



**Early Childhood Care and Education (ECCE)
ECCE 1105 Health, Safety and Nutrition
FALL Semester 2019**

COURSE INFORMATION FALL

Credit Hours/Minutes: 3/3000

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

Class Meets: Via Internet for 15 weeks

Couse Reference Number (CRN): 20197

Preferred Method of Contact: College Email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Kay Wilson

Campus/Office Location: Swainsboro Building 2, Room 2125

Office Hours: Monday-Thursday 1:00-4:00

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

Phone: 478-289-2213

Fax Number: 478-289-2276

SOUTHEASTERN TECHNICAL COLLEGE'S (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 \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

Health, Safety, and Nutrition for the Young Child, 10th Edition, Author: Lynn R. Marotz, Publisher: Cengage, International Standard Book Number (ISBN): 978-0-357-04077-5

REQUIRED SUPPLIES AND SOFTWARE

Reliable access to internet, Microsoft Excel, and Microsoft Word. Internet browser should be Internet Explorer (IE) 7 or higher or Mozilla Firefox 2.0 or higher. If you do not have computer access, see your instructor for information regarding use of open labs on both Swainsboro and Vidalia campuses.

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

This course provides the theory, practices, and requirements for establishing and maintaining a safe, healthy learning environment. Topics include cardiopulmonary resuscitation (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.

STUDENT REQUIREMENTS (ONLINE)

To pass the class, students must complete all assignments on the syllabus and attend the required proctored event. Students will have at least one week to complete tests and assignments. **All tests and assignments are due at MIDNIGHT 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, quizzes, and tests. 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.

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

- Post an introduction in Blackboard.
- Send the instructor an email stating their intentions to take this online course.

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 Midnight 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.

WORK ETHICS

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.

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: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1210

Vidalia Campus: Helen Thomas 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: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1210

Vidalia Campus: Helen Thomas 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” 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.

ONLINE PROCTORED EVENT WITHDRAWALS

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an “F” for the course.

PROCTORED EVENT REQUIREMENT

The required proctored event for this class is scheduled on the following dates and times: Tuesday, November 5 on the Swainsboro Campus, Room 2125 at 2:00 p.m. or Wednesday, November 6 on the Vidalia Campus, Room 317 at 4:00 p.m. (You must email and let the instructor know which date you will be attending by Monday, November 4.)

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 withdrawn from the course with a “WF” (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an “F” (Failing) for the course.**

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.

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>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu</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
Final Test	15%
Weekly Assignments	20%
Quizzes	20%
CPR/First Aid	40%
Work Ethics Test	5%

Grading scale

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

**ECCE 1105 Health, Safety and Nutrition
FALL Semester 2019 Lesson Plan**

Date/Week/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 1 8/12-8/19 Due 8/19	Chapter 1	Children's Well-Being: What It Is and How to Achieve It	-Read the chapter -Define the Terms To Know at the end of the chapter -Complete the Case Study at the end of the chapter	2, 3, 4, 5 a, c
Week 2 8/19-8/26 Due 8/26	Chapters 2 and 3	Daily Health Observations Assessing Children's Health Work Ethic Topic: Attendance	-Read the chapters -Define the Terms To Know at the end of each chapter -Complete the Case Study at the end of each chapter	1, 2, 5 a, c
Week 3 8/26-9/4 Due 9/4	Chapter 4	Caring for Children with Special Medical Conditions Work Ethic Topic: Character	-Read the chapter -Define the Terms To Know at the end of the chapter -Complete Case Study at the end of the chapter	1, 2, 3 a, c
Week 4 9/4-9/9 Due 9	Chapter 5	The Infectious Process and Environmental Control Work Ethic Topic: Teamwork	-Read the chapter -Define the Terms To Know at the end of the chapter -Complete Case Study at the end of the chapter	1, 2, 3 a, c

Date/Week/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 5 9/9-9/16 Due 9/16	Chapter 6	Childhood Illnesses: Identification and Management Work Ethic Topic: Appearance First Aid and CPR (If you do not have a current CPR and First Aid card you must have one before the end of the semester.)	-Read the chapter -Define the Terms To Know at the end of each chapter - Complete Case Study at the end of the chapter	1, 2, 3 a, c
Week 6 9/16-9/23 Due 9/23	Chapter 8	Safety Management Work Ethic Topic: Attitude	-Read the chapter -Define the Terms To Know at the end of the chapter - Complete Case Study at the end of the chapter	2, 3 a, c
Week 7 9/23-9/30 Due 9/30	Chapter 9	Management of Injuries and Acute Illness Work Ethic Topic: Productivity	-Read the chapter -Define the Terms To Know at the end of the chapter - Complete Case Study at the end of the chapter MID TERM	1,2,3 a, c
Week 8 9/30-10/7 Due 10/7	Chapter 10	Maltreatment of Children: Abuse and Neglect Work Ethic Topic: Organizational Skill	-Read the chapter -Define the Terms To Know at the end of the chapter - Complete Case Study at the end of the chapter	2,3,4 a, c
Week 9 10/7-10/14 Due 10/14	Chapters 13	Nutrients that Provide Energy Work Ethic Topic: Communication	-Read the chapters -Define the Terms To Know at the end of each chapter - Complete Case Study at the end of each chapter	2,5 a, c

Date/Week/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 10 10/14-10/21 Due 10/21	Chapter 14	Nutrients that Promote Growth and Regulate Body Functions Work Ethic Topic: Cooperation	-Read the chapters -Define the Terms To Know at the end of each chapter - Complete Case Study at the end of each chapter	2,5 a, c
Week 11 10/21-10/28 Due 10/28	Chapter 15	Feeding Infants Work Ethic Topic: Respect	-Read the chapter -Define the Terms To Know at the end of the chapter - Complete Case Study at the end of the chapter	1,2,3,5 a, c
Week 12 and 13 10/28-11/11 Due 11/11	Chapter 16	Feeding Toddlers and Young Children	-Read the chapter -Define the Terms To Know at the end of the chapter - Complete Case Study at the end of the chapter	2,3,5 a, c
Week 14 11/11-11/18 Due 1/18	Chapter 17	Planning and Serving Nutritious and Economical meals	-Read the chapter - Define the Terms To Know at the end of the chapter - Complete Case Study at the end of the chapter -Create a one week menu for Preschoolers	5 a, c
Week 15 11/18-12/2 Due 12/2	Chapter 18 and 19	Food Safety Nutritional Education	-Read the chapter -Define the Terms To Know at the end of the chapter - Complete Case Study at the end of the chapter -Write a 1 page paper on "Why Food Safety is Important" Cite Sources Final Complete Work Ethics Test	3,5 a, c

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

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

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.

WRITING RUBRIC

NAME _____ DATE _____

ASSIGNMENT _____

Criteria	4	3	2	1
Neatly written/typed according to directions	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
Length	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
On topic	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
Spelling/Grammar	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
Main Idea(s) /Supporting Details/Cohesion	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: