

## Class Assignment Guidelines:

*Attendance at Professional Meeting Assignment* (To be completed and submitted no later than December 3, 2003)

In order to gain credit for this assignment, you will write a short (1-2 page) paper of what you gained from attending the meeting. This paper is **not** a summary of the professional meeting but rather how this meeting **adds** to your understanding of child care administration and professional development. Be sure to indicate the date of the meeting you attended and who sponsored or held the meeting. To communicate about the meeting content, please include copies of handouts, program, etc with your paper. The paper itself must be word processed.

These meetings can be a conference, workshop, a licensing overview by Community Care Licensing office or any other type of meeting aimed at professionals in the Early Childhood years. Early childhood programs that are holding parent meetings can also be attended and reported on to fulfill this assignment.

*Interview Paper Assignment* (Due no later than November 19, 2003)

This assignment entails interviewing a director about their role. If you can not locate a director to interview, you can elect to interview either a licensing agent or resource and referral child care staff person.

For this assignment, use the collective questions we developed in class on October 22, 2003. These questions will be posted on the class web page. Each student will also develop five additional questions that she wishes to ask the director. In order, to ensure that directors do not feel overwhelmed by requests for interviews, please email me the name of the director you wish to interview **no later than October 29, 2003**.

Students will write summary of the interview (1-3 pages, double-spaced). Attached to the summary will be the supplemental questions that the student used in the interview.