



## **ECCE 2310 Professional Methods and Materials**

**Hybrid**

### **COURSE SYLLABUS**

**Fall Semester 2017 (201812)**

#### **COURSE INFORMATION**

Credit Hours/Minutes: 3/2500

Class Location: Building 1 2125

Class Meets: Monday 4:00-5:10 40% Online/60% in Class

CRN: 20291

Preferred Method of Contact: [kwilson@southeasterntech.edu](mailto:kwilson@southeasterntech.edu)

#### **INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Kay Wilson

Office Location: Building 2 Room 2125

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

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

Phone: 478-289-2213

Fax Number: 478-289-2276

Tutoring Hours (if applicable):

#### **REQUIRED TEXT**

None

#### **REQUIRED SUPPLIES & SOFTWARE**

Notebook, paper, pen/pencil. Students will be conducting learning activities, therefore they will need supplies such as paper, glue, markers, etc. They type and cost of supplies varies per semester and per activity. Note: Although students can use their smart phones and tablets to access the online portion of their course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither BLACKBOARD nor 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 complete the online portion of the course.

#### **COURSE DESCRIPTION**

This course develops the instructional skills to enable the student to work as a paraprofessional for kindergarten through elementary age children's programs. Topics include assessment and curriculum, instructional techniques, and methods for instruction in a learning environment.

#### **MAJOR COURSE COMPETENCIES**

1. Assessment and Curriculum
2. Instructional Methods and Techniques

### 3. Instructional Materials and Preparation

#### PREREQUISITE(S)

ECCE 1103

#### COURSE OUTLINE

1. Assessment and Curriculum
2. Instructional Methods and Techniques
3. Instructional Materials and Preparation

#### 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

This course is taught in a **hybrid** format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's 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.

#### 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 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, 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 deduct points 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
Final	10%
Teaching Unit	50%
Classroom Observations	15%
Standards	25%

## GRADING SCALE

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

## ECCE 2310 Professional Methods and Materials

### Fall Semester 2018 lesson plan

Date/Week/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 1 8/14-21  Due 8/21		Review of syllabus, assignments, and expectations,	Discussion of Georgia Standards. (GPS) Hybrid: Work on unit plans and activities.	*1 ** a,b,c
Week 2 8/21-28  Due 8/28		Assessment and Curriculum Guest Speaker –curriculum director	Guest Speaker Hybrid: Work on Report of GPS	*1 ** a,b,c
Week 3 8/28-9/5  Due 9/5		Assessment and Curriculum	Report of GPS due Read Case Study 1 Hybrid: Visit and make appointments in the school system	*2, 3 ** a,b,c
Week 4 9/5-11 Due 9/11		Assessment and Curriculum Guest Speaker- testing/assessments and standards	Guest Speaker Hybrid :Read Case Study 2 due	*3 ** a,b,c
Week 5 9/11-18 Due 9/18		Assessment and Curriculum	Kindergarten Review Select your unit topic Hybrid: Read Case Study 3 due	*1 **a,b,c
Week 6 9/18-25 Due 9/25		Assessment and Curriculum	First Grade Review Hybrid: Read Case Study 23 due	*1 ** a,b,c
Week 7 9/25-10/2  Due 10/2		Instructional Methods and Techniques Instructional Materials and Preparation	Unit Plans Reading Lesson plans presented to class Hybrid: Read Case Study 24	*2, 3 ** a,b,c
Week 8 10/2-9 Due 10/9		Instructional Materials and Preparation Instructional Materials and Technique	Unit Plans Writing lesson plans presented to class Computer Software Hybrid: Read Case Study 25- part 1 and complete questions	*3 ** a,b,c

Date/Week/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 9 10/9-16 Due 10/16		Instructional Methods and Techniques	Unit Plans Listening/speaking/language lesson plans presented to class Hybrid: Read Case Study 25-part 2 and complete questions	*2, 3 ** a,b,c
Week 10 10/16-23 Due 10/23		Instructional Methods and Techniques	Unit Plans Second Grade Review Math lesson plans presented to class Hybrid: Read Case Study 25-part 3 and complete questions	*2, 3 ** a,b,c
Week 11 10/23-31 Due 10/30		Instructional Methods and Techniques Instructional Materials and Preparation	Unit Plans Science lesson plans presented to class First Grade Review Hybrid: Read Case Study 26 and complete questions	*2, 3 ** a,b,c
Week 12 and 13 10/30-11/13 Due 11/13		Instructional Materials and Preparation Instructional Materials and Preparation	Unit Plans Social studies lesson plans presented to class Hybrid: Read Case 27 and complete questions	*3 ** a,b,c
Week 13 11/13 –20 Due 11/20		Instructional Methods and Techniques Instructional Materials and Preparation	Third Grade Review Technology lesson plans presented to class Hybrid: Read Case 28 and complete questions	*2, 3 ** a,b,c
Week 14 and 15 11/20-27 Due 11/27		Instructional Materials and Preparation	Physical Education lesson plans presented to class Research Paper Due Read Case Study 5 due	*3 ** a,b,c

**Competency Areas:**

1. Assessment and Curriculum
2. Instructional Methods and Techniques
3. Instructional Materials and Preparation

**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.

## ECCE 2310—Methods and Materials Unit Evaluation Rubric

Name \_\_\_\_\_ Unit \_\_\_\_\_

	7	5.5	2
Purpose	Is Developmentally appropriate and attainable	Somewhat Dev. Appropriate And may not be attainable	Not Developmentally Appropriate
Concepts	Reasonable & Dev. Appropriate	Somewhat reasonable and Dev. Appropriate	Unreasonable, too many, not Dev. Appropriate
Research	Completely research	Somewhat researched	Little research
Web	Presented neat and accurate information, all curriculum areas addressed,	Presented information in organized manner, most curriculum areas addressed	Inaccurate web, not all curriculum areas addressed
Daily Schedule	Followed schedule	Somewhat followed schedule	Did not follow schedule
Parent Newsletter	Newsworthy, creative, grammatically correct, home activities	Neat, few grammatical errors, accurate information	Sloppy, incorrect information, less newsworthy
Description of room	Theme is expressed throughout entire room, bulletin boards colorful, creative, and in proportion, overall appearance is inviting to children	Bulletin board is neat and them related, up on time, accurate information	Bulletin board in complete or out of proportion, poor color scheme, sloppy, inaccurate information
Pre/post assessment	Reflects all concepts, Dev. appropriate	Somewhat Dev. appropriate incomplete	Does not reflect concepts, not Dev. appropriate
Lead Teacher Plans	Well planned, organized, kept children's interest, enthusiastic, prepared	Theme related, age appropriate, unfamiliar with routine, needed some help from lab teacher, somewhat prepared	Needed much help from lab teacher, incomplete plans, lost children's interest, unable to control group
Field Trip/Resource Person	visitor-theme related	visitor not theme related	no visitor
AV	Relates to theme	Does not relate to theme	None available
List of Books	Books related to theme	Books not related to theme	Not enough books
List of Materials	Complete list, reasonable	Left off material	Incomplete
Daily Evaluation (5)	Total of 5	Total of 4-3	Total of 2-0
Weekly Evaluation	Insightful, well thought out, constructive self-evaluate	Somewhat reflective, some consideration and self-evaluation.	None given, little to no thought given, no self-evaluation.



**15 Activities:**

1		6		11	
2		7		12	
3		8		13	
4		9		14	
5		10		15	

Average of activities\_\_\_\_\_

Notebook grade\_\_\_\_\_

Student Evaluation\_\_\_\_\_

Teacher Evaluation\_\_\_\_\_

Final Grade on Unit\_\_\_\_\_