



## Child Development Department

### Procedure for Assisting Students to Improve Their Lab Practice

**Rationale:** Child Development students are in different stages of development as teachers. Many students need only a reasonable amount of supervision from their supervising lab teacher to satisfactorily master the lab objectives of their coursework. Others may require intensive assistance. The procedures outlined below are guidelines for supporting students to improve in lab and meet the lab expectations of courses.

**Procedure Guidelines:** If a course faculty or an ACC Lab School Teacher determines that a student is not mastering lab expectations, as addressed in the Course Competencies and Course Lab Expectations, he or she will:

- **Request a conference** with the student to discuss the areas of lab practices that need improvement. During this conference, specific suggestions for improvement, a timeline for implementing the suggestions, an observation schedule and a follow-up conference will be discussed. Documentation of the conference will be given to the student, faculty member and the ACC Lab School Teacher and Director if the student is completing lab at ACC.
- **Develop a contract with the student** at the second conference if the student has not made the expected changes or maintained the changes. A contract outlining specific expected behavioral changes with a timeline for the changes will be given to the student. (The Lab School Director, CDP Department Chair, or Students with Disabilities Counselor, may be included in the conference if needed.)
- **Determine if the student has mastered the lab expectations** through additional observation. If the student has been unable to comply with the plan, the student will receive a “D” or “F” grade in the course or be asked to continue working on the plan for the time specified in the contract. The student will receive an “Incomplete” for this period of time.
- In some circumstances, the student may be withdrawn from the course or the Child Development Program as outlined in the “Child Development Department Lab and Field Work Agreement”.