

Graduate Student Opportunities in the
Child Development Laboratories

Administration	
Billing	Understand the billing process by working with staff members
Enrollment procedures	Understand the enrollment process and procedures by helping office staff with database management, and communications between families and teachers
Materials- cost and ordering	Understand how and where to purchase materials for classrooms. Help decide what new materials need to be purchased and determine a budget
Day to day operations of a child development facility	Understand day-to-day operations and be able to implement these skills by assisting the director/assistant director in day-to-day tasks.
Supervision of Staff and Undergraduates	Develop skills for supervising staff and students by observing directors/assistant directors in this process, participating in supervision with undergraduates during the semester.
Classroom	
Curriculum development	Work with teachers and administrators at curriculum meetings throughout the semester Plan and implement

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	developmentally appropriate activities with young children
Home visiting	Participate in home visits with teachers
Teach in early childhood classroom, infants through toddlers	Teach with the supervision of Master teachers
HDFS 320	Become familiar with strategies taught in HDFS 320 and translate into practice. Includes: Behavioral Reflections, Paraphrase reflections, effective praise, etc. *Develop skills to teach such courses at an undergraduate level
HDFS 321	Become familiar with curriculum as taught in HDFS 321, including the skills to be a head teacher, lesson planning *Develop skills to teach such courses at an undergraduate level
Classroom assessments Program Quality Assessment (PQA), High Scope NAEYC Self Study- Classroom State of Michigan Great Start to Quality	Learn to use classroom assessments and assess multiple classrooms, summarize data for program and classroom teacher (PD opportunities)
Parent teacher conferences	Attend multiple parent-teacher conferences to gain experience in this area Facilitate parent-teacher conferences
Policy	
State licensing rules and regulations	Gain experience in meeting

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	state and federal guidelines including licensing regulations by working with program policies and attending meetings at Michigan Department of Education and other state-level meetings with Administrators
NAEYC/ MiAEYC	Present at a conference either alone or as a co-presenter. Opportunities include MIAEYC Early Childhood conference CDL/ELCC/CMAEYC Coming Together for Children conference
Great Start to Quality	Become familiar with State of Michigan's requirements as related to the 5 star rating system Review CDL documents as related to this program
Collaborations	
Head Start	Attend Head Start team meetings to make connections and learn how the agency works. This will include the referral process, funding process, and classroom requirements
Great Start Readiness Program	Attend Great Start meetings to make connections and learn services that are provided to children, families within the communities
Campus/CDL Collaborations	Current collaborations include: MSU Museum

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	MSU Recycling and Surplus Broad Art Museum
Community Collaborations and Outreach	Attend Ingham Great Start Collaborative meeting to learn about community resources and needs related to children and families, birth to age 8.
RESEARCH	
CDL Research Committee	Participate on CDL Research Committee to review research applications and provide feedback to researcher
Inclusion	Become familiar with CDL policies and protocol around the topic of inclusion. Learn and implement strategies to support children with special needs in the classroom setting Observe IEP meeting Participate in setting goals, with strategies and activities for children with special needs.
Cultural Competence	Review CDL Cultural Competence statement and determine ways this is incorporated in the classroom.