



**Paraprofessional Methods and  
Materials/  
ECCE 2310  
HYBRID COURSE SYLLABUS  
Fall Semester 201712**

Semester: FALL 201712  
Course Title: Paraprofessional Methods and Materials  
Course Number: ECCE 2310  
Credit Hours/ Minutes: 3 / 2250  
Class Location: Room # 2125  
Class Meets: 8:30-9:40 M & W  
Hybrid 40%/ Face-to-Face 60%

Instructor: Kay Wilson  
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Office Location: Building 2 2526  
Office Hours: MW 2:30-4:30 T 1:00-4:30 R 9:00-12:00  
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Preferred Method of Contact:  
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**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.

## **HYBRID PROCEDURE**

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.

**ATTENDANCE GUIDELINES:** 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, Room 108 Vidalia Campus, 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 the Special Needs Office Vidalia Campus: Helen Thomas, Room 108, (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% 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...):** If a student misses a test, unannounced quiz, or assignment, a grade of zero will be assigned. There will be no make-up work.

Unannounced quizzes are subject to be given on any day. A grade of zero will be assigned for any quizzes missed. There will be no makeup of quizzes. Any zeros recorded will be included in the final score calculation.

**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:

##### **--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.

##### **--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.

##### **--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 second 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:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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).

**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 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 at [www.southeasterntech.edu](http://www.southeasterntech.edu)..

#### **GRADING POLICY**

50%--Teaching Units  
25%--Standards  
15%--Classroom observations  
10%--Final Exam

#### **GRADING SCALE**

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

#### **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.*

**ECCE 2310 Paraprofessional Methods a& Materials**  
**LESSON PLAN**

Date	Content	Assignments & Tests Due	Comp Area
Week 1 Aug 15-22 Work is due by Mon	Review of syllabus, assignments, and expectations,	Discussion of Georgia Standards. (GPS) Hybrid: Work on unit plans and activities.	*1 ** a,b,c
Week 2 Aug 22-Aug 29 Work is due by Mon	Assessment and Curriculum Guest Speaker –curriculum director	Guest Speaker Hybrid: Work on Report of GPS	*1 ** a,b,c
Week 3 Aug 29-Sept 6 Work is due by Wed.	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 Sept 6-12 Work is due by Mon	Assessment and Curriculum Guest Speaker-testing/assessments and standards	Guest Speaker Hybrid :Read Case Study 2 due	*3 ** a,b,c
Week 5 Sept 12-19 Work is due by Mon	Assessment and Curriculum	Kindergarten Review Select your unit topic Hybrid: Read Case Study 3 due	*1 ** a,b,c
Week 6 Sept 19-Sept 26 Work is due by Mon	Assessment and Curriculum	First Grade Review Hybrid: Read Case Study 23 due	*1 ** a,b,c
Week 7 Sept 26-Oct 3 Work is due by Mon	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 Oct 3-10 Work is due by Mon	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
Week 9 Oct 10-17 Work is due by Mon	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 Oct 17-24 Work is due by Mon	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 Oct 24-Oct 31 Work is due by Mon	Instructional Methods and Techniques Instructional Materials and Preparation	Unit Plans Science lesson plans presented to class First Grade Review	*2, 3 ** a,b,c

		Hybrid: Read Case Study 26 and complete questions	
Week 12 Oct 31 - Nov 7 Work is due by Mon	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 Nov 7-14 Work is due by Mon	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 & 15 Nov 14-28 Work is due by Wed	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

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

	7	5.5	2
<b>Purpose</b>	Is Developmentally appropriate and attainable	Somewhat Dev. Appr. And may not be attainable	Not Developmentally Appropriate
<b>Concepts</b>	Reasonable & Dev. Appr.	Somewhat reasonable and Dev. Appr.	Unreasonable, too many, not Dev. Appr
<b>Research</b>	Completely research	Somewhat researched	Little research
<b>Web</b>	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
<b>Daily Schedule</b>	Followed schedule	Somewhat followed schedule	Did not follow schedule
<b>Parent Newsletter</b>	Newsworthy, creative, grammatically correct, home activities	Neat, few grammatical errors, accurate information	Sloppy, incorrect information, less newsworthy
<b>Description of room</b>	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
<b>Pre/post assessment</b>	Reflects all concepts, Deve. Appr.	Somewhat Dev. Appr., incomplete	Does not reflect concepts, not Dev. Appr
<b>Lead Teacher Plans</b>	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
<b>Field Trip/Resource Person</b>	visitor-theme related	visitor not theme related	no visitor
<b>AV</b>	Relates to theme	Does not relate to theme	None available
<b>List of Books</b>	Books related to theme	Books not related to theme	Not enough books
<b>List of Materials</b>	Complete list, reasonable	Left off material	Incomplete
<b>Daily Evaluation (5)</b>	Total of 5	Total of 4-3	Total of 2-0
<b>Weekly Evaluation</b>	Insightful, well thought out, constructive self-evaluate	Somewhat reflective, some consideration and self-evalu.	None given, little to no thought given, no self-evalu.

**15 Activities:**

<b>1</b>		<b>6</b>		<b>11</b>	
<b>2</b>		<b>7</b>		<b>12</b>	
<b>3</b>		<b>8</b>		<b>13</b>	
<b>4</b>		<b>9</b>		<b>14</b>	
<b>5</b>		<b>10</b>		<b>15</b>	

Average of activities

\_\_\_\_\_

Notebook grade

\_\_\_\_\_

Student Evaluation

\_\_\_\_\_

Teacher Evaluation

**\*\*Disclaimer Statements\*\***

**\*\*\*Instructor reserves the right to change the syllabus and/or lesson plan as necessary.\*\*\***

**\*\*\*The official copy of the syllabus is located inside the student's online course shell or will be given to them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.\*\*\***