



**ECCE 1105 Health, Safety, and Nutrition
COURSE SYLLABUS
Online
Fall Semester 2017 (201812)**

COURSE INFORMATION

Credit Hours/Minutes: 3/2250
Class Location: GVTC/Blackboard
Class Meets: Via Internet for 15weeks
CRN: 20393
Preferred Method of Contact: kwilson@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Kay Wilson
Office Location: Building 2 2125
Office Hours: Monday-Thursday 1:00-4:00
Email Address: kwilson@southeasterntech.edu
Phone: 478-289-2213
Fax Number: 478-289-2276
Tutoring Hours (if applicable): NA

REQUIRED TEXT

Nutrition, Health, and Safety for Young Children by Joanne Sorte 3rd Ed., ISBN 978-0-13-395676-4

REQUIRED SUPPLIES & SOFTWARE

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 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 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 (ONLINE)

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. Students are responsible for policies and procedures included in the *STC Catalog*.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related 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 will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

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. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

You Will Be Listed As A No Show And Dropped From This Course IF: You do not complete the Pledge Acknowledgment and Send an email within the first five days.

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, 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.

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.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the

student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class is a comprehensive test given on November 14 on the Swainsboro Campus, Room 2125, at 5:00 p.m. In the event this date is missed, the student must make arrangements to come to the Vidalia Campus on the alternate date of November 15 at 2:00 p.m.. (You must let the instructor know which date you will be attending by November 4).

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...)

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:

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

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 Test	15%
Weekly Assignments	20%
Proctored Event	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	Your Role in Children's Wellness	Read the chapter and define the Key Terms at the end of each chapter. Answer the discussion question (respond to at least one person).	*1, 5 **a,c
Week 2 8/21-28 Due 8/28	Chapter 8	Creating a Climate of Health and Wellness	Read the chapter and define the Key Terms at the end of each chapter. Answer the discussion question (respond to at least one person). Work Ethics Assignment: Attendance	*1, 2, 3, 4 **a,c
Week 3 8/28-9/5 Due 9/5	Chapter 9	Health, Screening, and Assessment	Read the chapter and define the Key Terms at the end of each chapter. Answer the discussion question (respond to at least one person). Work Ethics Assignment: Character	*1, 2, 3, 4, 5 **a,c
Week 4 9/5-11 Due 9/11	Chapter 10	Managing Infectious Disease	Read the chapter and define the Key Terms at the end of each chapter. Answer the discussion question (respond to at least one person). Work Ethics Assignment: Appearance	*1, 2, 3, 4 **a,c

Date/Week/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 5 9/11-18 Due 9/18	Chapter 11	Teaching Children with Special Health Care Needs 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 and define the Key Terms at the end of each chapter. Answer the discussion question (respond to at least one person). Work Ethics Assignment: Attitude	*1, 2, 3, 4 **a,c
Week 6 9/18-25 Due 9/25	Chapter 2	Foundations of Optimal Nutrition	Read the chapter and define the Key Terms at the end of each chapter. Work Ethics Assignment: Productivity	*1, 2, 3, 4 **a,c
Week 7 9/25-10/2 Due 10/2	Chapter 3	The Science of Nutrition	Read the chapter and define the Key Terms at the end of each chapter. Work Ethics Assignment: Cooperation	*4, 5 **a,c
Week 8 10/2-9 Due 10/9	Chapter 4	Feeding Infants	Read the chapter and define the Key Terms at the end of each chapter. Work Ethics Assignment: Organizational Skill	*1, 5 **a,c
Week 9 10/9-16 Due 10/16	Chapter 5	Feeding Toddlers, Preschoolers, and School Age Children	Read the chapter and define the Key Terms at the end of each chapter. Work Ethics Assignment: Communication	*2, 3, 5 **a, c
Week 10 10/16-23 Due 10/23	Chapter 6	Menu Planning	Read the chapter and define the Key Terms at the end of each chapter. Create a one week menu for Preschoolers	*2 **a,c

Date/Week/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 11 10/23-31 Due 10/30	Chapter 7	Food Safety	Read the chapter and define the Key Terms at the end of each chapter. Write a one page paper on why Food Safety is important (cite your sources)	*2 **a,c
Week 12 and 13 10/30-11/ 13 Due 11/13	Chapter 14	Promoting Safe Practices Through Effective Classroom Management	Read the chapter and define the Key Terms at the end of each chapter. Write a one page paper on the Importance of Classroom Management (cite your sources)	*2,5 **a, c
Week 14 11/13 –20 Due 11/20 Proctored Event (Comprehensive Test 5:00 p.m. Swainsboro Nov 14 Vidalia Nov. 15 2:00 p.m.)	Chapter 15	Child Abuse and Neglect	Read the chapter and define the Key Terms at the end of each chapter. What is the hardest type of abuse to detect and why? ½ page Proctored Event (Comprehensive Test)	*2, 3,5 **a, c
Week 15 11/20-27 Due 11/27	Chapter 16	Managing Emergencies	Read the chapter and define the Key Terms at the end of each chapter. Read Bright From the Start Requirements for Handling Emergencies. Complete the Work Ethics Test Final Test	*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.

Discussion Board RUBRIC

Students will be required to answer discussion board questions that will be posted within Blackboard. The topics will be posted at least a week prior to the due date. The answers to the discussion questions should be detailed and thoroughly answers the topic. Also, students will be required to respond to at least one answer posted by their classmates. The responses should include why you do or do not agree with the student's response. It is ok to disagree with your classmate on his/her answer but the responding student should be professional in his/her response to his/her classmate. Be constructive in discussion these topics with your classmates.

1 POST 1 REPLY

Students who post their initial discussion board response to the discussion board topic and respond to at least one answer posted by their classmate will be given a 100 on the assignment if the post is turned in by the due date and free of grammatical and spelling errors. The student will receive a 10 point deduction for each day that the student's discussion post is turned in past the due date. The student will receive a one point deduction for each grammatical and spelling error in the student's discussion post. A 10 point deduction will be given to any student who only responds to their classmate with an answer of "yes/no" or "I agree/disagree."

1 POST 0 REPLY

Any student that does not respond to at least one answer posted by their classmates will not receive a grade above 70 on the discussion post. The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date and free of grammatical errors and spelling errors. The student will receive a 10 point deduction for each day that the student's discussion post is turned in past the due date. The student will receive a one point deduction for each grammatical and spelling error in the student's discussion post.

0 POST 1 REPLY

Students who only respond to a classmate's discussion post will not receive a grade above 50 on the discussion topic. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date and free of grammatical errors and spelling errors. The student will receive a 10 point deduction for each day that the student's discussion response is turned in past the due date. The student will receive a one point deduction for each grammatical and spelling error in the student's discussion response.

0 POST 0 REPLY

Students will receive a 0 on the discussion topic the student does not post an answer or response to a classmates discussion post.

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