

Professional Development and Education Plan

To be completed at advising session by advisor/counselor

Advisee Name: Sample Student

Advisee Phone: Sample Student's phone number

SAMPLE WORKSHEET

INCLUDES ADDITIONAL EXPLANATIONS
FOR YOUR INFORMATION.

Advising Sessions

Advisor's Name/Agency: Sample Advisor Date: 10/5/07

Advisor's Name/Agency: _____ Date: _____

Advisor's Name/Agency: _____ Date: _____

IMPORTANT INFORMATION – PLEASE READ PRIOR TO CREATING A PLAN

- Many advisees working in the Early Care and Education field are required to have a Child Development permit, issued by the state Commission on Teacher Credentialing. For information on education, work experience and professional development requirements related to obtaining or renewing a permit see the Child Development Permit Checklist in Section III of the Early Care and Education Professional Development Planning Toolkit: www.childcareplanning.org
- If the advisee wishes to renew a Child Development Permit, they will need to consult with a certified **Professional Growth Advisor** and have them authorize the professional growth activities completed by signing an official permit renewal form issued by the state. Please refer advisee to a professional growth advisor from the list included in Section III of the Early Care and Education Professional Development Planning Toolkit: www.childcareplanning.org
- If the advisee wishes to obtain an A.S. or A.A. degree, they will need to consult with a **College Academic Counselor regarding completion of general education requirements towards obtaining a degree**. Please refer advisee to the Academic Counseling office for completion of their academic plan. If the advisee wishes to obtain an A.S. degree in ECE specifically, they may also need to consult with the ECE Department regarding completion of required courses for the major. For Cabrillo students, see Cabrillo College catalogue for education requirements related to obtaining a degree in Section IV of the Early Care and Education Professional Development Planning Toolkit: www.childcareplanning.org. For degree requirements and course offerings at other colleges, visit those colleges' websites listed in Section IV of the Early Care and Education Professional Development Planning Toolkit: www.childcareplanning.org
- Encourage advisee to think about several levels of goals (short, medium and long term). Be sure to help advisee develop an **integrated professional development plan** that takes into account all of these goals (this may require consultation from a variety of advisors including a College Academic Counselor). Design a plan to best meet their goals in the most streamlined manner possible. Whenever actions can be taken to meet their short, medium and long term goals simultaneously, that is what should be advised.
- For each goal, complete one Goal Setting Worksheet (following page), making additional copies as necessary. Then complete the course plan on page 3 including courses required for **ALL** of the advisee's goals.

Goal Setting Worksheet (make additional copies of this page for each goal as needed)

What is your goal?

Get Site Supervisor Permit

By when would you like to achieve your goal? *By Spring 2008*

EDUCATION

What are the education requirements related to your goal (if any)?

60 total units with 24 ECE units including:

All core ECE units (At Cabrillo, 12 units including: ECE 31/131, 32/142, 51ABC, 53&53L)

16 GE units including all four areas (English, Humanities, Science/Math, Social Sciences)

6 units ECE Administration (ECE 157A&B)

2 units adult supervision (ECE 157C)

*24 additional units**

** These can be General Education, ECE or other elective units depending on future goal of advisee. If they simply wish to obtain a permit and not a degree, these units can be in any of these three areas. If they wish to obtain an A.S. degree in ECE, these units must be applicable towards the major/degree, which includes additional required ECE units and General Education units).*

Which of these requirements have you completed to date?

27 ECE including all core and administration(157A

16 GE including in English, Humanities, Natural Science and Social Science

What are the remaining requirements you must complete to meet your goal? (Transfer to Course Plan on pg 3)

3 units administration (157 B)

2 units adult supervision (157 C)

12 additional units (Choose these from required courses you will need to meet your goal of obtaining an A.S. Degree- see next goal worksheet).

WORK EXPERIENCE

What is the work experience requirement related to your goal (if any)?

350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults.

What work experience have you completed to date?

Two and a half years of full-time employment = 650 days, 8+ hours per day including 100 days of supervising adults. Director will sign Verification of Experience form.

What additional work experience must you complete to meet your goal? *None*

How do you plan to accomplish this? *N/A*

PROFESSIONAL DEVELOPMENT

What are the professional development requirements related to your goal (if any)?

None

Which of these requirements have you completed to date?

N/A

What are the remaining requirements you must complete to meet your goal?

N/A

List professional development activities you intend to complete (including when and where):

N/A

What are your next steps/future goals?

Sample Student would also like to obtain an A.S. degree. See next page regarding plans to accomplish this.

Goal Setting Worksheet (make additional copies of this page for each goal as needed)

What is your goal?

Obtain an A.S. degree in ECE – Advisee was referred to Cabrillo College Academic Counselor to develop plan to accomplish this goal.

By when would you like to achieve your goal? *By Spring 2009*

EDUCATION

What are the education requirements related to your goal (if any)?

Completed by Cabrillo College Academic Counselor

- 32.5 ECE units including all core and other courses required for the major (see ECE course check list).*
- 21 GE units including units in all five required subject areas (Areas A-E, see College Course Checklist)*
- 6.5 additional elective units to complete the 60 unit requirement towards a degree*

Which of these requirements have you completed to date?

27 ECE including all core and administration (157A)

16 GE including English, Humanities, Natural Science and Social Science

What are the remaining requirements you must complete to meet your goal? (Transfer to Course Plan on pg 3)

- 5.5 additional units of ECE including courses required for the major**
 - Additional units of General Education which must include Critical Thinking, Behavioral Sciences and Life Long Understanding and Self-Development (this may require the completion of additional prerequisite courses prior to enrollment).*
 - Additional units to complete the 60 unit requirement towards a degree (which could include electives or additional ECE or GE units required to complete a degree).*
- * Because advisee wishes to obtain a Site Supervisor permit, they should be advised to complete 3 units administration (157 B), 2 units adult supervision (157 C) in addition to other courses required for the major not yet completed.*

WORK EXPERIENCE

What is the work experience requirement related to your goal (if any)?

350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults.

What work experience have you completed to date?

Two and a half years of full-time employment = 650 days, 8+ hours per day including 100 days of supervising adults. Director will sign Verification of Experience form.

What additional work experience must you complete to meet your goal? *None*

How do you plan to accomplish this? *N/A*

PROFESSIONAL DEVELOPMENT

What are the professional development requirements related to your goal (if any)?

None

Which of these requirements have you completed to date?

N/A

What are the remaining requirements you must complete to meet your goal?

N/A

List professional development activities you intend to complete (including when and where):

N/A

What are your next steps/future goals?

Sample Student will consider pursuing a B.A. degree in Child Development – Academic Counselors should consider transferability of General Education and ECE courses when advising Sample Student.

College Course Plan – INSERT YEARS AND COURSE NUMBERS TO MEET ABOVE GOALS

Year: _____	Fall Semester	Winter Session	Spring Semester	Summer Session
	Course #'s:	Course #'s:	Course #'s:	Course #'s:
Year: _____	Fall Semester	Winter Session	Spring Semester	Summer Session
	Course #'s:	Course #'s:	Course #'s:	Course #'s:
Year: _____	Fall Semester	Winter Session	Spring Semester	Summer Session
	Course #'s:	Course #'s:	Course #'s:	Course #'s:

Notes

Date: 10/5/07

With the short term goal of obtaining a Site Supervisor Permit and the medium term goal of obtaining an A.S. degree in ECE and the potential long term goal of pursuing a B.A. degree in Child Development, Sample Student has been advised to carefully choose courses to meet all these goals in as efficient a manner as possible (with the assistance of a College Academic Counselor and ECE Department Advisor) Wherever possible, Sample Student should take courses that meet the requirements of the Site Supervisor Permit, the A.S. degree in ECE and that are transferrable to a four-year institution (transferability of courses not the same for all four year institutions. Sample Student will need to choose an institution to attend in order to determine the courses to take that will transfer). It may only be possible to meet one or two of these three goals with any given class.

For example: Math 152 would fulfill the GE requirement for obtaining a degree and may be transferrable to a four-year college. However, ECE 157B&C are required for the Site Supervisor Permit but can only fulfill requirements towards the major and degree as elective units.

Advisor's Signature: _____ SAMPLE ADVISOR _____

Date:

Advisor's Signature: _____

Date:

Advisor's Signature: _____