ECCE 1101 Introduction to Early Childhood Care and Education

COURSE SYLLABUS
Online
Spring Semester 2018

COURSE INFORMATION SPRING

Credit Hours/Minutes: 3/2250
Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard
Class Meets: Via Internet for 15weeks
Course Reference Number (CRN): 40071
Preferred Method of Contact: College Email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Kay Wilson
Office Location: Building 2, Room 2125
Vidalia Campus: Main Building, Room 317
Office Hours: Monday-Thursday 1:00-4:00
Email Address: Kay Wilson (kwilson@southeasterntech.edu)
Phone: 478-289-2213
Fax Number: 478-289-2276

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).

REQUIRED TEXT

Working With Young Children, 8th edition, Publisher: Goodheart-Wilcox, ISBN: 978-1-631260247.

REQUIRED SUPPLIES & 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 introduces concepts relating the responsibilities and procedures involved in a variety of early childhood care situations. Topics include historical perspectives, professionalism, guidance, developmentally appropriate practices, learning environment including all children, cultural diversity, and licensing accreditation and credentialing.

MAJOR COURSE COMPETENCIES

Topics include historical perspectives, professionalism, guidance, developmentally appropriate practices, learning environment including all children, cultural diversity, and licensing accreditation and credentialing.

PREREQUISITE(S)

Provisional Admission

COURSE OUTLINE

1. Historical Perspectives
2. Professionalism
3. Guidance
4. Developmentally Appropriate Practices
5. Learning Environment
6. Cultural Diversity
7. Licensing and Accreditation

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)

The student is expected to complete all work on the attached lesson plan.
- Within the first three days of class ALL online students must:
  - Pledge in Blackboard that they have read and understand the STC Catalog within the first three days of class.
  - Post an introduction in Blackboard.
  - Send instructor an email stating their intentions to take this online course.
- Online students are responsible for checking e-mails and Blackboard announcements <u>DAILY</u>.
- To log in to Blackboard.
  - Go to the STC website: Southeastern Technical College Home Page (www.southeasterntech.edu),
  - Or go to My Southeastern Tech my.southeasterntech.edu
  - Login to mySTC using the student id number and BANNERWEB pin number.
  - Click the Blackboard Icon.
  - Or go to Southeastern Tech's Blackboard Home Page https://southeasterntech.blackboard.com
  - Username is 43_9XXXXXXX and password is 43_9XXXXXXX unless you have changed it
- Homework assignments <u>must</u> be completed by the date specified; assignments may be submitted early. Homework assignments will not be graded after the due date resulting in a zero (0).
- Discussion boards <u>must</u> be completed by the date specified; assignments may be submitted early. Discussion boards will not be graded after the due date resulting in a zero (0).
- Tests <u>must</u> be completed by the date specified. Tests are posted and students who miss a test will be

assigned a grade of zero. Please do not wait until the last moment to submit in case you have Internet problems with your computer. If Internet or browser failure occurs, contact the instructor immediately by email. A decision will be made at that time IF the test will be reset. Check your email for instructor response to a request for a test reset.

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" (Failing 0-59) 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 (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), 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" (Withdrawn) 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" (Failing 0-59) 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 accessed 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 Technical College System of Georgia (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 for this class is a comprehensive test given on April 17 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 April 18 at 3:00 p.m. (You must let the instructor know which date you will be attending by April 12).

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 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).

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 1st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox bwilcox@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).

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
Test	30%
Weekly Assignments	40%
Proctor	25%
Discussion Board	5%

GRADING SCALE

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

ECCE 1101 Introduction to Early Childhood Care and Education

Spring Semester 2018 Lesson Plan

Date/Week/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 1 Jan 8-16 Due 1/16	Chapter 1 - 2	Working With Young Children and the Types of Early Childhood Programs	Complete Content and Academic Terms at the beginning of each chapter and Review and Recall Questions at the end of each chapter for Chapters 1 – 2 Answer the discussion question (respond to at least one person)	1,2,5 a,c
Week 2 Jan 17-22 Due 1/22	Chapter 3-4	Observing and Assessing Children and Principles and Theorist	Complete Content and Academic Terms at the beginning of each chapter and Review and Recall Questions at the end of each chapter for Chapters 3 – 4 Download National Association of Education of Young Children (NAEYC) Code of Ethic from the Internet and type 1/2 page paper on the importance Answer the discussion question (respond to at least one person) TYPE one observation on a child less than 6 years old (observation should be at least 15 minutes)	3,4,7 a,c,

Date/Week/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 3 Jan 22-29 Due 1/29	Chapters 9-10	Preparing the Environment and Selecting Toys, Equipment, and Educational Materials	Complete Content and Academic Terms at the beginning of each chapter and Review and Recall Questions at the end of each chapter for Chapters 9-10 Answer the discussion question (respond to at least one person)	1,3,4 a,b,c,
Week 4 Jan 29-Feb 5 Due 2/5	Chapters 11-13	Promoting Children's Safety, Planning Nutritious Meals and Snacks, and Guiding Children's Health	Complete Content and Academic Terms at the beginning of each chapter and Review and Recall Questions at the end of each chapter for Chapters 11-13 Answer the discussion question (respond to at least one person) Plan a One Week Menu Describe what should be in a 1st Aid Kit	3,4 a,b,c,
Week 5 Feb 5-12 Due 2/12	Chapter 14	Developing Guidance Skills	Complete Content and Academic Terms at the beginning of the chapter and Review and Recall Questions at the end of Chapter 14 Answer the discussion question (respond to at least one person)	3,4 a,b

Date/Week/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 6 Feb 12-19 Due 2/19	Chapter 15-16	Guidance Challenges and Establishing Classroom Limits	Complete Content and Academic Terms at the beginning of each chapter and Review and Recall Questions at the end of each chapter for Chapters 15-16 Type a 1 page paper and cite your sources on Why We Must Set Limits	5,6 a,c
Week 7 Feb 19-26 Due 2/26	Chapter 17	Handling Daily Routines	Complete Content and Academic Terms at the beginning of the chapter and Review and Recall Questions at the end of Chapter 17 Create a detailed daily schedule for toddlers—must be from 7am -6pm. There should be at least 12 different times/activities listed. **EXAMPLE:** 7:00-7:30 children arrive 7:30-8:00 breakfast time for toddlers (complete for entire day—use book for activities for toddlers)	5,6 a,c

Date/Week/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 8 Feb 26-Mar 5 Due 3/5	Chapter 18	The Curriculum	Complete Content and Academic Terms at the beginning of the chapter and Review and Recall Questions at the end of Chapter 18 Complete 2 lesson plans on Art and Music (use the example given in class as a guide) MIDTERM	5,6 a,c,
Week 9 Mar 5-12 Due 12	Chapter 19-21	Guiding Art, Blockbuilding and Sensory Experiences	Complete Content and Academic Terms at the beginning of each chapter and Review and Recall Questions at the end of each chapter for Chapters 19-21 Type a 3 page paper or create a PowerPoint presentation on the Importance of Art, Storytelling, and Play in the Preschool setting. Please cite your sources.	5,6 a,c

Date/Week/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 10 Mar 12-19 Due 3/19	Chapter 29-30	Programs for Infant and Toddlers and School Age Children	Complete Content and Academic Terms at the beginning of each chapter and Review and Recall Questions at the end of each chapter for Chapters 29-30 Conduct an Internet search on childproofing your home. Type a 1 page paper and cite your source. (What kinds of accidents happen in the home? What safety devices are recommended? Etc.) Create a detailed daily schedule for After-schoolers—must be from 3pm - 6pm.	3,4,5,6 a,c
Week 11 Mar 19-26 Due 3/26	Chapter 31	Guiding Children With Special Needs	Complete Content and Academic Terms at the beginning of the chapter and Review and Recall Questions at the end of the chapter for Chapter 31 Create a list of products designed to serve children with disabilities.	6 a,c

Date/Week/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 12 and 13 Mar 26-Apr 16 Due 4/16	Chapters 32-33	Engaging Parents and Families A career for you in ECCE	Complete Content and Academic Terms at the beginning of each chapter and Review and Recall Questions at the end of each chapter for Chapters 32-33 Create a Parent Letter inviting them to their child's Holiday Party. Conduct an Internet search on the types of Accreditations available for child care facilities. Type a 1 page paper and cite your sources.	2,6,7 a,b,c
Week 14 Apr 16-23 Due 4/23	Chapter 5	Understand Children Birth to Age Two	Complete Content and Academic Terms at the beginning of the chapter and Review and Recall Questions at the end of the chapter for chapter 5 Create a list of 15 toys/games that would be appropriate for this age group PROCTOR DUE	3,4,5 a,b,c

Date/Week/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 15 Apr 23-30 Due 4/30	Chapter 6-8		Complete Content and Academic Terms at the beginning of each chapter and Review and Recall Questions at the end of each chapter for Chapters 6-8 Download Copy of Family, Group and Center Standards from Bright From the Start Website and keep for your Portfolio FINAL TEST	7 a,b,c

COMPETENCY AREAS

1. Historical Perspectives
2. Professionalism
3. Guidance
4. Developmentally Appropriate Practices
5. Learning Environment
6. Cultural Diversity
7. Licensing and Accreditation

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 RUBIC

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 ¾ as long as it should be	The paper was less than ½ 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