



**Language & Literacy/  
ECCE 2115  
HYBRID  
COURSE SYLLABUS  
Fall Semester 201712**

Semester: Fall 201712  
Course Title: Language & Literacy  
Course Number: ECCE 2115  
Credit Hours/ Minutes: 3 / 3000  
Class Location: Room # 2125  
Class Meets: 10:00-11:00; Mon and Wed  
40% On line/60% In Class

Instructor: Kay Wilson  
Email Address: [kwilson@southeasterntech.edu](mailto:kwilson@southeasterntech.edu)  
Office Location: Building 2 2126  
Office Hours: MW 2:30-4:30 T 1:00-4:30 R 9:00-12:00  
Phone: 478-289-2213  
Fax Number: 478-289-2214

CRN: 20068  
Preferred Method of Contact:  
[kwilson@southeasterntech.edu](mailto:kwilson@southeasterntech.edu)

**REQUIRED TEXT:** Early Childhood Experiences in Language Arts 10th Edition by Jeanne M. Machado

**REQUIRED SUPPLIES & SOFTWARE:** Notebook, paper, pen/pencil. Students will be conducting learning activities; therefore, they will need supplies such as paper, glue, markers, etc. The type and cost of supplies varies per semester and per activity. Note: Although students can use their smart phones and tablets to access the online portion of their course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither BLACKBOARD 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 complete the online portion of the course.

**COURSE DESCRIPTION:** Develops knowledge, skills, and abilities in supporting young children's literacy acquisition and development, birth through age twelve. Topics include developmental continuum of reading and writing, literacy acquisition birth to five years of age, literacy acquisition in kindergarten, literacy acquisition in early grades, and literacy acquisition in children who are culturally and linguistically diverse.

**MAJOR COURSE COMPETENCIES:**

1. Developmental Continuum of Literacy Acquisition, including Reading, Writing, Speaking and Listening
2. Supporting Literacy Acquisition Birth to Five Years of Age
3. Supporting Literacy Acquisition in Kindergarten
4. Supporting Literacy Acquisition in Primary Grades
5. Supporting Literacy Acquisition in Children Who are Culturally and Linguistically Diverse
6. Media and Technology to Support Literacy Acquisition

**PREREQUISITE(S): ECCE 1130**

**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.

## **HYBRID PROCEDURE**

Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

**ATTENDANCE GUIDELINES:** Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

The instructor is responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

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. 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.

**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 Helen Thomas, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 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 Helen Thomas, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu).

**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, unannounced quiz, or assignment, a grade of zero will be assigned. There will be no make-up work. 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 Blackboard, 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).

**GRADING POLICY**  
25%---Test & Quizzes

**GRADING  
SCALE**

**TCSG GUARANTEE/WARRANTY  
STATEMENT:** *The Technical College System*

45%---Activities

30%---Book Log & Class Assignments

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: 0-59

*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.*

**ECCE 2115 Language and Literacy**

**LESSON PLAN**

**\*HY=Hybrid assignments IC=In Class Assignments**

Date	Chap / Less	Content	Assignments & Tests Due	Comp Area
Week 1 Aug 15-22 Work is due by Mon	Chapter 9	Children and Books IC-Demonstrations/Discussion HY-Lecture Notes/ Research/Tests	HY-Ch 9 study guide HY-Titles and Authors worksheet IC-Write Story for published book HY-Test-chapter 9	*1, 2 **a, b, c
Week 2 Aug 22-Aug 29 Work is due by Mon	Chapter 10	Storytelling IC-Demonstrations/Discussion HY-Lecture Notes/ Research/Tests	HY-Ch 10 Study Guide HY-Quiz on Picture Books-on line HY-Test-Chapter 10 IC-Activity 1 (Storytelling)	*1, 6, **a, b, c
Week 3 Aug 29-Sept 6 Work is due by Wed.	Chapter 12 Chapter 15	Flannel Boards & Puppets IC-Demonstrations/Discussion HY-Lecture Notes/ Research/Tests	Chapter 12-Read only HY-Chapter 15 Study Guide HY-Quiz on FHYKtales, Fables, Fairytales-on line HY-Test-Chapter 12 and 15 IC-Flannel Board story and board IC-Puppet due	*1, 2, 6, **a, b, c
Week 4 Sept 6-12 Work is due by Mon	Chapter 14	Group Time IC-Demonstrations/Discussion HY-Lecture Notes/ Research/Tests	HY-Ch 14 Study Guide HY/IC-Pictures for published book HY-Quiz on Fiction books-on line HY-Test chapter 14 IC-Activity 2 (storytelling)	*1, 2 **a, c
Week 5 Sept 12-19 Work is due by Mon	Chapter 13	Speaking Goals IC-Demonstrations/Discussion HY-Lecture Notes/ Research/Tests	HY-Ch 13 Study Guide HY-Quiz on Non-Fiction-on line HY- Test chapter 13 IC-Lay out of published book IC-Activity 3(storytelling)	*1 **a, b, c
Week 6 Sept 19-Sept 26 Work is due by Mon	Chapter 8	Listening Skills IC-Demonstrations/Discussion HY-Lecture Notes/ Research/Tests	Ch 8-Ready only HY-Quiz on series books-on line HY-Test chapter 8 IC-Laminate published book IC-Activity 4 due	*1, 6 **a, c

<p>Week 7 Sept 26-Oct 3 Work is due by Mon</p>	<p>Chapter 16 Chapter 11</p>	<p>Printing &amp; Poetry IC-Demonstrations/Discussion HY-Lecture Notes/ Research/Tests</p>	<p>HY-Quiz on poetry-on line HY-Test Chapter 16 HY-Test Chapter 11 HY-Ch 16 Study Guide HY-Chapter 11 Study Guide IC-Make published book IC-Environmental Print due IC-Names written in D'Nealian IC-Print Script Activity</p>	<p>*1, 6 **a, c</p>
<p>Week 8 Oct 3-10 Work is due by Mon</p>	<p>Chapter 1</p>	<p>Beginning Communication IC-Demonstrations/Discussion HY-Lecture Notes/ Research/Tests</p>	<p>HY-Ch 1 Study Guide HY-Quiz on Multicultural books-on line HY-Test Chapter 1IC-Activity 5 (storytelling)</p>	<p>*1, 2, 5 **a, c</p>
<p>Week 9 Oct 10-17 Work is due by Mon</p>	<p>Chapter 2</p>	<p>Toddler Communication IC-Demonstrations/Discussion HY-Lecture Notes/ Research/Tests</p>	<p>HY-Chapter 2 Study Guide HY-Quiz on Caldecott books-on line HY-Test Chapter 2 IC-Activity 6 (storytelling)</p>	<p>*1, 2, 5 **a, c</p>
<p>Week 10 Oct 17-24 Work is due by Mon</p>	<p>Chapter 3</p>	<p>PreschoHY Communication IC-Demonstrations/Discussion HY-Lecture Notes/ Research/Tests</p>	<p>HY-Chapter 3 Study Guide HY-Quiz on Classic books-on line HY-Test Chapter 3 IC-Activity 7 (storytelling)</p>	<p>*1, 2 **a, b, c</p>
<p>Week 11 Oct 24-31 Work is due by Mon</p>	<p>Chapter 4 Chapter 5</p>	<p>Growth System Affecting Early Language Ability Understanding Differences IC-Demonstrations/Discussion HY-Lecture Notes/ Research/Tests</p>	<p>HY-Test Chapter 4 HY-Test Chapter 5 IC-Activity 8 (storytelling)</p>	<p>*1, 3, 5, 6 **a, b, c</p>
<p>Week 12 Oct 31- Nov 7 Work is due by Mon</p>	<p>Chapter 6</p>	<p>Achieving Language Literacy Goals IC-Demonstrations/Discussion HY-Lecture Notes/ Research/Tests</p>	<p>HY-Test Chapter 6 IC-Activity 9 (storytelling)</p>	<p>*1, 4 **a, b, c</p>
<p>Week 13 Nov 7-14 Work is due by Mon</p>	<p>Chapter 7</p>	<p>Promoting Language and Literacy IC-Demonstrations/Discussion HY-Lecture Notes/ Research/Tests</p>	<p>HY-Test-Chapter 7 IC-Activity 10 (storytelling) IC-Start Curriculum Web/Unit IC-Prop Box due</p>	<p>*1, 6 **a, b, c</p>
<p>Week 14 &amp; 15</p>	<p>Chapter 17 &amp; 18</p>	<p>Reading and Preschoolers IC-Demonstrations/Discussion</p>	<p>HY-Test Chapter 17 IC-Work on Curriculum Web/Unit</p>	<p>*1, 2</p>

<p>Nov 14-28 Work is due by Wed</p>		<p>HY-Lecture Notes/ Research/Tests</p>	<p>IC-Smart Board Activity HY-Test Chapter 18 IC-Curriculum Web/Unit due IC-Language Arts Center</p>	<p>**a, b, c,</p>
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**\* Competency Areas:**

1. Developmental Continuum of Literacy Acquisition, including Reading, Writing, Speaking and Listening
2. Supporting Literacy Acquisition Birth to Five Years of Age
3. Supporting Literacy Acquisition in Kindergarten
4. Supporting Literacy Acquisition in Primary Grades
5. Supporting Literacy Acquisition in Children Who are Culturally and Linguistically Diverse
6. Media and Technology to Support Literacy Acquisition

**\*\*General Core Educational Competencies**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

**\*\*Disclaimer Statements\*\***

**\*\*\*\*Instructor reserves the right to change the syllabus and/or lesson plan as necessary.\*\*\*\***

**\*\*\*The official copy of the syllabus is located inside the student’s online course shell or will be given to them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.\*\*\***