



## 20192 ECCE 1105 COURSE SYLLABUS Fall Semester 2015

Semester: Fall 201612

Course Title: Health, Safety, and Nutrition  
Course Number: ECCE 1105  
Credit Hours/ Minutes: 3 / 3000  
Class Location: GVTC/Angel  
Class Meets: Via Internet / 15 wks  
CRN: 20094

Instructor: Gena Sapp—M.Ed.  
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Fax Number: 478-289-2214  
Tutoring Hours: N/A

**REQUIRED TEXT:** Department Packet and Heart Saver CPR and First Aid Manuals. For the Child Abuse section of this course, you will need the book "A Child Called It." This book is available in the STC library. There are several copies of it.

**REQUIRED SUPPLIES & SOFTWARE:** MS Word or Notepad and Access to the Internet

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither ANGEL nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

**COURSE DESCRIPTION:** This course provides the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.

**MAJOR COURSE COMPETENCIES:** Topics include CPR and first aid, health issues, safety issues, child abuse and neglect, and nutritional needs of children.

**PREREQUISITE(S):** Provisional Admission

### COURSE OUTLINE:

1. CPR and First Aid
2. Health Issues
3. Safety Issues
4. Child Abuse and Neglect
5. Nutritional Needs of Children

**GENERAL EDUCATION CORE COMPETENCIES:** STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

**UNPLANNED TEACHER ABSENCES:** Most teacher absences will be planned and students will be given assignments/instructions in advance. In the event of an unplanned teacher absence, students should remain in class unless otherwise instructed from another instructor, administrator, or staff member. Students are expected to act responsibly during this time by working on assignments given in class.

**CELL PHONE USAGE AND OTHER ELECTRONIC DEVICES:** School Policy: Use of cellular phones, pagers, CD players, and/or similar devices is not permitted in classroom/lab facilities. Use of these devices during class or lab time will result in disciplinary action and may lead to dismissal. Instructor Policy: In cases of emergency, permission to put your phone on vibrate must be cleared with your instructor, but the phone should not be answered while inside the classroom; therefore, it is best to put them away and out of sight.

**ONLINE ATTENDANCE:** It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at (time) on (Monday, Tuesday, or Wednesday) of each week. (Instructors...fill in the time and choose a day that assignments are due each week). Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

**STUDENT REQUIREMENTS:** Students are expected to complete all assignments by the due dates. A ten-point penalty will be assessed for each day an assignment is late. Three days after the due date, assignments will **NOT** be accepted. Students are responsible for policies and procedures included in the *STC Catalog*.

Online courses require students to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance.

Students are expected to complete all work required by the instructor, and to attend the required proctored campus exam.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 8:00 am on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

**Exceptions to the due dates of assignments due to** jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

Print your syllabus and read it. Make sure you understand how your teacher will track attendance in your online class.

**WORK ETHICS:** Wording for this will only appear in course syllabi that require the work ethics component. Additionally, the work ethics exam must count 5% of the course grade and be reflected in the Grading Policy at the bottom of the syllabus. **The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class. This assignment is due by November 30, midnight.**

**PROCTORED EVENT REQUIREMENT:** In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found under the Proctoring Tab in ANGEL and submit the completed form to their instructor for approval a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the**

**proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

**The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, Oct 28 at 5:30 in room 317 and Swainsboro Campus, Oct 27 at 5:30 in building 4 (Child Development Center) in room 4101.**

**SPECIAL NEEDS:** Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

**SPECIFIC ABSENCES:** Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

**PREGNANCY:** Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

**WITHDRAWAL PROCEDURE:** Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

**Remember** - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

**MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...):** If a student misses a test, a grade of zero will be assigned. Only students with extenuating circumstances (who contact the instructor on the day of the test regarding their absence) will be allowed to take a makeup test, which will replace the zero. Extenuating circumstances are determined at the instructor's discretion. Unless otherwise scheduled with the instructor, it is expected that the test will be taken the next day, scheduled outside of regular class time. Failure to follow this procedure will result in a grade of zero.

Unannounced quizzes are subject to be given on any day. A grade of zero will be assigned for any quizzes missed. There will be no makeup of quizzes. Any zeros recorded will be included in the final score calculation.

**ACADEMIC DISHONESTY POLICY:** The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be

found in the STC Catalog and Student Handbook.

### **Procedure for Academic Misconduct**

The procedure for dealing with academic misconduct and dishonesty is as follows:

#### **--First Offense--**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

#### **--Second Offense--**

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

#### **--Third Offense--**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

**STATEMENT OF NON-DISCRIMINATION:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

**GRIEVANCE PROCEDURES:** Grievance procedures can be found in the Catalog and Handbook located on STC's website.

**ACCESS TO TECHNOLOGY:** Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at [www.southeasterntech.edu](http://www.southeasterntech.edu).

**DISCLAIMER STATEMENT:** The instructor reserves the right to change the syllabus and/or lesson plans as necessary. The official copy of the syllabus is located inside the student's online course. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.

#### **GRADING POLICY**

40% CPR/First Aid  
20% Class Assignments  
15% Tests  
20% Proctored Event  
05% Work Ethics

#### **GRADING SCALE**

A: 90-100  
B: 80-89  
C: 70-79  
D: 60-69  
F: 0-59

#### **TCSG GUARANTEE/WARRANTY**

**STATEMENT:** *The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

**LESSON PLAN  
FALL 2015**

ECCE 1105—Health, Safety and Nutrition

Date	<i>Chapter Reading &amp; Content</i>  <i>All assignments are due on Mondays unless otherwise noted!!!!!!</i>	Assignments/Test Due Dates	*Course Competency Area **General Education Competency Area
Aug 17-24	Standard Precautions	Answer Questions in Notebook Complete Assignments Answer Discussion Board Questions and Reply to at Least 1 person Work Ethics Assignment: Attendance Test	*2 **1,3
Aug 24-Sept 7	Promoting Good Health & Infectious Disease Control	Answer Questions in Notebook Complete Assignments Answer Discussion Board Questions and Reply to at Least 1 person PROCTORED EVENT due October 27 <sup>th</sup> Create an Infectious Disease Chart and Present to the Class Work Ethics Assignment: Character Test	*2 **1,3
Sept 7-14	Preventing Childhood Injuries and Safety Policies	Answer Questions in Notebook Complete Assignments Review of Classroom and Playground and write-up hazards that you see. Answer Discussion Board Questions and Reply to at Least 1 person Work Ethics Assignment: Teamwork Test	*3 **1,2,
Sept 14-21	First Aid Basics Section from Heart Safety First Aid Workbook	Complete Questions Answer Discussion Board Questions and Reply to at Least 1 person Work Ethics Assignment: Appearance	*5 **1,3
Sept 21-28	Medical Emergencies from Heart Safety First Aid Workbook	Complete Questions Answer Discussion Board Questions and Reply to at Least 1 person Work Ethics Assignment: Attitude	*2 **1,3
Sept 28-Oct 5	Adult, Infant & Child CPR Certification Course First Aid Certification	CPR and First Aid Certification Course PROCTORED EVENT due October 27 Create an Infectious Disease Chart and	*1,3

	Course	Present to the Class Work on 3 safety activities (which are due by the end of the semester)	
Oct 5-12	Injury Emergencies from Heart Safety First Aid Workbook	Complete Questions Answer Discussion Board Questions and Reply to at Least 1 person Work Ethics Assignment: Productivity	*2 **1,3
Oct 12-19	Promoting Good Nutrition	Answer Questions in Notebook Complete Assignments Create 2 Weekly Menus Answer Discussion Board Questions and Reply to at Least 1 person Test Work Ethics Assignment: Organizational Skills PROCTORED EVENT due October 27 Create an Infectious Disease Chart and Present to the Class	*5 **1,2,3
Oct 19- Nov 2 (2 weeks)	Indoor Outdoor Safety	Answer Questions in Notebook Complete Assignments Design a pamphlet on Indoor Outdoor Safety Answer Discussion Board Questions and Reply to at Least 1 person Test Work Ethics Assignment: Communication PROCTORED EVENT-Oct 27	*4 **1,3
Nov 2-9	Environmental Emergencies from Heart Safety First Aid Workbook	Complete Questions Answer Discussion Board Questions and Reply to at Least 1 person Work Ethics Assignment: Cooperation	*2 **1,3
Nov 9-23 (2 weeks)	Recognizing & Reporting Child Abuse	Answer Questions in Notebook Complete Assignments Book Report: (Read Child Called IT or Research Good Touch/Bad Touch) Work on 3 safety activities (which are due by the end of the semester) Answer Discussion Board Questions and Reply to at Least 1 person Test Work Ethics Assignment: Respect	*3 **1,2,3
Nov 23- Dec 7 (2	Fire Safety and Prevention	Answer Questions in Notebook Complete Assignments	**1,3

weeks)		Design an emergency route for a Child Care Center Answer Discussion Board Questions and Reply to at Least 1 person Work Ethics Exam Due 11/30 Test	
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1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

**Course Competencies:**

1. CPR and First Aid
2. Health Issues
3. Safety Issues
4. Child Abuse and Neglect
5. Nutritional Needs of Children

## Rubrics

### You will have weekly Discussion Questions.

Students will be required to answer discussion board questions that will be posted within Angel. The topics will be posted at least a week prior to the due date. The answers to the discussion questions should be detailed and thoroughly answers the topic. Also, students will be required to respond to at least one answer posted by their classmates. The responses should include why you do or do not agree with the student's response. It is ok to disagree with your classmate on his/her answer but the responding student should be professional in his/her response to his/her classmate. Be constructive in discussion these topics with your classmates.

#### Rubric for the Discussion Board

Discussion Board Rubric			
# of discussion posts	# of discussion replies	Grade	Due Date, Grammar and Spelling Requirements
1	1	100	Students who post their initial discussion board response to the discussion board topic and respond to at least one answer posted by their classmate will be given a 100 on the assignment if the post is turned in by the due date and free of grammatical and spelling errors. The student will receive a 10 point deduction for each day that the student's discussion post is turned in past the due date. The student will receive a one point deduction for each grammatical and spelling error in the student's discussion post. A 10 point deduction will be given to any student who only responds to their classmate with an answer of "yes/no" or "I agree/disagree."
1	0	70	Any student that does not respond to at least one answer posted by their classmates will not receive a grade above 70 on the discussion post. The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date and free of grammatical errors and spelling errors. The student will receive a 10 point deduction for each day that the student's discussion post is turned in past the due date. The student will receive a one point deduction for each grammatical and spelling error in the student's discussion post.
0	1	50	Students who only respond to a classmate's discussion post will not receive a grade above 50 on the discussion topic. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date and free of grammatical errors and spelling errors. The student will receive a 10 point deduction for each day that the student's discussion response is turned in past the due date. The student will receive a one point deduction for each grammatical and spelling error in the student's discussion response.
0	0	0	Students will receive a 0 on the discussion topic that the student does not post an answer or response to or answer or respond to a classmate's discussion post.



# Rubric for Power Point Presentation

PowerPoint Presentation RUBRIC:

NAME \_\_\_\_\_ DATE \_\_\_\_\_

TOPIC: \_\_\_\_\_

	4	3	2	1
<b>Length</b>	Presentation was at least 10 minutes in length	Presentation was between 8-9 minutes	Presentation was between 6-7 minutes	Presentation was less than 6 minutes
<b>Original</b>	The PowerPoint was totally original	The power point was original	The power point was somewhat original	The power point was lacking in originality
<b>Informative</b>	The power point was very informative on subject	The power point was informative on subject	The power point was somewhat informative on the subject	The power point was lacking in this area
<b>Helpful to ECCE</b>	The information contained in the power point was very useful/helpful to ECE	The information was informative to ECE	The information was somewhat useful/helpful to ECE	The power point was lacking in this area
<b>Creativity</b>	The power point was very creative and unusual	The power point was creative	The power point was somewhat creative	The power point was lacking in creativity
<b>Voice –Eye Contact</b>	The speaker’s voice could be heard and eye contact was maintained throughout the entire presentation	The speaker’s voice could be heard and eye contact was maintained throughout most of the presentation	The speaker’s voice could be heard and eye contact was maintained throughout at least half of the presentation	The speaker’s voice could be heard and eye contact was maintained throughout at least some of the presentation
<b>Handout</b>	A handout was given at time of presentation	-----	-----	A handout was not given out at time of presentation
<b>Slides</b>	Presentation included at least 15 slides	Presentation included at least 13 slides	Presentation included at least 11 slides	Presentation included less than 10 slides

Points \_\_\_\_\_ X 3.1 = \_\_\_\_\_ (final grade on POWER POINT)

Comments:

**WRITING RUBRIC:**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ASSIGNMENT \_\_\_\_\_

	4	3	2	1
<b>Neatly written/typed according to directions</b>	The paper was very neatly written or typed—according to directions	The typing or handwriting was neat	The typing or handwriting was somewhat neat	The paper was lacking in the area of neatness
<b>Length</b>	The length was completely appropriate or was longer than required	The paper was within a few lines of being appropriate length	The paper was approximately $\frac{3}{4}$ as long as it should be	The paper was less than $\frac{1}{2}$ the length it should be
<b>On topic</b>	The entire paper was on topic	Most of the paper was on topic	The paper remained somewhat on topic	Half or more of the paper was not on topic
<b>Spelling/Grammar</b>	There were no more than 2 spelling errors/1 grammar error	There were no more than 3 spelling errors and/or 2 grammar errors	There were no more than 3 spelling errors and/or 3 grammar errors	There were more than 3 spelling errors and/or 3 grammar errors
<b>Main Idea(s) /Supporting Details/Cohesion</b>	The paper contained proper main idea(s), properly developed supporting ideas and was cohesive	The paper contained proper main idea(s), developed supporting ideas but was lacking in cohesion	The paper had main idea(s), poorly developed supporting ideas and cohesion was lacking	The paper did not have a proper main idea, and/or supporting details and/or cohesion

Grammar Errors: fragments, run-on sentences, subject-verb agreement...

Total points \_\_\_\_\_ X 5 = \_\_\_\_\_

Comments

# ECCE 1105 Proctored Event Rubric

NAME \_\_\_\_\_ DATE \_\_\_\_\_

TOPIC: Infectious Disease Chart

	4	3	2	1
<b>Classrooms</b>	Contained 20 + Infectious Childhood Diseases	Contained 15-20 Infectious Childhood Diseases	Contained 10-15 Infectious Childhood Diseases	Contained 10 or less Infectious Childhood Diseases
<b>Age Appropriate Diseases</b>	The diseases on the chart were completely age appropriate	The diseases on the chart were age appropriate	The diseases on the chart were somewhat age appropriate	The diseases on the chart was not age appropriate
<b>Original</b>	The chart was totally original	The chart was original	The chart was somewhat original	The chart was lacking in originality
<b>Creativity</b>	The chart was very creative and unusual	The chart was creative	The chart was somewhat creative	The chart was lacking in creativity
<b>Helpful to ECCE</b>	The information contained was very useful/helpful to ECCE	The information was informative to ECCE	The information was somewhat useful/helpful to ECCE	The classrooms were lacking in this area
<b>Spelling/Grammar</b>	There were no more than 2 spelling errors/1 grammar error	There were no more than 3 spelling errors and/or 2 grammar errors	There were no more than 3 spelling errors and/or 3 grammar errors	There were more than 3 spelling errors and/or 3 grammar errors

Points \_\_\_\_\_ X 4.2 = \_\_\_\_\_

Comments: