



ECCE 2310 Professional Methods and Materials

COURSE SYLLABUS

SPRING Semester 2020 (202014)

COURSE INFORMATION

Credit Hours/Minutes: 3/2500

Campus/Class Location: Swainsboro Building 2 Room 2125

Class Meets: Monday 5:45-7:25

Course Reference Number (CRN): 40353

Preferred Method of Contact: College Email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Kay Wilson

Campus/Office Location: Swainsboro Building 2, Room 2125

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

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

Phone: 478-289-2213

Fax Number: 478-289-2276

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

REQUIRED TEXT

Effective Practices in Early Childhood Education, 3rd Edition, Cengage Publisher, ISBN 978-0-13-395670-2

REQUIRED SUPPLIES & SOFTWARE

Notebook, paper, pen/pencil. Students will be conducting learning activities, therefore they will need supplies such as paper, glue, markers, etc. They type and cost of supplies varies per semester and per activity. Note: Although students can use their smart phones and tablets to access the online portion of their course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither BLACKBOARD nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to complete the online portion of the course.

COURSE DESCRIPTION

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

MAJOR COURSE COMPETENCIES

1. Assessment and Curriculum

2. Instructional Methods and Techniques
3. Instructional Materials and Preparation

PREREQUISITE(S)

ECCE 1103

COURSE OUTLINE

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

GENERAL EDUCATION CORE COMPETENCIES

STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

STUDENT REQUIREMENTS

Assignments must be turned in on the specified date. All work must be printed off and turned in at the beginning of class the date that it is due. If a student is absent from class, all work must be turned in at the beginning of class the next day upon returning to class. If this is not done, 10 points will be deducted for work turned in late or work not turned in at the beginning of class. Work will not be accepted if it is over one week past the due date. Failure to take tests on the scheduled day will result in a grade of zero for the test not taken. The makeup test must be taken the next day upon returning to class. The zero assigned for the missed test will be replaced with the grade the student makes on the makeup exam. **STUDENTS WILL ONLY BE ALLOWED TO TAKE ONE MAKEUP TEST DURING THE SEMESTER!** Students are responsible for policies and procedures included in the STC Catalog and Student Handbook.

HYBRID ATTENDANCE

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and 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" (Failing 0-59) 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.

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 the 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" (Failing 0-59) 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.

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

Assignments must be turned in on the specified date. All work must be printed off and turned in at the beginning of class the date that it is due. If a student is absent from class, all work must be turned in at the beginning of class the next day upon returning to class. If this is not done, 10 points will be deducted for work turned in late or work not turned in at the beginning of class. Work will not be accepted if it is over one week past the due date. Failure to take tests on the scheduled day will result in a grade of zero for the test not taken. The makeup test must be taken the next day upon returning to class. The zero assigned for the missed test will be replaced with the grade the student makes on the makeup exam. STUDENTS WILL ONLY BE

ALLOWED TO TAKE ONE MAKEUP TEST DURING THE SEMESTER! Students are responsible for policies and procedures included in the STC Catalog and Student Handbook.

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 (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:

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 1 st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@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 \(STC\) 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
Final	10%
Teaching Unit	50%
Classroom Observations	15%
Standards	25%

GRADING SCALE

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

ECCE 2310 Professional Methods and Materials

Spring Semester 2020 lesson plan

Date/Week/Due	Content	Assignments	Competency Area
Week 1 Jan 7-13 Work is due by Mon	Review of syllabus, assignments, and expectations, Assessment and Curriculum Guest Speaker –curriculum director	Discussion of Georgia Pre-K Standards. Work on unit plans and activities. Guest Speaker Work on Report of Georgia Standards	1 a,b,c
Week 2 Jan 13-21 Work is due by Mon	Assessment and Curriculum	Report of standards due Read Case Study 1	2, 3 a,b,c
Week 3 Jan 21-27 Work is due by Mon	Assessment and Curriculum Guest Speaker- testing/assessments and standards	Guest Speaker Read Case Study 2 due	1 a,b,c
Week 4 Jan 27-Feb 3 Work is due by Mon	Assessment and Curriculum	Kindergarten Review Select your unit topic Read Case Study 3 due	2 a, b, c
Week 5 Feb 3 -10 Work is due by Mon	Assessment and Curriculum	First Grade Review Read Case Study 23 due	1 a,b,c
Week 6 Feb 10-17 Work is due by Mon	Instructional Methods and Techniques Instructional Materials and Preparation	Unit Plans Reading Lesson plans presented to class Read Case Study 24	2, 3 a,b,c
Week 7 Feb 17-24 Work is due by Mon	Instructional Materials and Preparation Instructional Materials and Technique	Unit Plans Writing lesson plans presented to class Computer Software Read Case Study 25-part 1 and complete questions	3 a,b,c
Week 8 Feb 24-Mar 2 Work is due by Mon	Instructional Methods and Techniques	Unit Plans Listening/speaking/language lesson plans presented to class Read Case Study 25-part 2 and complete questions	2, 3 a,b,c

Date/Week/Due	Content	Assignments	Competency Area
Week 9 Mar 2-9 Work is due by Mon	Instructional Methods and Techniques	Unit Plans Second Grade Review Math lesson plans presented to class Read Case Study 25-part 3 and complete questions	2, 3 a,b,c
Week 10 Mar 9-16 Work is due by Mon	Instructional Methods and Techniques Instructional Materials and Preparation	Unit Plans Science lesson plans presented to class First Grade Review Read Case Study 26 and complete questions	2, 3 a,b,c
Week 11 Mar 16-23 Work is due by Mon	Instructional Materials and Preparation Instructional Materials and Preparation	Unit Plans Social studies lesson plans presented to class Read Case 27 and complete questions	3 a,b,c
Week 12 Mar 23-30 Work is due by Mon	Instructional Methods and Techniques Instructional Materials and Preparation	Third Grade Review Technology lesson plans presented to class Read Case 28 and complete questions	2, 3 a,b,c
Week 13 Mar 30-Apr 13 Work is due by Mon	Instructional Materials and Preparation	Physical Education lesson plans presented to class Research Paper Due Read Case Study 5 due	3 a,b,c
Week 14 and 15 Apr 13-27 Work is due by Mon	Instructional Materials and Preparation	Unit Plan Due	3 a,b,c

Competency Areas:

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

General Core Educational Competencies

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

ECCE 2310—Methods and Materials Unit Evaluation Rubric

Name _____ Unit _____

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

15 Activities:

Activity Number	Name of Activity
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

Average of activities _____

Notebook grade _____

Student Evaluation _____

Teacher Evaluation _____

Final Grade on Unit _____