



**ECCE 2203 Guidance and Classroom Management  
COURSE SYLLABUS  
Fall Semester 2017 (201812)**

**COURSE INFORMATION**

Credit Hours/Minutes: 3/2500  
Class Location: Room 317  
Class Meets: Tuesday 9:00-11:30  
CRN: 20269  
Preferred Method of Contact: @southeasterntech.edu

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name:  
Office Location: Main Room 317  
Office Hours: Monday-Thursday 1:00-4:00  
Email Address: @southeasterntech.edu  
Phone: 912-538-3256  
Fax Number: 912-538-3156  
Tutoring Hours (if applicable):

**REQUIRED TEXT**

Positive Child Guidance 8th Ed ISBN: 978-1-305-08899-3 Darla Miller , Cengage

**REQUIRED SUPPLIES & SOFTWARE**

Notebook, paper, pen/pencil

**COURSE DESCRIPTION**

Examines effective guidance practices in group settings based upon the application of theoretical models of child development and of developmentally appropriate practices. Focus will be given to individual, family, and cultural diversity. Topics will include developmentally appropriate child guidance (birth to age 12); effective classroom management, including preventative and interceptive techniques; understanding challenging behaviors; and implementing guidance plans.

**MAJOR COURSE COMPETENCIES**

- Topics include:
1. Developmentally Appropriate Child Guidance
  2. Understanding Challenging Behaviors
  3. Effective Classroom Management
  4. Implementing Guidance Plans
  5. Self-Composure

## **PREREQUISITE(S)**

ECCE 1103

## **COURSE OUTLINE**

1. Developmentally Appropriate Child Guidance
2. Understanding Challenging Behaviors
3. Effective Classroom Management
4. Implementing Guidance Plans
5. Self-Composure

## **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**

It is the student's responsibility to check their email twice a week and to contact the instructor when they are in need of additional assistance in the course.

## **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. Students will save all class assignments in their student folder (P Drive) for this class.

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, 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...)**

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 and test not received on the due date will be assigned a 0 until received. Ten points per week will be deducted for work that is submitted late.

## **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:

### **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" 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:

<b>ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer</b>	<b>Title VI - Title IX (Employees) - EEOC Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a>

## 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](#).

## 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
Test	25%
Assignments/Activities	35%
Brochures	40%

## GRADING SCALE

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

## ECCE 2203 Guidance and Classroom Management

### Fall Semester 2018 lesson plan

Date/Week /Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 1 Aug 15-22 Work is due by Tues	Chap 1	Why Guidance Matters, Discuss syllabus, BROCHURES	Read and Cover Chapter Complete Key Terms Complete 1 of the Student Activities	*1 **a,c,
Week 2 Aug 22-Aug 29 Work is due by Tues	Chapter 2	Historical Perspectives and Guidance Theories	Read and Cover Chapter Complete Key Terms Due Complete 1 of the Student Activities Due  In class: in groups of 3 students will research different curricula: High/Scope; Reggio Emilia; Vivian Gussin Paley's Approach; Creative Curriculum; Montessori; ABECKA --complete a 10 minute presentation	*3,4,5 **a,b,c,
Week 3 Aug 29-Sept 5 Work is due by Tues	Chapter 3	Understanding Children's Behavior	Read and Cover Chapter Complete Key Terms Due Complete 1 of the Student Activities Due  Group presentations over curricula—  DUE NEXT WEEK Develop 3 guidance plans 1- infants, 1-toddlers, 1-pre-school	*1, 2, 3,4,5 **a,c,
Week 4 Sept 5-12 Work is due by Tues	Chapter 4	How to Observe Children	Read and Cover Chapter Complete Key Terms Due Complete 1 of the Student Activities Due  Complete 3 guidance plans 1- infants, 1-toddlers, 1-pre-school  In class: practice writing observations of children at: <a href="http://www.cde.state.co.us/resultsmatter/RMVideoSeries_PracticingObservation.htm#top">http://www.cde.state.co.us/resultsmatter/RMVideoSeries_PracticingObservation.htm#top</a>	*1, 2, 3,4,5 **a,c,

Date/Week /Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 5 Sept 12-19 Work is due by Tues	Chapter 5	Serving Culturally Diverse Children and Families	Read and Cover Chapter Complete Key Terms Due Complete 1 of the Student Activities Due  Students must create a PowerPoint on a Behavior topic and present to the class. (See Behavior PowerPoint requirements  TOPIC I HAVE: _____	*2, 3, 4 **a,b,c,
Week 6 Sept 19-Sept 26 Work is due by Tues	Chapter 6	Understanding Children with Ability Differences	Read and Cover Chapter Complete Key Terms Due Complete 1 of the Student Activities Due  Work on creating 6 Behavior brochures (created in IDS in "publisher") make sure to keep a copy and give a copy of each to the instructor  Begin PowerPoint on Behavior (will not be accepted late).	*2, 3, 4, 5 **a,b,c,
Week 7 Sept 26-Oct 3 Work is due by Tues	Chapter 7	Designing Developmentally Appropriate Environments Inside and Out	Read and Cover Chapter Complete Key Terms Due Complete 1 of the Student Activities Due  Continue PowerPoint presentations	*2, 3, 4, 5 **a,b,c,d
Week 8 Oct 3-10 Work is due by Tues	Chapter 8	Building Relationships	Read and Cover Chapter Complete Key Terms Due Complete 1 of the Student Activities Due  Continue PowerPoint presentations	
Week 9 Oct 10-17 Work is due by Tues	Chapter 9	Fundamental Causes of Positive and Negative Behaviors	Read and Cover Chapter Complete Key Terms Due Complete 1 of the Student Activities Due  Continue PowerPoint presentations  A list of 20 ways to POSITIVELY deal with stress of teachers/adults	*1, 3, 4 **a,c,
Week 10 Oct 17-24 Work is due by Tues	Continue Chapter 9		Make sure you are working on brochures  In class: video clip on behaviors	51, 3, 4

Date/Week /Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 11 Oct 24-31 Work is due by Tues	Chapter 10	Effective Guidance Interventions	Read and Cover Chapter Work on brochures	5 1, 3, 4
Week 12 Oct 31-Nov 7 Work is due by Tues	Continue Chapter 10	Effective Guidance Interventions	Read and Cover Chapter Complete Key Terms Due Complete 1 of the Student Activities Due Work on brochures In class: video clips on Guidance	5 1, 3
Week 13 Nov 7-14 Work is due by Tues	Chapter 11	Mistaken Goals, Motivation, and Mindfulness	Read and Cover chapter	5, 3,
Week 14 Nov 14-28 Work is due by Tues	Chapter 11 Continued	Mistaken Goals, Motivation, and Mindfulness	Complete Key Terms Due Complete 1 of the Student Activities Due Work on brochures In class: video clips on Motivation	51, 3, 4
Week 15 Nov 28-Dec 5			Final Brochures DUE	

**Competency Areas: (will vary for each course/taken from state standards)**

1. Developmentally Appropriate Child Guidance
2. Understanding Challenging Behaviors
3. Effective Classroom Management
4. Implementing Guidance Plans
5. Self-Composure

**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
<b>Neatly written/typed according to directions</b>	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
<b>Length</b>	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
<b>On topic</b>	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
<b>Spelling/Grammar</b>	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
<b>Main Idea(s) /Supporting Details/Cohesion</b>	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

## BROCHURE RUBRIC: (one for each brochure)

Criteria	4	3	2	1
<b>On correct topic</b>	The brochure was on one of the topics listed on syllabus	----	-----	The brochure was not on one of the given topics
<b>Tri-fold brochure printed on one page</b>	Was a tri-fold brochure on one page	-----	-----	Not a tri-fold brochure and/or not on one page
<b>Ways to prevent behavior</b>	3 or more ways to prevent the behavior were included	2 ways to prevent the behavior were included	1 way to prevent the behavior was included	No methods to prevent
<b>Ways to deal with existing behavior</b>	5 or more ways to deal with the behavior were included	4 ways to deal with the behavior were included	3 ways to deal with the behavior were included	2 or less ways to deal with the behavior were included
<b>Color</b>	Printed in color	---	----	Not printed in color
<b>3 websites</b>	3 or more specific websites were given on topic	2 specific websites were given on topic	1 website was given on topic	No websites were given on topic
<b>Neat</b>	The brochure was extremely neat	The brochure was mostly neat	The brochure was somewhat neat	The brochure needed work in this area
<b>Creative</b>	The brochure was extremely creative	The brochure was mostly creative	The brochure was somewhat creative	The brochure needed work in this area
<b>Accurate</b>	The information was totally accurate	The information was mostly accurate	The information was somewhat accurate	The information was not accurate
<b>Children's books—titles and authors (titles must be underline to get credit)</b>	There were three or more children's books included in the ppt	There were 2 children's books included in the ppt	There was 1 children's book included in the ppt	There were no children's books in the ppt
<b>Each "prevention" and "how to deal with" method is explained in detail (not just listed)</b>	All 8 were very explained in detail	6-7 of the prevention and how to deal methods were explained in detail	5 of the methods were explained in detail	Less than 5 were explained in detail
	At least 4	At least 3	At least 2	Only 1

<b>Criteria</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>Pictures/graphics included</b>	pictures/graphics were included	pictures/graphics were included	pictures/graphics were included	picture/graphics was included

Total \_\_\_\_\_ X 2.1 = final grade of \_\_\_\_\_

COMMENTS: