

ECE Student Success Guide

On behalf of the Early Childhood Education faculty and staff, I welcome you as you begin your journey to becoming a committed ECE professional. We are excited to have you with us! This student success guide may answer some questions you may have, and can be used as a reference while you complete your studies in our department. Take a moment to browse the “Team ECE” board down the hallway from the Child Development Center to get acquainted with the instructors and staff that comprise our little slice of OC. In addition, I maintain an open door policy for all students—stop by and say hello, or if you need more time, do not hesitate to make an appointment to get on my calendar. I want your experience at Olympic College to be a successful one!

--Gayle Dilling, program coordinator

Phone numbers to know:

Gayle Dilling, ECE Coordinator	475-7289
Kara Sexton, ECE Program Assistant	475-7359
Jane Rhodes, STARS Coordinator	475-7625
ECE Main line	475-7358

Olympic College Campus helpful places/numbers:

Hazelwood Library	475-7250
Writing Center	475-7318
Financial Assistance	475-7160
Safety and Security 24/7	475-7800

ECE Course Offerings

Planning your pathway: make an advising appointment with Gayle to determine your course of study, and take a look at the long range schedule. Not all courses are offered every quarter, so it is important to plan. Advising appointments can be made through Kara.

Several on-line course offerings are provided every quarter. To register, log onto www.waol.org for getting started. On-line orientation sessions will be held at the beginning of each quarter for interested students. This is led by an ECE faculty—we want you to be successful online too!

Practicum courses require a field site, coordinated by Jane Rhodes. Planning your practicum site before the quarter begins will make the process smoother. Jane or Gayle can offer site suggestions.

Prerequisites: some courses have required prerequisites before you can register. It is important to successfully complete the prerequisites for your continued success.

Child Care

The ECE department works in concert with the Child Development Center. The CDC is happy to have OC students observe in the center, or complete their practicum experience. However, it is a center for children first, and policies set forth by the staff and director must be maintained. The center’s policies will be discussed in class.

If you need care for your child, make an appointment with either Rhodes Lockwood, Director of the CDC at 475-7191 or Nancy Frank at 475-7192.

The OC Web site

The ECE portion of the Olympic College website is constantly under construction. You will find all of our program sheets, long range schedule, lesson plan templates and the skill standards at <http://www.olympic.edu/students/acaddivdept/socialscienceshumanities/earlychildhoodeducation>

We also post all course syllabi at the beginning of the quarter so you can purchase books and/or print your own syllabus before the quarter even begins.

Miscellaneous Information

If you miss a course, course handouts and syllabi can be found in HOC 139. It is the student's responsibility to pick up handouts and secure notes for class sessions missed. This is not a secure method of transferring information to instructors. You should not use this as a method of turning in your homework.

Picking up course work after a quarter: course work is generally available 3 weeks after the quarter ends. It can be picked up at Kara's desk. Please be advised that each instructor may have their own policy on picking up work—be sure to check with them first before assuming that Kara has your work. We keep work for one quarter, and then it is shredded.

How do I get in contact with my instructor? Each adjunct faculty is assigned an Olympic College email address, and voicemail extension number, which is found on the syllabus for your course. It is best practice to try either email and/or voicemail for the instructor first before contacting the ECE main line to leave a message—sometimes messages do not reach the instructor until the end of the week, or after class.

Need a job? Check out the job opportunities clipboard near Gayle's office. Employers contact us regularly with job openings.

Thirsty? Coke and energy drinks available outside Old Dominion University in the parking lot outside the HOC building, or inside the Math and Science building. A snack machine is available outside of HOC 142.

Where do I park? For classes before 4 in the afternoon, please use student parking, and be respectful of assigned parking spots. After 4, park as close to the building as possible for safety.

Is it snowing? Call the ECE Main Line and/or your instructor's voicemail for details on whether or not class has been cancelled.

Have a compliment/suggestion/need? Be sure to talk it over with your instructor, and Gayle. We want you to have the best experience possible, and again—Welcome!