**Coaching EC/ECE Professionals: Foundation & Organization of**

 **Coaching Application: Organization & Self Reflection**

Spring 2014 CHF 4201

WSU Davis, Building 2 – Rm 117

Instructor: Carrie L. Ota, Ph.D.

E-mail: carrieota@weber.edu

Phone: 385-244-0098

Office: ED 244

Office Hours: M, W 12:45- 2:45, T 10:30-11:30 or by appointment

**Course Times/Dates:** Saturday, January 11, 2014, 8-12; Saturday, February 1, 2014, 8-12; Saturday, March 1, 2014 8-12; Saturday, March 29, 2014 8-12; Saturday, April 19, 2014, 8-12.

**Time Commitment:** Three University Undergraduate/Graduate School credits: Work will include 20 hours of face-to-face class time; 25 hours of online classroom work; and 15 hours of practical application (coaching site visits and preparation for these visits). There will be additional 90 hours of outside the classroom work including the homework listed below which includes reflection, required reading, writing, and self-initiated related reading/research [CPPM-5].

**Course Description:**

Educator coaching is an evidence-based strategy to increase program quality and teacher effectiveness in early childhood/early childhood education classrooms, programs, and home delivery systems. This course will train EC/ECE coaches using material from research-based sources, program experiences, and related theory. Participants will learn recommended practices in coaching related to early childhood and develop a systematic, individualized approach to effective coaching. Participants will learn practical strategies for coaching early childhood staff of diverse backgrounds and varying adult learning styles. Materials and discussions will include theory, research, interpersonal communication skills, and a systematic approach to more intentional coaching. Students will apply these strategies to Case Studies and field work experiences throughout the course and will participate in hands-on activities in class to apply new skills. Educator coaching skills will apply to any early childhood/early childhood education curriculum or model.

Students will be encouraged to engage in self-reflection and to share ideas, successes, and challenges with the other students in this course directly and through the course shell. Students will apply program materials to fieldwork assignments. This is the first course of a three course series for the Utah Coaching Certificate of Completion.

|  |  |
| --- | --- |
| Objectives | Met by… |
| Identify behavioral practices of an effective coach. | Readings, class content, in-class activities, reflections, philosophy |
| Identify and describe major principles of recommended practices for coaching in EC/ECE. | Readings, class content, discussions, in-class activities |
| Reflect on own coaching practices. | Field assignments, reflections, in-class activities, discussions |
| Considered and practiced the use of video for improving coaching skills and the delivery of the coaching process. | Field assignments, discussions, reflections |
| Apply appropriate communication skills with a diverse range of adult/teacher learners. | Field assignments, in-class activities |
| Implement coaching action plans and track coaching progress. | Field assignments, reflections |
| Consider sustainability and advocacy in coaching systems. | Readings, class content, discussions, in-class activities. |
| Build a community of coaches. | Group work, class participation. |

***The objectives for this course directly address NAEYC professional standard 6 a, b, c d, e and UETS 8 b, d, f; 9 c, d, e.***

**Required Textbook**

Aguilar, E. (2013). *The art of coaching*. San Francisco, CA: John Wiley & Sons.

**Other select readings will be online via Canvas**. There will be research articles and chapters from following books.

Bloom, P. (2005). *Blueprint for action: Achieving center-based change through staff development, (2nd ed.).*  Lake Forest, IL: New Horizons.

Carter, M. & Curtis, D. (2010). *The visionary director (2nd ed.).*  St. Paul, MN: Red Leaf Press.

Rush, D. & Shelden, M. (2011). *The early childhood coaching handbook*. Baltimore MD:Brookes Publishing Co.

**Participation**

**In-class (100 pts):** Attend, participate, and demonstrate understanding of content through participating in discussions, activities, reflections and assignments with fellow students and instructors during classes.

**Online Discussions (180 pts):** Participation in online discussions is an important part of the homework requirements. The purpose of these discussions is to have a place to think about a focused topic, to be able to raise questions in a timely manner, and to learn from each other. Once you give a first answer to the question raised, continue participating in the discussion by reading all classmates’ responses and adding more responses of your own. The ongoing nature of these discussions is what makes them work! If you leave your participation until the last minute before the due date, you and the whole group lose the valuable round robin nature of this process – which in turn will not receive full credit/points. Like all learning, the more you put into this, the more you will get out of it. Your responses need not be lengthy, but giving specifics will be helpful to all.

**Ethics and Honesty**

As a student you have the right and duty to have this educational experience free of dishonesty. You are expected to conduct yourself with the highest level of integrity. Complete academic honesty is expected in this course. Cheating on exams or plagiarism on written assignments (including unauthorized collaboration) will result in a failing grade and may result in further action according to University policy [PPM 6-22 IV D].

**Emergency Closure**

If for any reason the university is forced to close for an extended period of time, we will conduct our class online via CANVAS. In this case, you will receive communication from me through CANVAS and your Weber e-mail.

**Grades**

Students must have a grade of C or better in all classes applied toward their certificate and a cumulative GPA of 3.0 (B average) or higher for the certificate to be transcribed. In some cases, courses with a grade of C may not count toward a BS or MA degree depending on specific degree program requirements.

**Late assignments**

Late assignments will be accepted up to 24 hours after the due date. Assignments are considered late if they are not turned in by the beginning of class on the due date. Late assignments receive 20% reduced credit. Assignments turned in after this point will not receive any credit.

**Incomplete Policy**

Assignment of an incomplete grade may be given if you: 1) have satisfactorily completed at least 80% of the required coursework, 2) are unable to complete the class work for a legitimate reason (such as illness or accident) and, 3) are able complete the required work without re-registering for the class [PPM 4-19].

**Student Conduct**

Students have an obligation to conduct themselves at all times in a manner that reflects honesty, integrity, and respect for others.

***Electronic devices*:** During class, all pagers and cell phones should be in vibrate mode. Use of laptops in class should be limited to accessing the course online supplemental shell and/or Internet search related to in-class assignments only. ***Answering email, texting, or searching the web during lecture or class discussions is not appropriate.*** Everyone is expected to show consideration and respectful listening skills during class discussions and presentations.

***Attendance:*** Attendance and participation is expected at all face-to-face class meetings of this course. This class meets five times face-to-face, ***100% attendance*** is important and expected. There are no make-up opportunities for missed class time.

**Student Support**

***Students with Disabilities:*** “When students seek accommodation in a regularly scheduled course, they have the responsibility to make such requests at the Center for Students with Disabilities before the beginning of the quarter [semester] in which the accommodation is being requested. When a student fails to make such arrangements, interim accommodations can be made by the instructor, pending the determination of the request for a permanent accommodation” [PPM 3-34].

Any student requiring accommodations or services due to disability must contact Services for Students with Disabilities (SDD) in room 181 of the Student Services Center (801-626-6413). If a student has any physical disabilities or other concerns that will be likely to require some accommodation on the part of the instructor, these must be made known to the instructor as soon as possible. Visit <http://www.weber.edu/ssd/ssd_policy.html> for more information.

***Writing Support:*** The Writing Center offers free assistance in the development and composition of papers. It is located in Elizabeth Hall Room #210 (801-626-6463). The computer labs provide free use of computers. Their locations are: Library room 138, Building 4 room 505, Science Lab room 288, Union Building SU 310, Social Science Building room 036, Wattis Building room 205, and on the Davis campus room D2 205.

**Grading**

Your grade will be based on the total points earned on the discussion posts, coaching experience documentation and reflection, coaching video with reflection, class participation, and philosophy statement. I do not grade on a curve, and there are ***no extra credit options available***. A total of 580 points is possible. The grade distribution follows:

A 94-100% B- 80-82% D+ 67-69%

A- 90-93% C+ 77-79% D 63-66%

B+ 87-89% C 73-76% D- 60-62%

B 83-86% C- 70-72% E 59% and below

**Point Values by Assignment**

|  |  |
| --- | --- |
| Discussions | 180 pts |
| Coaching Experience Documentation | 75 pts |
| Reflective Experience Papers | 60 pts |
| Attendance/Participation Points | 100 pts |
| Coaching Video w/ Reflection | 200 pts |
| Philosophy | 45 pts |
| **TOTAL POINTS** | **560 pts** |

**Detailed Description of Assignments**

**Coaching Experience Documentation (75 pts)**

During this course you are required to apply course content while in an actual coaching relationship. For each coaching visit, you will complete documentation of the experience.

**Reflective Experience Papers (60 pts)**

A valuable part of the coaching process is refection. As you gather information through the above documentation, write 1-2 page paper of your reactions to how well (or poorly) these forms worked in your situation. This paper should be clear and succinct, show depth of reflection, and follow full APA formatting.

**Coaching Video w/ Reflection (2 X 100 pts = 200 pts**)

Videotape yourself coaching for 5-8 minutes. Place this video on Canvas so your instructor can view it, and it can be used in an activity during class. Submit a short paper about your video including: 1) a single paragraph describing the coaching activity you videoed and its objective, 2) two paragraphs explaining your discussion with your adult learner after the videoing took place, and 3) two-three paragraphs of self-reflection about the video. This paper should be clear and succinct, show depth of reflection, and follow full APA formatting.

Note: Referencing the CDE Results Matter work may be very helpful to you. These videos are short and to the point. <http://www.cde.state.co.us/resultsmatter/RMVideoSeries_PracticesHereAndThere.htm#top>

**Philosophy (45 pts)**

If someone asked you to explain your philosophy of coaching, what would you say? How would you begin to formulate a statement that captures the essence of your belief about coaching?

A philosophy has been defined as a vision, critical rationale, and a sense of purpose (Brookfield, 1990) that reflects your personal core tenets, beliefs, and assumptions that influence how you will act as a teacher/professional (Fuhrman & Grasha, 1983). A coaching philosophy is a statement of reflection about what you will do as a coach. Your beliefs influence your action. It has been recognized by many coaches that the process of identifying a personal coaching philosophy and continuously examining, testifying, and verifying this philosophy can lead to change of coaching behaviors and ultimately enhance professional and personal growth.

Your philosophy statement should be 2-3 pages, be written in the first person, and follow APA formatting requirements (title page, headings, page numbers, running head, in-test citations, etc.).

|  |  |  |
| --- | --- | --- |
| **DATE** | **CLASS TOPICS** | **ASSIGNMENTS Due Prior to Class Meeting Date** |
| **January 11th**  | Course Overview Aspects of coaching site visitsCritical IssuesProfessional DevelopmentCoaching in history and in other professions Who do we coachCoaching vs. Mentoring vs ConsultationCoach ReadinessAttributes of an effective coach A coaches beliefsGoals of coaching  | * Read *Utah Coaching Competencies (found on Canvas)* and consider how these relate to your work situation. Identify which competency or section best applies to you. Be prepared to discuss the Competencies at first class meeting.
* Review the Coaching Self- Evaluation Checklist as a pretest for yourself.
* Identify member of an EC/ECE program, school, parent, organization to be the person you will coach for Field Work Assignment. This should be related to your current job/position you hold or want to acquire. You may coach a parent if that is your area of interest. You will be required to coach this person 4 times throughout the semester. Discuss 4 dates with your adult learner for coaching site visits of approximately 1.5 hours each. These dates can always be revised if needed, but it is recommended to plan now.
* Online Discussions
	+ Participate in the topics listed on the online threaded discussion
		- For each of the topics, post your own answer and respond to ***at least*** 2 postings by classmates.
* Read through this syllabus document carefully so as to be familiar with the policies and expectations as well as the class topics and homework.
* Read assigned readings found on Canvas
* Explore Canvas as is a very helpful in terms of understanding requirements and grading.
 |
| **February 1st**  | Types of Coaching*Coaching Competencies Model*ChangeIndividualizing coaching to meet adult learner's adult learning styleHow do we know what we know? Are we correct?Application of Case Studies | * Online Discussions
	+ Participate in the topics listed on the online threaded discussion
		- For each of the topics, post your own answer and respond to ***at least*** 2 postings by classmates.

Conduct initial coaching visits and submit the following (forms can be accessed on Canvas: complete set).1. Begin with a very *short paragraph*giving the background of your chosen coaching situation, including the adult learner’s job, the classroom or community setting, and the ages of children served.2.  *Initial Planning Conference Questions*: Note at the top of the page whether adult learner answered these on their own or coach and adult learner discussed together.3.  *Goals Blueprint*: Note at the top of the page whether adult learner answered these on their own or coach and adult learner were present together. If the latter, briefly explain how you guided them.*4.  Adult learner Action Plan*5.  *Coach Action Plan.*Remember to specify which coaching techniques you will use.6.  *Coaching Timeline*for January - April. Remember that your third and last homework is due by April 19th so schedule your three-four coaching site visits accordingly. Clearly you are projecting forward so these dates will be educated guesses and can be modified as you move ahead. Think about which coaching strategies you will use for each visit and indicate these where appropriate.7.  *Write 1-1.5 page paper*of your reactions to how well (or poorly) these forms worked in your situation. |
| **March 1st**  | Coaching techniquesSystematic approach to coaching Paperwork and suggested record-keeping formsField Work AssignmentPeer Coaching | * Online Discussions
	+ Participate in the topics listed on the online threaded discussion
		- For each of the topics, post your own answer and respond to ***at least*** 2 postings by classmates.
* Conduct your next coaching visit and complete the following using your Action Plan as a guide.
	+ - * *Coaching Contact/Visit Summary;*
			* Updated *Adult learner Coach Action Plans*with revisions in red; and
			* Updated *Coach Action Plan*with revisions in red.
			* Write a one page paper reflecting on how your coaching is going, comments on the process we are using, things you are learning, questions you would like answered.
* Video of  yourself coaching for 5-8 minutes. Turn reflection into Canvas.
 |
| **March 29th**  | Common issues in coachingReflective conferencing: Useful language styles Problem solving steps The art of feedbackVideotaping  to improve coaching practices | * Online Discussions
	+ Participate in the topics listed on the online threaded discussion
		- For each of the topics, post your own answer and respond to ***at least*** 2 postings by classmates.
* Conduct your next coaching visit and complete the following using your Action Plan as a guide.
* *Coaching Contact/Visit Summary;*
* Updated *Adult learner Coach Action Plans*with revisions in red; and
* Updated *Coach Action Plan*with revisions in red.
* Write a one page paper reflecting on how your coaching is going, comments onthe process we are using, things you are learning, questions you would like answered.
 |
| **April 19th**  | Systematic approach to coaching: Stages of the coaching processPaper work and suggested record-keeping formsApplication of Case StudiesCoaching related to families with children with special needsEnd of coaching year assessments, feedback and reflectionField Work Assignments reporting | * Online Discussions
	+ Participate in the topics listed on the online threaded discussion
		- For each of the topics, post your own answer and respond to ***at least*** 2 postings by classmates.
* Video of yourself coaching for 5-8 minutes.  Turn reflection into Canvas.
* Turn Philosophy statement in on Canvas.

  |

***\*Schedule and topics can change at the instructor’s discretion.***