



TENTATIVE-SUBJECT TO CHANGE

ECCE 2202 Social Issues and Family Involvement ONLINE COURSE SYLLABUS Spring Semester 2020

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 40087

Preferred Method of Contact: College Email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Mindy Sumner

Email Address: [Mindy Sumner \(msumner@southeasterntech.edu\)](mailto:msumner@southeasterntech.edu)

Campus/Office Location: Vidalia Main Building, Room 316

Office Hours: Monday-Wednesday 1:30 P.M.-3:30 P.M. and Thursday 8:00 A.M.-12:00 P.M.

Phone: 912-538-3256

SOUTHEASTERN TECHNICAL COLLEGE (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 \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

Home, School and Community Relations Ninth Ed Carol Gestwicki ISBN 978-1-305-08901-3

Students should not share login credentials with others and should change passwords periodically to maintain security.

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 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.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Enables the student to value the complex characteristics of children's families and communities and to develop culturally responsive practices which will support family partnerships. Students use their

understanding to build reciprocal relationships which promote children's development and learning. Students are introduced to local programs and agencies that offer services to children and families within the community. Topics include professional responsibilities, family/social issues, community resources, family education and support, teacher-family communication, community partnerships, social diversity and anti-bias concerns, successful transitions, and school-family activities.

MAJOR COURSE COMPETENCIES

Topics include: Professional responsibilities; Family/social issues; Community Resources; Family education and support; Teacher-family communication; Community partnerships; Social diversity and anti-bias concerns; Successful transitions; School-family activities.

PREREQUISITE(S)

NONE

COURSE OUTLINE

1. Professional Responsibilities
2. Family/Social Issues
3. Community Resources
4. Family Education and Support
5. Teacher-Family Communication
6. Community Partnerships
7. Social Diversity and Anti-Bias Concerns
8. Successful Transitions
9. School-Family Activities

GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College 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)

To pass the class, students must complete all assignments on the syllabus and attend the required proctored event. Students will have at least one week to complete tests and assignments. **All tests and assignments are due at 11:59 P.M. on Monday of each week.** Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week during the semester doing the required homework, discussion boards, tests and assignments. Students are expected to communicate frequently through college email and discussion boards.

The student is expected to complete all work on the attached lesson plan. Online students are responsible for checking emails and Blackboard announcements DAILY. Homework assignments MUST be completed by the date specified; assignments may be submitted early. Discussion boards MUST be completed by the date specified; assignments may be submitted early. Tests MUST 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.

Within the first three days of class ALL online students must:

- Complete Online Orientation Quiz in Blackboard.
- Complete the Pledge Acknowledgment in Blackboard.

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 11:59 p.m. on Monday of each week. 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.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1210

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 165

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 make appropriate arrangements with the appropriate campus coordinator.

Swainsboro Campus: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1210

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 165

It is strongly encouraged that requests for consideration be made PRIOR to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery MAY NOT be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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 for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade

for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of “F” being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

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. A grade of ‘W’ will count in attempted hour calculations for the purpose of Financial Aid.

ONLINE PROCTORED EVENT WITHDRAWALS

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an “F” for the course.

PROCTORED EVENT REQUIREMENT

The required proctored event for this class is scheduled on the following dates and times: Monday, March 23rd on the Vidalia Campus, Room 317 at 1:00 p.m. OR Tuesday, March 24th on the Swainsboro Campus, Room 2125 at 11:00.

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 separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. 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 farther 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 by the instructor of the course, 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 on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing).** If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an “F” (Failing) for the course.

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

There are no make-up exams or assignments in an online class. Students have a week to complete assignments. If Internet or browser failure occurs, contact instructor immediately. A student who needs an exam reopened must come to campus to take the test.

ACADEMIC DISHONESTY POLICY

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College 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 (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the

Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu</p>

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 Southeastern Technical College’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 \(www.southeasterntech.edu\)](http://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
Tests	15%
Weekly Assignments	30%
Proctor	30%
Power Points	20%
Discussion Board	5%

GRADING SCALE

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

**ECCE 2202 Social Issues and Family Involvement
Spring Semester 2020 Lesson Plan**

Date/Week/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 1 1/7-1/13 Due Monday, 1/13 by 11:59 P.M.	Chapter 1	A Day with Two Families: Diversity of Experience	(Complete online orientation and pledge acknowledgment in Blackboard by 1/9/19 by 11:59 P.M.) -Read Chapter 1 -Discussion Board 1 -Create a Power Point Presentation to Introduce Yourself (Include Pictures!) At least 8 slides -Begin Working on Resource File (Due at Proctored Event) See Resource File Tab in Blackboard	1, 5 a, c
Week 2 1/14-1/20 Due Monday, 1/20 by 11:59 P.M.	Chapter 2	Families Today How to Write Activity Plans	-Read Chapter 2 -Discussion Board 2 -Write a 1 page paper discussing the changes in role behavior in recent years (Chapter 2 in book) -Continue working on Resource File	1, 2, 3, 4 a, c
Week 3 1/21-1/27 Due Monday, 1/27 by 11:59 P.M.	Chapter 3	Parenting	-Read Chapter 3 -Discussion Board 3 -Turn in a list of 20 diverse children's books (see assignments) that portray diversity -Continue working on Resource File	1, 2, 3, 4, 5 a, c
Week 4 1/28-2/3 Due Monday, 2/3 by 11:59 P.M.	Chapter 4	What Is Family Involvement?	-Read Chapter 4 -Discussion Board 4 -Continue Working On Resource File	1, 2, 3, 4 a, c
Week 5 2/4-2/10 Due Monday, 2/10 by 11:59 P.M.	Chapter 5	Benefits and Barriers in Teacher-Family Partnerships	-Read Chapter 5 -Discussion Board 5 -Create a Power Point Presentation describing the Barriers in Teacher-Family Partnerships (at least 10 slides) -Continue Working on Resource File	1, 2, 3, 4 a, c

Date/Week/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 6 2/11-2/17 Due Monday, 2/17 by 11:59 P.M.	Chapter 6	Foundations of a Successful Partnership	-Read Chapter 6 -Discussion Board 6 -Turn in an activity plan for a lesson pertaining to Families/Communities -Continue Working on Resource File -Test over Chapters 1-6	1, 2, 3, 4 a, c
Week 7 2/18-2/24 Due Monday, 2/24 by 11:59 P.M.	Chapter 7	Good Beginnings with Parents and Children	-Read Chapter 7 -Discussion Board 7 -Write a 1 page paper describing how teachers can deal with separation experiences with children from parents -Continue Working on Resource File	4, 5 a, c
Week 8 2/25-3/2 Due Monday 3/2 by 11:59 P.M.	Chapter 8	Informal Communication with Families	-Read Chapter 8 -Discussion Board 8 -Create a Newsletter for Parents (see assignments tab in Blackboard) -Continue Working on Resource File	1, 5 a, c
Week 9 3/3-3/9 Due Monday, 3/9 by 11:59 P.M.	Chapter 9	Parent-Teacher Conferences	-Read Chapter 9 -Discussion Board 9 -Write a 1 page paper on how to have a successful parent-teacher conference -Continue Working on Resource File -Test over Chapters 7-9	2, 3,5 a, c
Week 10 3/10-3/16 Due Monday, 3/16 by 11:59 P.M.	Chapter 10	Families in the Classroom	-Read Chapter 10 -Discussion Board 10 -Create a Power Point Presentation on How to involve parents in the classroom (at least 10 slides) -Continue Working on Resource File	2 a, c
Week 11 3/17-3/23 Due Monday, 3/23 by 11:59 P.M.	Chapter 11	Parent Education	-Read Chapter 11 -Turn in an activity plan for a lesson pertaining to Families/Communities that is adapted for special needs population (more information on Blackboard) -Resource File Due at Proctored Event (March 23 in Vidalia or March 24 in Swainsboro)	2 a, c

Date/Week/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 12 3/24-3/30 Due Monday, 3/30 by 11:59 P.M.	Chapter 12	It Takes a Village: Teachers, Families, and Communities	-Read Chapter 12 -Create a Power Point Presentation describing the partnerships between teachers-community-parents (at least 7 slides)	
Week 13 3/30-4/13 Due Monday, 4/13 by 11:59 P.M.	Chapter 13	Working with Families from Diverse Backgrounds	-Read Chapter 13 -Write a 1 page paper on strategies for teachers when dealing with families from diverse backgrounds -Test over Chapters 10-13	
Week 14 4/14-4/20 Due Monday, 4/20 by 11:59 P.M.	Chapter 14	Working with Families in Particular Circumstances	-Read Chapter 14 -Create a Power Point Presentation on how to work with children in the classroom and parents in particular circumstances (at least 10 slides)	
Week 15 4/21-4/27 Due Monday, 4/27 by 11:59 P.M.	Chapter 15	Working to Resolve Challenging Attitudes and Behaviors	-Read Chapter 15 -Write a 1 page paper describing some school-family activities -Test over Chapters 14-15	

COMPETENCY AREAS

1. Professional Responsibilities
2. Family /Social Issues
3. Community Resources
4. Family Education and Support
5. Teacher-Family Communication
6. Community Partnerships
7. Social Diversity and Anti-Bias Concerns
8. Successful Transitions
9. School-Family Activities

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 discussions should be detailed and thoroughly answer 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 discussing 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 the 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 30 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 the 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 the 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 if the student does not post an answer or response to a classmate's 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