Quarter**

\_\_\_\_\_ **STEP 5:** You will receive an email message notifying you of your placement two or three weeks prior to the term you plan to enroll in the community practicum. You also will receive a practicum contract via this email. Note: Students registering for HDFS 331 fall term can expect to receive information during spring term. For placement and registration questions, please contact Maya Burton at [maya.burton@oregonstate.edu](mailto:maya.burton@oregonstate.edu).

***REMINDER: This course requires 6 hours of time on-site and 3 hours of seminar and preparation, for a total of 9 hours weekly. It is important to plan in advance to manage your course load appropriately. Leave 3-5 hours of spaces in your schedule for at least two days a week during the morning hours.***

\_\_\_\_\_ **STEP 6:** Once you receive your placement, please contact your site supervisor and make an appointment for an introductory visit. When you meet with the site supervisor, please complete the practicum contract together. Make a copy for the site supervisor and one for your personal records. Return the original to the Faculty Practicum Supervisor.

\_\_\_\_\_ **STEP 7:** Students will receive the course syllabus and guidelines about specific activities during the first seminar. Students will begin their practicum the first week of the term.

## **ENJOY YOUR PRACTICUM EXPERIENCE!**

Lori McGraw, PhD  
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*You may also wish to consider joining a professional association in early childhood education. The National Association for the Education of Young Children (NAEYC) and its Oregon Affiliate (OAEYC) has student memberships. If you are interested, contact 1-800-424-2460. Information is provided on-line at [www.naeyc.org](http://www.naeyc.org)*