



ECCE 2203 Guidance and Classroom Management

COURSE SYLLABUS Summer Semester 2018

COURSE INFORMATION

Credit Hours/Minutes: 3/2250
Campus/Class Location: Vidalia Main Building 317
Class Meets: Monday & Wednesday 9:00-11:15
Course Reference Number (CRN): 60118
Preferred Method of Contact: College Email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Mindy Sumner
Campus/Office Location: Vidalia Main Building, Room 316
Vidalia Campus: Main Building, Room 317
Office Hours: Monday-Thursday 1:00-4:00
Email Address: [Mindy Sumner \(msumner@southeasterntech.edu\)](mailto:msumner@southeasterntech.edu)
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

Positive Child Guidance 8th Ed ISBN: 978-1-305-08899-3 Darla Miller, Cengage

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

REQUIRED SUPPLIES & SOFTWARE

Notebook, paper, pen/pencil

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

Examines effective guidance practices in group settings based upon the application of theoretical models of

child development and of developmentally appropriate practices. Focus will be given to individual, family, and cultural diversity. Topics will include developmentally appropriate child guidance (birth to age 12); effective classroom management, including preventative and interceptive techniques; understanding challenging behaviors; and implementing guidance plans.

MAJOR COURSE COMPETENCIES

Topics include:

1. Developmentally Appropriate Child Guidance
2. Understanding Challenging Behaviors
3. Effective Classroom Management
4. Implementing Guidance Plans
5. Self-Composure

PREREQUISITE(S)

ECCE 1103

COURSE OUTLINE

1. Developmentally Appropriate Child Guidance
2. Understanding Challenging Behaviors
3. Effective Classroom Management
4. Implementing Guidance Plans
5. Self-Composure

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, a grade of zero will be given for the work. 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.

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.

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 \(hthomas@southeasterntech.edu\)](mailto: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 \(hthomas@southeasterntech.edu\)](mailto: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" 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.) The 65% point for spring semester is Monday, March 19.

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 speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

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

WORK ETHICS

The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics test as marked in the lesson plan. A grade of 70 or

better is required to complete the work ethics requirements for this class.

MAKEUP GUIDELINES

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, a grade of zero will be given for the work. 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.

Unannounced quizzes or in-class assignments are subject to be given on any day. A grade of zero will be assigned for any quizzes or in class assignments missed. There will be no makeup of quizzes or in class assignments. Please make every effort to be in class every day.

Assignment due dates are listed on the attached lesson plan. Students are expected to have the assignment completed at the beginning of class on the date that it is due.

Any zeros recorded will be included in the final score calculation.

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 and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief,

genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

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

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).

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	25%
Assignments/Activities	35%
Brochures	40%

GRADING SCALE

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

ECCE 2203 Guidance and Classroom Management

Summer Semester 2018 lesson plan

Date/Week/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 1 May 16-23 Work is due by Wed, May 23	Chapters 1 and 2	Why Guidance Matters, Discuss syllabus, BROCHURES Historical Perspectives and Guidance Theories	Read and Cover Chapter Complete Key Terms Complete 1 of the Student Activities for each chapter In groups of 3 students will research different curricula: High/Scope; Reggio Emilia; Vivian Gussin Paley's Approach; Creative Curriculum; Montessori; ABECKA --prepare a 10 minute presentation *All assignments due at the beginning of class on May 23.	1 a,c,
Week 2 May 23-30 Work is due by Wed, May 30	Chapters 3 and 4	Understanding Children's Behavior How to Observe Children	Read and Cover Chapter Activities Due Group presentations over curricula— Work on developing 3 guidance plans 1- infants, 1-toddlers, 1-pre-school Due in Week 5 Complete Key Terms Due Complete 1 of the Student Activities for each chapter Practice writing observations of children *All assignments due at the beginning of class on May 30.	1, 2, 3,4,5 a,c,
Week 3 May 30 Jun 6 Work is due by Wed, June 6	Chapter 5	Serving Culturally Diverse Children and Families	Read and Cover Chapter Students must create a PowerPoint on a Behavior topic and present to the class. (See Behavior PowerPoint requirements TOPIC I HAVE: _____ Complete Key Terms Due Complete 1 of the Student Activities Due *All assignments due at the beginning of class on June 6.	2, 3, 4 a,b,c,
Week 4 Jun 6-13 Work is due by Wed, June 13	Chapter 6	Understanding Children with Ability Differences	Read and Cover Chapter Work on creating 6 Behavior brochures and make sure to keep a copy and give a copy of each to the instructor Begin PowerPoint on Behavior (will not be accepted late). Complete Key Terms Due Complete 1 of the Student Activities Due *All assignments due at the beginning of class on June 13.	2, 3, 4, 5 a,b,c,

Date/Week/Due	Chapter/Lesson	Content	Assignments	Competency Area
Week 5 Jun 13-20 Work is due by Wed, June 20	Chapter 7	Designing Developmentally Appropriate Environments Inside and Out	Read and Cover Chapter Continue PowerPoint presentations Complete Key Terms Due Complete 1 of the Student Activities Due Guidance Plans Due *All assignments due at the beginning of class on June 20. Mid Term Test	2, 3, 4, 5 a,b,c
Week 6 Jun 20-27 Work is due by Wed, June 27	Chapter 8	Building Relationships	Read and Cover Chapter Continue PowerPoint presentations Complete Key Terms Due Complete 1 of the Student Activities Due *All assignments due at the beginning of class on June 27.	1, 3, 4 a,c
Week 7 Jun 27- July 11 Work is due by Wed, July 11	Chapter 9	Fundamental Causes of Positive and Negative Behaviors	Read and Cover Chapter Continue PowerPoint presentations A list of 20 ways to POSITIVELY deal with stress of teachers/adults Complete Key Terms Due Complete 1 of the Student Activities Due *All assignments due at the beginning of class on July 11.	1, 3, 4 a,b,c
Week 8 July 11-18 Work is due by Wed, July 18	Chapter 10	Effective Guidance Interventions	Read and Cover Chapter Work on brochures Key Terms Due Complete 1 of the Student Activities Due *All assignments due at the beginning of class on July 18.	5 a,b,c
Week 9 Jul 18-23 Work is due by Monday, July 23	Chapter 11	Mistaken Goals, Motivation, and Mindfulness	Read and Cover chapter Complete Key Terms Due Complete 1 of the Student Activities Due Brochures Due *All assignments due at the beginning of class on July 23. Final Exam	5, 3 a,b,c

COMPETENCY AREAS

1. Developmentally Appropriate Child Guidance
2. Understanding Challenging Behaviors
3. Effective Classroom Management
4. Implementing Guidance Plans
5. Self-Composure

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

BROCHURE RUBRIC: (one for each brochure)

Criteria	4	3	2	1
On correct topic	The brochure was on one of the topics listed on syllabus	----	-----	The brochure was not on one of the given topics
Tri-fold brochure printed on one page	Was a tri-fold brochure on one page	-----	-----	Not a tri-fold brochure and/or not on one page
Ways to prevent behavior	3 or more ways to prevent the behavior were included	2 ways to prevent the behavior were included	1 way to prevent the behavior was included	No methods to prevent
Ways to deal with existing behavior	5 or more ways to deal with the behavior were included	4 ways to deal with the behavior were included	3 ways to deal with the behavior were included	2 or less ways to deal with the behavior were included
Color	Printed in color	---	----	Not printed in color
3 websites	3 or more specific websites were given on topic	2 specific websites were given on topic	1 website was given on topic	No websites were given on topic
Neat	The brochure was extremely neat	The brochure was mostly neat	The brochure was somewhat neat	The brochure needed work in this area
Creative	The brochure was extremely creative	The brochure was mostly creative	The brochure was somewhat creative	The brochure needed work in this area
Accurate	The information was totally accurate	The information was mostly accurate	The information was somewhat accurate	The information was not accurate
Children's books—titles and authors (titles must be underline to get credit)	There were three or more children's books included in the PowerPoint (ppt)	There were 2 children's books included in the ppt	There was 1 children's book included in the ppt	There were no children's books in the ppt
Each "prevention" and "how to deal with" method is explained in detail (not just listed)	All 8 were very explained in detail	6-7 of the prevention and how to deal methods were explained in detail	5 of the methods were explained in detail	Less than 5 were explained in detail

Criteria	4	3	2	1
Pictures/graphics included	At least 4 pictures/graphics were included	At least 3 pictures/graphics were included	At least 2 pictures/graphics were included	Only 1 picture/graphics was included

Total _____ X 2.1 = final grade of _____

COMMENTS: