



**Early Childhood Care and Education (ECCE)
ECCE 2202 Social Issues and Family Involvement
COURSE SYLLABUS
Summer Semester 2019**

COURSE INFORMATION

Credit Hours/Minutes: 3/2250
Campus/Class Location: Vidalia Main Building 317
Class Meets: Monday and Wednesday 1:15-3:30
Course Reference Number (CRN): 60071
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
Classroom: Main Building, Room 317
Office Hours: Tuesday and Thursday 9:00-12:00 and 2:00-4:00
Phone: 912-538-3256

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

Students will be conducting learning activities, therefore they will need supplies such as paper, glue, markers, etc. Resource File box type and cost of supplies varies per semester and per activity. Secured site to complete 90 hours.

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

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

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.

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 also interrupts the learning process. Southeastern Technical

College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

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 1208

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 108

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 arrangements with the appropriate campus coordinator.

Swainsboro Campus: Macy Gay mgay@southeasterntech.edu, 478-289-2274, Building 1, Room 1208

Vidalia Campus: Helen Thomas hthomas@southeasterntech.edu, 912-538-3126, Building A, Room 108

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" 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.

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

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

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 108 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 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 \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

THE 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	30%
Assignments	20%
Resource File	30%
Power Points	20%

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 Summer Semester 2018 lesson plan

Date/Week/Due	Chapter	Content	Assignments	Competency Area
Week 1 Week of May 13th Due 5/20	Chapters 1-3	Discuss Syllabus Families	-Read Chapters 1-3 -Introduce Yourself by creating and sharing a PowerPoint presentation All Assignments Due: 5/20 (at the beginning of class)	1, 2, 3 a, b, c

Date/Week/Due	Chapter	Content	Assignments	Competency Area
Week 2 Week of May 20th Due 5/29	Chapters 4-6	Family Partnership in Early Education	-Read Chapters 4-6 -Create a Parent Newsletter -Create a Parent Welcome Letter -Parenting Book Approval Due -Test over Chapters 1-6 -Begin Working on Resource File All Assignments Due 5/29	1, 5, 6, 7 a, ,b ,c
Week 3 Week of May 27th Due 6/3	Chapters 7-9	Methods for Developing Partnerships	-Read Chapters 7-9 -Sign Up for Social Issue Assignment -Test over Chapters 7-9 All Assignments Due 6/3	5, 6, 8 a, b, c
Week 4 Week of June 3rd Due 6/10	Chapters 10-12	Methods for Developing Partnerships	-Read Chapters 10-12 -Write a 1 page paper on How to Avoid Burnout -Book Review Due All Assignments Due 6/10	1, 5, 6, 8, 9 a, b, c
Week 5 Week of June 10th Due 6/17	Chapter 13	Family Partnership in Early Education	-Read Chapter 13 -Write a 1 page Paper or Conduct a Presentation on Domestic Violence, or Community Violence -Test over Chapters 10-13 All Assignments Due 6/17	2 a, b, c
Week 6 Week of June 17th Due 6/24	Chapter 14	Partnership Work	-Read Chapter 14 -Write a 1 page Paper or Conduct a Presentation on Divorce or Single Parenting All Assignments Due 6/24	1, 4 a, b, c
Week 7 Week of June 24th Due 7/8	Chapter 15	Partnership Work	-Read Chapter 15 -Write a 1 page Paper or Conduct a Presentation on Blended Families or Teen Pregnancy -Test Over Chapters 14-15 All Assignments Due 7/8	1, 4, 5 a, b, c

Date/Week/Due	Chapter	Content	Assignments	Competency Area
Week 8 Week of July 8th Due 7/15		Child Abuse and Neglect Activity Plans for Families/Communities	-Write a 1 Page Paper or Conduct a Presentation on Child Abuse or Neglect All Assignments Due 7/15	1, 4, 5 a, b, c
Week 9 Week of July 15th Due 7/22		Activity plans for Families/Communities	-Conduct an Activity In the Classroom Pertaining to Families/Communities -Resource File Due All Assignments Due 7/22	4 a, b, c

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.

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

Power Point RUBRIC

NAME _____ DATE _____

ASSIGNMENT _____

Criteria	4	3	2	1
Creative	The power point was very creative and unusual	The power point was creative	The power point was somewhat creative	The power point was lacking in creativity
Length	The length was completely appropriate or was longer than the required 15 slides	Presentation included at least 13 slides	Presentation included at least 11 slides	Presentation included less than 10 slides
On topic	The information contained in the power point was very useful/helpful to Early Childhood Education (ECE)	The information was informative to ECE	The information was somewhat useful/helpful to ECE	The power point was lacking in this area
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
Voice/Eye Contact	The speaker's voice could be heard and eye contact was maintained throughout the entire presentation	The speaker's voice could be heard and eye contact was maintained throughout most of the presentation	The speaker's voice could be heard and eye contact was maintained throughout at least half of the presentation	The speaker's voice could be heard and eye contact was maintained throughout at least some of the presentation

Grammar Errors: fragments, run-on sentences, subject-verb agreement...

Total points _____ X 5 = _____