Early Childhood Care and Education (ECCE)
ECCE 2312 Professional Roles and Practices
HYBRID COURSE SYLLABUS
FALL Semester 2019

COURSE INFORMATION FALL

Credit Hours/Minutes: 2/2500
Class Location: Swainsboro Campus Building 2 Room 2125
Class Meets: **40%Hybrid/60%F2F** Monday 4:00-5:40
Course Reference Number (CRN): 20198
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)
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).

REQUIRED TEXT

Effective Practices in Early Childhood Education 4th Ed ISBN 13: 978-0-13-395670-2 Pearson
Students should not share login credentials with others and should change passwords periodically to maintain security.

REQUIRED SUPPLIES AND SOFTWARE

Pencils/Pens, notebook, paper, materials for conducting learning activities (this cost varies per course with some supplies being provided). Reliable access to the 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 campus.

COURSE DESCRIPTION

Provides training in early childhood personnel management. Topics include staff records; communication; personnel policies; managing payroll; recruitment, interviewing, selection, hiring, motivating, and firing; staff retention; staff scheduling; staff development; staff supervision; conflict resolution; staff evaluations; ethical responsibilities to employees; and time and stress management.

Topics include observing, documenting, and assessing; standards; learning environments; development of curriculum plans and materials; curriculum approaches; and instruction media.

MAJOR COURSE COMPETENCIES

Topics include professional qualifications, professional and ethical conduct, professionalism and employment, and paraprofessional roles and responsibilities.

PREREQUISITE(S): ECCE 1103 CHILD GROWTH AND DEVELOPMENT

COREQUISITE(S): ECCE 1103 CHILD GROWTH AND DEVELOPMENT

COURSE OUTLINE
1. Professional Qualifications
2. Professionalism and Ethical Conduct
3. Professionalism and Employment
4. Professional Roles and Responsibilities

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

Assignments must be turned in on the specified date. All work must be printed off and turned in at the beginning of class the date that it is due. If a student is absent from class, all work must be turned in at the beginning of class the next day upon returning to class. If this is not done, 10 points will be deducted for work turned in late or work not turned in at the beginning of class. Work will not be accepted if it is over one week past the due date. Failure to take tests on the scheduled day will result in a grade of zero for the test not taken. The makeup test must be taken the next day upon returning to class. The zero assigned for the missed test will be replaced with the grade the student makes on the makeup exam. STUDENTS WILL ONLY BE ALLOWED TO TAKE ONE MAKEUP TEST DURING THE SEMESTER! Students are responsible for policies and procedures included in the STC Catalog and Student Handbook.

HYBRID ATTENDANCE

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 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" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are 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.

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" 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 accessed due to the withdrawal. A grade 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…)

Assignments must be turned in on the specified date. All work must be printed off and turned in at the beginning of class the date that it is due. If a student is absent from class, all work must be turned in at the beginning of class the next day upon returning to class. If this is not done, 10 points will be deducted for work turned in late or work not turned in at the beginning of class. Work will not be accepted if it is over one week past the due date. Failure to take tests on the scheduled day will result in a grade of zero for the test not taken. The makeup test must be taken the next day upon returning to class. The zero assigned for the missed test will be replaced with the grade the student makes on the makeup exam. STUDENTS WILL ONLY BE ALLOWED TO TAKE ONE MAKEUP TEST DURING THE SEMESTER! Students are responsible for policies and procedures included in the STC Catalog and Student Handbook.

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 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 and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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 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).

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	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

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 STC's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, 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).

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
Portfolio	40%
Book Assignments	35%
Grant	25%

GRADING SCALE

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

ECCE 2312 Professional Roles and Practices

Fall Semester 2019 Lesson Plan

Week/Date/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 1 Week of August 19 **Due 8/26**	Chapter 1	Continuity and Change in Early Childhood Education	Discuss Chapter Information on Portfolio Discuss the Two Grants you are to complete Hybrid-Begin Working on Your Portfolio Hybrid-Complete Key Terms	1 a, c, d
Week 2 Week of August 26 **Due 9/9**	Chapter 2	Building on a Tradition of Excellence	Discuss Chapter Hybrid-Bring in Everything You Have Collected for Your Portfolio Hybrid-1 page paper on "Qualifications of a Paraprofessional" Hybrid-Complete Key Terms	1,2 a, c
Week 3 Week of September 9 **Due 9/16**	Chapter 3	Understanding and Applying Developmentally Appropriate Practice	Discuss Chapter and Student's Portfolio rubric Discuss the Mini Grant Hybrid-Download Standards for Paraprofessionals and write 1 page paper on "Why are Paraprofessionals needed in the classroom" Hybrid-Complete Key Terms	1,3,4 a, c
Week 4 Week of September 16 **Due 9/23**	Chapter 4	Applying what we Know about Children's Learning and Development	Discuss Chapter Hybrid-Work on Student's Portfolio Hybrid-Work on the Mini Grant Hybrid-Complete Expand Your Learning in the Book	3,4 a, b, c
Week 5 Week of September 30 **Due 10/7**	Chapter 5	Adapting for Individual Differences	Discuss Chapter Hybrid-Work on Student's Portfolio Hybrid-Complete Key Terms	4 a, c

Week/Date/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 6 Week of October 7 **Due 10/14**	Chapter 6	Embracing a Culturally and Linguistically Diverse World	Discuss Chapter Work on Student's Portfolio Hybrid-Work on Large Grant Hybrid-Create a Resume Research Learner Characteristics and Write a 1/2 Page Paper on Which Style You Are. Hybrid-Complete Key Terms	1,2,3,4 a, b, c
Week 7 Week of October 14 **Due 10/21**	Chapter 7	Building Effective Partnerships with Families	Discuss Chapter Work on the Large Grant Work on Student's Portfolio Hybrid-Write your Personal Hybrid- Research the Philosophy of Education Hybrid-Complete Key Terms	4 a, c
Week 8 Week of October 21 **Due 10/28**	Chapter 8	Creating a Caring Community of Learners	Discuss Chapter Work on Student's Portfolio Discuss the Large Grant Submit Mini Grant Hybrid- Complete Key Terms	3,4 a, c
Week 9 Week of October 28 **Due 11/4**	Chapter 9	Teaching to Enhance Learning and Development	Discuss Chapter Work on Student's Portfolio Hybrid-Work on the Large Grant Hybrid- Complete Key Terms	1, 2, 3, 4 a, c
Week 10 Week of November 4 **Due 11/11**	Chapter 12	Teaching Children to Communicate	Discuss Chapter Work on Student's Portfolio Hybrid-Work on Large Grant Hybrid- Complete Key Terms	2, 5 b, c
Week 11 Week of November 11 **Due 11/18**	Chapter 13	Teaching Children to Investigate and Solve Problems	Discuss Chapter Work on Student's Portfolio Hybrid-Work on Large Grant Hybrid- Complete Key Terms Hybrid- Write a 1 page paper on "Why children should solve their own problems"	2, 5 b, c
Week 12 Week of November 18 **Due 11/25**	Chapter 14	Teaching Children to Live in a Democratic Socity	Discuss Chapter Work on Student's Portfolio Work on the Large Grant Submit Large Grant Hybrid- Complete Key Terms	4, 5 a, c

Week/Date/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 13 Week of November 25 **Due 12/2**	Chapter 15 and 16	Teaching Children to be Healthy and Fit	Discuss Chapter Work on Student's Portfolio Hybrid- Complete Key Terms Hybrid-1 page paper on "Roles and Responsibilities of a Paraprofessional" Portfolio is Due In your Own Words "How can you make a difference in the life of a child"	3, 5 a, c

COMPETENCY AREAS

1. Professional Qualifications
2. Professionalism and Ethical Conduct
3. Professionalism and Employment
4. Professional Roles and Responsibilities

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.