



**ECCE 1101 Introduction to
Early Childhood Care and
Education
COURSE SYLLABUS
Online
Summer Semester 201716**

Semester: 201716
Course Title: Introduction to Early Childhood Care and Education
Course Number: ECCE 1101
Credit Hours/ Minutes: 3 / 2250

Class Location: GVTC/BBL
Class Meets: VIA Internet/9 wks
CRN: 60170

Preferred Method of Contact: Email at kwilson@southeasterntech.edu

Instructor: Kay Wilson—M.Ed.
Office Hours: MW 2:30-4:30 T 1:00-4:30 R 9:00-12:00

Office Location: Building 2 Room 2125
Email Address: kwilson@southeasterntech.edu
(Preferred Method of Contact)
Phone: 478-289-2213
Fax Number: 478-248-6353
Tutoring Hours: N/A

REQUIRED TEXT: Working With Young Children , 8th edition, Publisher: Goodheart-Wilcox, ISBN: 978-1-63126-024-7

REQUIRED SUPPLIES & SOFTWARE: Pencils/Pens, Textbook, Notebook, MS Word or Notepad and Access to the Internet. 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 BBL 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 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:

- 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.

STUDENT REQUIREMENTS FOR 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 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, 912-538-3126, hthomas@southeasterntech.edu, 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, 912-538-3126, hthomas@southeasterntech.edu.

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" 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.)

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. 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.

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 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 July 11th on the Swainsboro Campus, Room 2125, 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 July 12th at 2:00 p.m.. (You must let the instructor know which date you will be attending by March 25th).

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...): If a student misses a test, unannounced quiz, or assignment, a grade of zero will be assigned. There will be no make-up work. Unannounced quizzes are subject to be given on any day. A grade of zero will be assigned for any quizzes missed. There will be no makeup of quizzes. Any zeros recorded will be included in the final score calculation.

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 Student Handbook*.

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--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.

--Second Offense--

Student is given a grade of "WF" 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.

--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 second 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: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

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 STC website at www.southeasterntech.edu.

GRADING POLICY

- 30% Tests
- 40% Assignments
- 25% Proctored Event
- 05% Discussion Board

GRADING SCALE

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

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.*

**ECCE 1101 Introduction to Early Childhood Care and Education
LESSON PLAN**

Date	Chap / Less	Content	Assignments & Tests Due	Comp Area
All Assignments are DUE on Monday Night at Midnight				
Week 1 5/17-22 Due 5/22	Chapter 1-2	Working With Young Children and the Types of Programs	Discuss Portfolio information Complete Terms and Review and Reflect Questions from Chapters 1 – 2 .: Answer the discussion question (respond to at least one person) .: Test	*1, 2, 5 **a
Week 2 5/22-5/30 Due 5/30	Chapter 3-4	Observing and Assessing Children and Principles and Theorist	Complete Terms and Review and Reflect Questions from Chapters 3 – 4 Download 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 <6 years old (observation should be at least 15 minutes) Develop a PowerPoint presentation on a Theorist related to child development. (15 slides) .: Answer the discussion question (respond to at least one person) .: Test	*3, 4, 7 **a,c
Week 3 5/30-6/5 Due 6/5	Chapters 9, 11,12,13	Preparing the Environment and Selecting Toys, Equipment, Educational Materials Safety, Nutritious Meals, and Children's Health	Complete Terms and Review and Reflect Questions from Chapters 9, 11,12,&13 Plan a 1 Week Menu Describe what should be in a 1st Aid Kit .: Answer the discussion question (respond to at least one person) .: Test	*1, 3, 4 **a,b,c
Week 4 6/5-12 Due 6/12	Chapters 14,15, & 16	Developing Guidance Skills, Guidance Challenges and Establishing Classroom Limits	Complete Terms and Review and Reflect Questions from Chapter 14, 15, & 16 Type a 1 page paper on WHY we must set limits for children Complete Terms and Review and Reflect Questions from Chapter 14, 15,& 16 .: Answer the discussion question (respond to at least one person) .: Test	*3, 4 **a,b,c
Week 5 6/12-19 Due 6/19	Chapter 17	Handling Daily Routines WE ARE AT THE MID TERM MARK	PROCTORED Complete Terms and Review and Reflect Questions from Chapter 17 Create a detailed daily schedule for toddlers— must be from 7am -6pm. There should be <u>at least 12</u> 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)	*3, 4 **a

			∴ Answer the discussion question (respond to at least one person) ∴ Test	
Week 6 6/19-26 Due 6/26	Chapter 18	The Curriculum	Complete Terms and Review and Reflect Questions from Chapter 18 Complete 2 lesson plans on Art and Music MID TERM	*3,5,4 **a,b,c
Week 7		NO CLASSES	.	
Week 8 7/10-17 Due 7/17	Chapter 29, 30, 31, 32, & 33	Programs for Infant and Toddlers and School Age Children, Guiding Children With Special Needs, Involving Parents and Families, and A Career for You in ECCE	Complete Terms and Review and Reflect Questions from Chapters 29,30,31,& 32 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.) Conduct an Internet search on the types of Accreditations available for child care facilities. Type a 1 page paper and cite your sources Create a detailed daily schedule for After-schoolers—must be from 3pm -6pm. Create a Parent Letter inviting them to their child's Holiday Party. ∴ Test	*5, 6 **a,c
Week 9 7/17 – 7/24			FINAL Test All Work Completed	

*** Competency Areas:**

1. Historical Perspectives
2. Professionalism
3. Guidance
4. Assessment and Curriculum Planning
5. Learning Environment
6. Cultural Diversity
7. Licensing and Accreditation

****General Core Educational Competencies**

- d) The ability to utilize standard written English.
- e) The ability to solve practical mathematical problems.
- f) The ability to read, analyze, and interpret information.

Rubrics

You will have weekly Discussion Questions.

Students will be required to answer discussion board questions that will be posted within BBL. 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.

Rubric for the Discussion Board is inside of Blackboard

WRITING RUBRIC:

NAME _____ DATE _____

ASSIGNMENT _____

	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