



**TENTATIVE (SUBJECT TO CHANGE)**  
**ECCE 2115 Language and Literacy**  
**COURSE SYLLABUS**  
**Online**  
**Fall Semester 202212**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/3000

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 20165

Preferred Method of Contact: College Email

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Kay Wilson

Email Address: [Kay Wilson \(kwilson@southeasterntech.edu\)](mailto:kwilson@southeasterntech.edu)

Campus/Office Location: Swainsboro Building 2, Room 2125

Office Hours: Monday-Thursday 7:00-4:00 **Due to the uncertainties of COVID-19, contact your instructor by phone or email to make an appointment.**

Phone: 478-289-2213

Fax Number: 478-289-2276

**SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf\)](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf).

**REQUIRED TEXT**

Experiences in Language Arts 11th Edition; Author: Machado

International Standard Book Number (ISBN): 978-1-305-08893-1

**REQUIRED SUPPLIES & SOFTWARE**

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 Blackboard nor Georgia Virtual Technical Connection (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**

Develops knowledge, skills, and abilities in supporting young children's literacy acquisition and development, birth through age twelve.

## MAJOR COURSE COMPETENCIES

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.

## PREREQUISITE(S)

ECCE 1103

## COURSE OUTLINE

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 EDUCATION CORE COMPETENCIES

Southeastern Technical College 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.

## STUDENT REQUIREMENTS

To pass the class, students must complete all assignments on the syllabus and complete the required proctored event. Students will have at least one week to complete tests and assignments. **All tests and assignments are due at 11:59 P.M. on Monday of each week.** Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week during the semester doing the required homework, discussion boards, tests and assignments. Students are expected to communicate frequently through college email and discussion boards.

The student is expected to complete all work on the attached lesson plan. Online students are responsible for checking emails and Blackboard announcements DAILY. Homework assignments MUST be completed by the date specified; assignments may be submitted early. Discussion boards MUST be completed by the date specified; assignments may be submitted early. Tests MUST be completed by the date specified. Tests are posted and students who miss a test will be assigned a grade of zero. Please do not wait until the last moment to submit in case you have internet problems with your computer. If internet or browser failure occurs, contact the instructor immediately by email. Students are expected to communicate frequently through college email and discussion boards. College email and other STC resources can be accessed from the mySTC tab on STC's Website. Email can also be accessed in the menu of your Blackboard course.

### **Within the first three days of class ALL online students must:**

- Complete Online Orientation Quiz in Blackboard.
- Complete the Pledge Acknowledgment in Blackboard.
- Email their instructor they will be attending class and understand the syllabus

## COVID-19 MASK REQUIREMENT

Regardless of vaccination status, masks or face coverings must be worn at all times while in a classroom or lab of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

## COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Cough: new or worsening, not attributed to another health condition
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea

## COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:swaters@southeasterntech.edu), Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

## 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" (Failing 0-59) 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 11:59 p.m. 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.

## **STUDENTS WITH DISABILITIES**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

**Swainsboro Campus:** Daphne Scott [dscott@southeasterntech.edu](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

## **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 make appropriate arrangements with the appropriate campus coordinator.

**Swainsboro Campus:** Daphne Scott [dscott@southeasterntech.edu](mailto:dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210

**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made PRIOR to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery MAY NOT be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

## **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

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

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. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

## **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 separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. 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 farther 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 in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor 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 by the instructor of the course, 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 on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.

## **PROCTORING FEES**

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

**The required proctored event for this class is scheduled on the following dates and times: Swainsboro Campus, 11/02/2021, 9:00 a.m., room 2125 and Vidalia Campus, 11/3/2021, 9:00 a.m., room 2125.**

## **MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC...)**

There are no make-up exams or assignments in an online class. Students have a week to complete assignments. If Internet or browser failure occurs, contact instructor immediately. A student who needs an exam reopened must come to campus to take the test.

## **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and Handbook.

## **PROCEDURE FOR ACADEMIC MISCONDUCT**

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

### **1. 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.

**2. Second Offense**

Student is given a grade of "WF" (Withdrawn Failing) 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.

**3. 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 third 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**

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<p><b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b></p>	<p><b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b></p>
<p>Helen Thomas, Special Needs Specialist          Vidalia Campus          3001 East 1<sup>st</sup> Street, Vidalia          Office 165 Phone: 912-538-3126          Email: <a href="mailto:Helen.Thomas@southeasterntech.edu">Helen Thomas</a>  <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a></p>	<p>Lanie Jonas, Director of Human Resources          Vidalia Campus          3001 East 1<sup>st</sup> Street, Vidalia          Office 138B Phone: 912-538-3230          Email: <a href="mailto:Lanie.Jonas@southeasterntech.edu">Lanie Jonas</a>  <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a></p>

## ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

## GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College'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 [Southeastern Technical College Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

## TECHNICAL COLLEGE SYSTEM OF GEORGIA (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.*

## GRADING POLICY

Assessment/Assignment	Percentage
Tests	25%
Weekly Assignments	35%
Proctor	30%
Discussion Board	10%

## GRADING SCALE

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

**ECCE 2115 Language and Literacy  
Fall Semester 2022 Lesson Plan**

<b>Date/Week/Due</b>	<b>Chapter(s)</b>	<b>Content</b>	<b>Assignments</b>	<b>Competency Area</b>
Week 1 8/16-8/23 <b>Due Monday, 8/23 by 11:59 P.M.</b>	Chapter 8	Children and Books	-Read Syllabus -Read Chapter 8 -Review Chapter 8 Power Point -Complete Chapter 8 Terms -Review How to Write An Activity Plan Information Folder	1, 2 a, b, c
Week 2 & 3 8/23-9/6 <b>Due Tuesday, 9/6 by 11:59 P.M.</b>	Chapter 1  Chapter 2	Beginnings of Communication  The Tasks of the Toddler	-Read Chapters 1 and 2 -Review Chapter 1 and 2 Power Points -Complete Chapter 1 and 2 Terms -Watch Read Aloud Youtube Video -Read Aloud 1 Activity Plan Due -Chapter 8, 1, 2 Test -Discussion Board 1	1, 2, 5 a, c
Week 4 & 5 9/6-9/20 <b>Due Monday, 9/20 by 11:59 P.M.</b>	Chapter 4  Chapter 5	Understanding Differences  Achieving Language and Literacy Goals through Program Planning	-Read Chapters 4 and 5 -Review Chapter 4 and 5 Power Points -Read Aloud 2 Activity Plan Due (0-3 years old) -Discussion Board 2	1, 3, 5, 6 a, b, c
Week 6 & 7 9/20-10/4 <b>Due Monday, 10/4 by 11:59 PM</b>	Chapter 11  Chapter 13	Language Growth Through Flannel Boards, Puppetry, and Dramatization  Preschool Years	-Read Chapters 11 and 13 -Review Chapter 11 and 13 Power Points -Complete Chapter 11 and 13 Terms -Watch Flannel Board Youtube Video -Flannel Board Activity Plan Due -Chapter 4, 5, 11, 13 Test -Discussion Board 3	1, 2, 6 a, b, c



<b>Date/Week/Due</b>	<b>Chapter(s)</b>	<b>Content</b>	<b>Assignments</b>	<b>Competency Area</b>
Week 8 & 9 10/4-10/18 <b>Due Monday,            10/18 by 11:59            PM</b>	Chapter 6  Chapter 7	Promoting Language and Literacy  Developing Listening Skills	-Read Chapters 6 and 7 -Review Chapter 6 and 7 Power Point -Complete Chapter 6 and 7 Terms -Watch Open Ended Question Youtube Video -Read Aloud 3 Activity Plan Due ages 4-6) -Discussion Board 4	1, 4, 6 a, b, c
Week 10 & 11 10/18-11/1 <b>Due Monday,            11/1 by 11:59            PM</b>	Chapter 9  Chapter 10	Storytelling  Poetry	-Read Chapters 9 and 10 -Review Chapter 9 and 10 Power Points -Complete Chapter 9 and 10 Terms -Watch "How to Perform with Puppets" youtube video -Puppet Show Activity Plan Due -Chapter 6, 7, 9, 10 Test	1, 6 a, b, c
Week 12 11/1-11/8 <b>Due Monday,            11/8 by 11:59            P.M.</b>	Chapter 12  Chapter 13	Realizing Speaking Goals  Group Times	-Read Chapters 12 and 13 -Review Chapter 12 and 13 Power Points -Complete Chapter 12 and 13 Terms -Watch Circle Time Youtube Video -Read Aloud 4 Activity Plan Due -Discussion Board 5 -Proctor	1, 2 a, b, c
Week 13 11/8-11/15 <b>Due Monday,            11/15 by 11:59            P.M.</b>	Chapter 14  Chapter 15	Print-Early Knowledge and Emerging Interest  Reading and Preschoolers	-Read Chapters 14 and 15 -Review Chapter 14 and 15 Power Point -Complete Chapter 14 and 15 Terms -Begin working on Language Arts Center	1, 2, 6 a, b, c
Week 14 & 15 11/15-11/29 <b>Due Monday,            11/29 by 11:59            P.M.</b>	Chapter 16  Chapter 17	Developing a Literacy Environment  The Family-Center Partnership	-Read Chapters 16 and 17 -Review Chapter 16 and 17 Power Points -Complete Chapter 16 and 17 Terms -Language Arts Center Due -Final Exam test over Chapters 12-17	1, 2, 6 a, b, c

## **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.

## Discussion Board Rubric

Students will be required to answer discussion board questions that will be posted within Blackboard. The topics will be posted at least a week prior to the due date. The discussions should be detailed and thoroughly answer 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 discussing these topics with your classmates.

### **1 POST 1 REPLY**

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 the 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 30 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 POST 0 REPLY**

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 the 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 POST 1 REPLY**

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 the 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 POST 0 REPLY**

Students will receive a 0 on the discussion topic if the student does not post an answer or response to a classmate's discussion post.