Course Project Procedures

Course Project Requests should be submitted by the instructor at least two week prior to the starting date. If the course projects include photographing or videotaping, Request to Photograph and/or Videotape forms must be completed and submitted to the Associate Director at least three weeks prior to the starting date.

Course project requests will be evaluated and approved based on the following criteria:

Appropriateness for the population and facilities of the KCDLS Program

Consistence with KCDLS Program goals and philosophy

Intrusiveness of project on the day-to-day curriculum of KCDLS classrooms

Provision for confidentiality

Approved course projects will be supervised by the KCDLS Director and Associate Director with input from teaching staff.

All course projects and class observations are coordinated through a master planning calendar.

KCDLS Course Projects Matrix

Discipline	Example Projects
Nursing	• Health & Wellness Screenings (vision, hearing, growth) • Family Health Workshops (nutrition, hygiene, preventive care) • Health Policy Projects (handwashing, safe snack practices)
Social Work	• Family Support Plans and resource referrals • Community Engagement Workshops (stress management, parenting) • Case Study Projects on family-school partnerships
Early Childhood Education	• Curriculum Design: Play-based thematic units • Classroom Observations with reflective analysis • Assessment Projects using developmental screening tools
Art	• Creative Expression Projects (painting, collage, clay) • Art Integration Studies linking art with literacy/science • Family Art Events

Music	• Music & Movement Activities (songs, rhythm, dance) • Cultural Music Study of diverse traditions • Music Therapy-inspired Projects for speech/behavioral support
Language	• Dual-Language Learning Activities (songs, games) • Language Development Studies (observing acquisition milestones) • Family Literacy Projects (bilingual story hours)
Occupational Therapy	• Fine Motor Skill Projects (cutting, threading beads) • Sensory Play Stations (bins, textures) • Adaptive Classroom Tools for children with physical challenges
Recreational Therapy	• Outdoor Play Studies for teamwork/problem-solving • Movement & Relaxation Activities (yoga, stretching) • Inclusive Recreation Plans for children with special needs
Psychology	• Child Development Studies (play, memory, friendship) • Behavioral Support Projects using positive guidance • Faculty-Supervised Research on language, pretend play, emotions

KCDLS Course Request Form

The Course Request form should be completed by course instructors that want to utilize the KCDLS for the course they are teaching.

I. Primary Contact Information

1. Contact Person Name

2. E-mail address

II. Course Info

4. List any additional Course Instructor(s) and/or Teaching Assistant(s)

5 Please provide the course name and number:

6 What Department/Unit is the course in?

7. What College is the course in?

8. What semester is this request for?

9. How many students are enrolled in the course?

10. Please attach your course syllabus

III. Project Overview

Since many of the KCDLS staff will be involved, it is necessary to have detailed information on proposed projects. Please describe the specifics requested in the next section.

11. [1] Please provide a brief description of the course (in general)

13. [2] Please describe the goal of this course in utilizing the KCDLS?

This could include information such as:

* What are the expectations of students?

* What will the students be doing at the KCDLS?

* Is this for a class assignment or project? What is the purpose of the assignment/project?

* What should students be gaining from this experience?

* Will students be working individually or in groups?

* How often will students be coming to the KCDLS?

14. Please provide a BRIEF summary of the "project" that can be used in reporting purposes and communication to teachers and parents. This should be approximately 3-5 sentences.

V. Timeline & Schedule:

Please note – Requests for class projects should be sent at least 3 weeks prior to proposed start time.

15. Please specify your proposed timeline for the project and presence at CDL.

VI. Tour:

We provide access to our KCDLS program tour This allows students to become familiar with our policies and procedures for being at the KCDLS program.

In addition to individual tours instructors are welcome to bring their class over for a "guided tour." These tours must be between 9:00am-12:15 pm or 3-4pm Monday-Friday. We highly suggest providing these tours in smaller groups (e.g., discussion or lab sections instead of an entire section).

16. Will your course be coming to the CDL for a "self-guided" tour (i.e. tour led by instructor/TA)?

Yes

No

20. If so, when do you plan to bring your students over to provide a tour? Please include date(s) and time(s).

VII. KCDLS Involvement

17. Age(s) of children/classrooms of interest:

18. Are there any expectations of KCDLS teachers OR any information you need from the KCDLS (e.g., aggregate demographic data on classrooms)?

Requests are typically reviewed on a weekly basis. Be mindful that we ask that this form is submitted every semester. We suggest to those who will be returning to the KCDLS on a semester or even yearly basis to keep record of their responses to make the submission process easier on you.