



**Early Childhood Care and Education (ECCE)
ECCE 1105 Health, Safety and Nutrition
Fall Semester 2018**

COURSE INFORMATION SUMMER

Credit Hours/Minutes: 3/3000
Class Location: Vidalia Main Building Room 317
Class Meets: Tuesday and Thursday 9:00-10:50
Course Reference Number (CRN): 20202
Preferred Method of Contact: College Email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Mindy Sumner
Email Address: [Mindy Sumner \(msumner@southeasterntech.edu\)](mailto:msumner@southeasterntech.edu)
Campus/Office Location: Vidalia/Main Building, Room 316
Office Hours: Monday-Thursday 1:30-4:00
Phone: 912-538-3256

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, 9th Edition, Author: Lynn R. Marotz, Publisher: Cengage, International Standard Book Number (ISBN): 978-1-285-42733-1

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

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.

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 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.

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.

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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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% 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 assessed 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.

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.

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).

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

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 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st 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, 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 2018 Lesson Plan**

Date/Week/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 1 8/14-21 Due 8/21	Chapter 1	Children’s Well-Being: What It Is and How to Achieve It	-Read the chapter -Define the Key Terms at the end of the chapter -Complete the Case Study at the end of the chapter -Quiz over Chapter 1 All Assignments Due: 8/21	2, 3, 4, 5 a, c
Week 2 8/21-28 Due 8/28	Chapters 2 and 3	Daily Health Observations Assessing Children’s Health Work Ethic Topic: Attendance	-Read the chapters -Define the Key Terms at the end of each chapter -Complete the Case Study at the end of each chapter -Quiz over Chapter 2 and 3 All Assignments Due: 8/28	1, 2, 5 a, c
Week 3 8/28-9/4 Due 9/4	Chapter 4	Caring for Children with Special Medical Conditions Work Ethic Topic: Character	-Read the chapter -Define the Key Terms at the end of the chapter -Complete Case Study at the end of the chapter -Quiz over Chapter 4 All Assignments Due: 9/4	1, 2, 3 a, c
Week 4 9/4-9/11 Due 9/11	Chapter 5	The Infectious Process and Environmental Control Work Ethic Topic: Teamwork	-Read the chapter -Define the Key Terms at the end of the chapter -Complete Case Study at the end of the chapter -Quiz over Chapter 5 All Assignments Due: 9/11	1, 2, 3 a, c

Date/Week/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 5 9/11-9/18 Due 9/18	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 Key Terms at the end of each chapter - Complete Case Study at the end of the chapter -Quiz over Chapter 6 All Assignments Due: 9/18	1, 2, 3 a, c
Week 6 9/18-9/25 Due 9/25	Chapter 8	Safety Management Work Ethic Topic: Attitude	-Read the chapter -Define the Key Terms at the end of the chapter - Complete Case Study at the end of the chapter -Quiz over Chapter 8 All Assignments Due: 9/25	2, 3 a, c
Week 7 9/25-10/2 Due 10/2	Chapter 9	Management of Injuries and Acute Illness Work Ethic Topic: Productivity	-Read the chapter -Define the Key Terms at the end of the chapter - Complete Case Study at the end of the chapter -Quiz over Chapter 9 All Assignments Due: 10/2	1,2,3 a, c
Week 8 10/2-10/9 Due 10/9	Chapter 10	Maltreatment of Children: Abuse and Neglect Work Ethic Topic: Organizational Skill	-Read the chapter -Define the Key Terms at the end of the chapter - Complete Case Study at the end of the chapter -Quiz over Chapter 10 All Assignments Due: 10/9	2,3,4 a, c
Week 9 10/9-10/16 Due 10/16	Chapters 13	Nutrients that Provide Energy Work Ethic Topic: Communication	-Read the chapters -Define the Key Terms at the end of each chapter - Complete Case Study at the end of each chapter -Quiz over Chapter 13 All Assignments Due: 10/16	2,5 a, c

Date/Week/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 10 10/16-10/23 Due 10/23	Chapter 14	Nutrients that Promote Growth and Regulate Body Functions Work Ethic Topic: Cooperation	-Read the chapters -Define the Key Terms at the end of each chapter - Complete Case Study at the end of each chapter -Quiz over Chapter 14 All Assignments Due: 10/23	2,5 a, c
Week 11 10/23-10/30 Due 10/30	Chapter 15	Feeding Infants Work Ethic Topic: Respect	-Read the chapter -Define the Key Terms at the end of the chapter - Complete Case Study at the end of the chapter -Quiz over Chapter 15 All Assignments Due: 10/30	1,2,3,5 a, c
Week 12 10/30-11/ 6 Due 11/6	Chapter 16	Feeding Toddlers and Young Children	-Read the chapter -Define the Key Terms at the end of the chapter - Complete Case Study at the end of the chapter -Quiz over Chapter 16 All Assignments Due: 11/6	2,3,5 a, c
Week 13 11/6-11/13 Due 11/13	Chapter 17	Planning and Serving Nutritious and Economical meals	-Read the chapter - Define the Key Terms at the end of the chapter - Complete Case Study at the end of the chapter -Create a one week menu for Preschoolers -Quiz over Chapter 17 All Assignments Due: 11/13	5 a, c
Week 14 11/13 –11/27 Due 11/27	Chapter 18	Food Safety	-Read the chapter -Define the Key Terms 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 -Quiz over Chapter 18 All Assignments Due: 11/20	3,5 a, c

Date/Week/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 15 11/27-12/4 Due 12/4	Chapter 19	Nutritional Education: Rationale, Concepts, and Lessons	-Read the chapter -Define the Key Terms at the end of the chapter - Complete Case Study at the end of the chapter -Quiz over Chapter 19 -Complete the Work Ethics Test Final Exam 12/4 All Assignments Due: 12/4	2,3,5 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: