

Florida Gateway College

Fall (A16), 2019

Education and Development of Young Children

Course Number EEC3704-0I1 (online)

Date August 19 – December 9, 2019

Instructor Dr. Sharron Cuthbertson –Teacher Preparation Programs

 Academic Programs

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 Building 27, Office 24

 Office Hours: Monday 12:30-5:30 pm and Tuesday 2:30-4:30 pm

**PREREQUISITES**

Admission into the Bachelor’s Degree Program in Early Childhood Education

**COURSE DESCRIPTION**

This course provides knowledge of infant, toddler and young child's physical, intellectual, social, and emotional development and educational enhancement. 3 credits

**STATE OBJECTIVES**

* Standard 1: Knowledge of child development from conception to age 8.
* Standard 2: Knowledge of early childhood foundations, standards, professional practices, and professional development.
* Standard 3: Knowledge of contemporary research, trends, and issues in early childhood.
* Standard 4: Knowledge of cultural and linguistic diversity.
* Standard 6: Knowledge of curriculum and developmentally appropriate instructional practices.
* Standard 7: Knowledge of child guidance and positive behavior support.
* Standard 10: Knowledge of safety, emotional, mental, and physical health.

**NAEYC STANDARDS**

* Standard 1: Promoting child development and learning
* Standard 4: Using developmentally effective approaches to connect with children and families
* Standard 5: Using content knowledge to build meaningful curriculum

**TEXTBOOK AND REQUIRED MATERIALS**

Pica, R. (2015). *What is everybody understood child development? Straight talk about bettering education and children’s lives*. Thousand Oaks, CA: 978-1-4833-8184-8

Additional readings will be made available in Canvas

**LEARNING ACTIVITIES**

**Syllabus Quiz:** Within the first 5 days of class you are required to complete and submit the Syllabus Quiz. 5 points

**Introduction:** Within the first 5 days of class you are required to post an introduction of yourself. 5 points

**Discussion Board:**

* First, you must post an initial response to the assigned topic under the appropriate board by **Wednesday, 11:59 pm**.
* Initial posts must be thoughtful and relevant to the assigned topic and a minimum of 125 words.
* Incorporate information from the book or outside resource. Cite your information.
* **No one can post a response until Thursday.**
* I am assigning peer reviewers. Everyone will be a peer reviewer at least once. A peer reviewer does not have to write an initial response. But, s/he does have to respond to six (6) peers by **Saturday, 11:59 pm**.
* Responses should ask questions or share different points of view to provoke a deeper level of thinking. The purpose of these is to share your knowledge and help expand other people’s thinking.
* Peer reviewers MUST make sure that everyone has at least one response.
* Those people who wrote an initial post do not have to write any peer responses. But, you MUST come back to your post and reply to anyone who has commented to you by **Sunday, 11:59 pm**.
* Using phrases like “Good job”, “I agree with you”, or sharing personal stories that support the initial post DO NOT COUNT. If you are sharing a personal story, you must still follow the guidelines above (ask questions, share differing viewpoints, Use & cite sources).
* Late posts are not accepted
* 40 points per week (160 points total)

**Chapter Tests**: Each chapter has a test. You need to choose 15 different chapter tests to complete. They can be any you choose, but only 15 will be scored. If you decide to take more, they will be scored at 0. You will have 20 minutes to complete each test. *You are able to use your textbook and notes*. Once you start a test you must complete it. You cannot save your work and return to it at a later time. 10 points each (150 points total)

**Section Activities:** The book is broken into 3 parts. Activities will relate to each of the 3 parts. These activities will be completed using a variety of formats – including but not limited to, PowerPoint, brochures, video, and/or discussions. More information about each activity will be available in Canvas. 30 points each (90 points total)

**Advocacy Plan:** There are so many different topics covered in the book. Choose 1 chapter and create a plan of how you will advocate for this topic. You will not implement the plan, but write a paper about why you chose this topic, its importance, and support your position with information from the book and outside resources. 35 points

**Exam:**

There will be one (1) exam. It will consist of essay questions. *You are able to use your textbook and any class notes.* Once you start an exam you must complete it. You cannot save your work and return to it at a later time. 75 points

\*\*\*For all assignments and exams—you must write in complete sentences and use correct grammar and spelling. This work represents you as a professional. Your scores will suffer for poorly written work\*\*\*

**GRADING SCALE**

|  |  |  |
| --- | --- | --- |
| Grade | Percentage (%) | Point Total |
| A | 90 – 100 | 468 – 520 |
| B+ | 87 – 89.9 | 452 – 467.9 |
| B | 80 – 86.9 | 416 – 451.9 |
| C+ | 77 – 79.9 | 400 – 415.9 |
| C | 70 – 76.9 | 364 – 399.9 |
| D+ | 67 – 69.9 | 348 – 363.9 |
| D | 60 – 66.9 | 312 – 347.9 |
| F | ≤ 59 | 0 – 311.9 |

Grading is based on the following:

|  |  |  |
| --- | --- | --- |
| Syllabus Quiz | 5 points | 1% |
| Introduction | 5 points | 1% |
| Discussion Boards | 160 points | 31% |
| Chapter Tests | 150 points | 29% |
| Advocacy Plan | 35 points | 7% |
| Section Activities | 90 points | 17% |
| Exam | 75 points | 14% |
| Total | 520 points | 100% |

**COURSE POLICIES**

* Late discussion board posts will not be accepted and will receive a score of 0.
* All other learning activities will be accepted late and scored an 85% the possible points. They must be submitted within two weeks of the due date.
* While smart phones and tablets are convenient, there are some things you should not do on them. Exams will be difficult and may not load correctly. Also, assignments that you save in Word and submit may not upload. **It is your responsibility to make sure everything has been submitted successfully.**
* It is your responsibility to communicate with me if something is confusing or unclear. If there are no questions, I will assume that there are no issues. It is always better to ask.
* Email is the best way to communicate with me. Emails go directly to my phone and I will respond as quickly as possible, usually within 24 hours.
* This course utilizes the module view in Canvas. If you are not following the modules, you will miss content. You can change the settings in Canvas so that your home screen for our course is the Modules, and you can “close” modules as you complete them.
* I post an announcement for you to read at the start of every week. This introduces the week’s topic and gives you an overview of the content of the readings and other materials you are responsible for in that week’s module. The announcements explain more about assignments that are coming up.
* Standard spelling and grammar are expected on all assignments. While I am a bit more lenient with discussion boards, I do take off points for spelling and grammar. If this is not one of your strengths, please use a word processing program that has a grammar check (Microsoft Word has it built in, but sometimes it needs to be turned on) or get a subscription to a grammar checker (I recommend Grammarly). Another idea is to have someone else proof read your papers. This is especially important for those who are not native English speakers, as the English language is weird and tough to write in.
* If I email you with a question, I expect a response within 24 hours. Remember, it is your responsibility to let me know if you are going to be out of contact for an extended period of time. Special consideration will be given for weather related events that may disrupt communications. Not communicating with me may result in loss of points due to non-participation/unprofessional behavior.
* All communication between you and other students as well as with me should be civil and respectable. I reserve the right to deduct professionalism points for any and all occurrences of unprofessional behavior or communication.

**ATTENDANCE POLICY**

**This course is entirely online.** **It is your responsibility to have regular access to the Internet and a reliable working computer in order to be successful in this course.** If you try to use a smart phone or tablet, some parts of the course may not show correctly. You MUST sign-in to the course and participate a minimum of two times per week. Otherwise, it will be counted as an absence. You are allowed to have one absence for the semester. For each additional absence five (5) points will be deducted from your final score. Additionally, in order to have access to the course material, you must complete and submit the Syllabus Quiz within the first five (5) days of class. Completing the Syllabus Quiz indicates that you have received and read the syllabus, have accepted the requirements of this course, and intend to continue enrollment. Students who do not take the Syllabus Quiz will be considered non-participating, which may result in being dropped from the course or receiving a grade of “F”. You need to check your **FGC email account** every day, as this is our primary way of communicating. You are expected to respond to any email messages from me within 24 hours, or by the date requested in the email. Students who are traveling, moving, having medical problems, or will be without Internet service for more than 24 hours must notify me and give a contact phone number, preferably in advance when possible. This course is completely online and requires a high degree of individual responsibility to stay on top of weekly assignments and exams, participate in discussion forums, and plan your observation and study time well. Students having problems with their participation in the course should call or email me as soon as possible to address strategies to get their school work submitted on time.

**SCHEDULE OF CLASS EVENTS**

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| --- | --- | --- | --- |
|  | Weekly Readings | Assignments Due | Due Date |
| Week 1:August 19 | Review Syllabus  | Syllabus QuizIntroduction  | **FRIDAY**,August 23 |
| Week 2:August 26 | Chapter 1 Chapter 2  | Chapter 1 TestChapter 2 Test | September 1 |
| Week 3:September 2 | Chapter 3Chapter 4  | Discussion Board 1 Chapter 3 TestChapter 4 Test  | September 8 |
| Week 4:September 9 | Chapter 5Chapter 6 | Chapter 5 TestChapter 6 Test | September 15 |
| Week 5:September 16 | Chapter 7Chapter 8 | Chapter 7 TestChapter 8 Test | September 22 |
| Week 6:September 23 | Chapter 9 | Discussion Board 2 Chapter 9 TestSection Activity 1 | September 29 |
| Week 7:September 30 | Chapter 10Chapter 11 | Chapter 10 TestChapter 11 Test  | October 6 |
| Week 8:October 7 | Chapter 12Chapter 13 | Chapter 12 TestChapter 13 Test | October 13 |
| Week 9:October 14 | Chapter 14Chapter 15 | Chapter 14 TestChapter 15 Test | October 20 |
| Week 10:October 21 | Chapter 16 | Discussion Board 3 Chapter 16 TestSection Activity 2 | October 27 |
| Week 11:October 28 | Chapter 17Chapter 18Chapter 19 | Chapter 17 TestChapter 18 TestChapter 19 Test | November 3 |
| Week 12:November 4 | Chapter 20Chapter 21Chapter 22 | Chapter 20 TestChapter 21 TestChapter 22 Test Advocacy Plan | November 10 |
| Week 13:November 11 | Chapter 23Chapter 24Chapter 25 | Chapter 23 TestChapter 24 TestChapter 25 Test | November 17 |
| Week 14:November 18 | Chapter 26Chapter 27 | Discussion Board 4 Chapter 26 TestChapter 27 Test | November 24 |
| Week 15:November 25 | Chapter 28Chapter 29 | Chapter 28 TestChapter 29 TestSection Activity 3 | December 1 |
| Finals Week  | No Readings | Exam | **THURSDAY**, December 5 |

**THE STUDENT SUCCESS CENTER (SSC)**

The Student Success Center is located in Building 059. SSC offers a variety of resources for students and faculty.  The Success Center has over 60 computers with Internet and limited free printing for students.  Copies of reference books, textbooks, access to course specific software, and access to tutors for all levels of math and writing are available in the Success Center.  Students may submit academic papers to be reviewed by an in-house tutor by emailing to college.success@fgc.edu. Tutoring for other subjects such as Chemistry, Accounting, Anatomy and Physiology, Physics, Spanish, and Public Speaking is available.  Please stop by Building 059 for the current tutor schedule.  The center also provides space for students to study in subject specific Learning Groups, which provide opportunities for students to work with a Tutor on particular competencies and to focus on strengthening their foundational skills. Proctored tests are available in the SSC by instructor approval only.  SSC offers a PERT preparation Boot Camp for students to strengthen their skills with a personalized study plan.  If you have any questions please call (386) 754-4479 or 754-4413, or email sandi.tomlinson@fgc.edu.

SSC also provides 24-hour online tutor services through Tutor.com.  This service is accessed directly through students’ Canvas courses. Online tutoring is limited to five hours per student per semester. If additional online tutoring time is needed, you must contact Robert Dawson in the Student Success Center by email: robert.dawsonjr@fgc.edu. Extensions will be granted on a case-by-case review of online tutoring sessions.

The TRiO program is also housed in the Student Success Center offering coaching to enhance, navigate, and simplify the college experience.  Qualified students may participate in workshops, travel, individualized tutoring sessions and other educational experiences.

The SSC is open during the following hours:

* Monday – Thursday       8 am to 6 pm (All year)
* Friday                  9 am to 4:30 pm (Fall/Spring)
* Saturday                 10 am to 2 pm (Fall/Spring)

If you have any questions, you may contact the center by phone at (386) 754-4437, 754-4305, or 754-4307, or by email at robert.dawsonjr@fgc.edu.

**GRADESFIRST**

The Student Success Center, located in Bldg. 59, offers early alert to the entire campus through GradesFirst/EAB. Twice during the semester we provide instructors with the opportunity to ALERT students of their course progress. This is done through the FGC Wolves email account. Students may receive an email stating their success may be at risk in a specific course. If you receive this email, DO NOT PANIC. Please contact your instructor directly, your Academic Advisor, and the Student Success Center. Your instructor’s information is provided in the email.

Please do not allow yourself to struggle. We are here to help you achieve success. The mission of the Student Success Center is to help encourage and promote your educational journey here at FGC and beyond.

**RESOURCE INFORMATION**

If you think you might benefit from the guidance of a professional counselor for any school, work, or life issue, take advantage of the **free, confidential resources of BayCare Behavioral Health.** If you would like to speak to a Counselor over the phone, please call **(800) 878-5470**.  It is a safe and secure way to get short-term counseling (up to 3 sessions) on issues including: managing stress/ school, work or life issues/ relationship issues/ family concerns/ anxiety, depression/ grief, trauma, loss/ self-esteem/ substance abuse. **Counseling sessions are completely confidential.** If you are in the need of additional resources please contact the Director of Student Life, Building 7.

**ACADEMIC APPEAL; GRIEVANCES; GENERAL COMPLAINT**

If a student wishes to file an academic appeal, grievance, or general complaint, please visit the college’s website ([www.fgc.edu](http://www.fgc.edu)) for more information. Under Student Resources and Student Complaints/Appeals, information regarding policy, procedure, and forms related to these topics is provided.

**COLLEGE COURSE WITHDRAWAL AND DROP PROCESS**

Students who register for classes are responsible for all fees associated with those classes. Students who decide not to attend or wish to withdraw from a class are responsible for dropping or withdrawing from class by the appropriate published date (see [Academic Calendar](https://www.fgc.edu/students/academic-resources/academic-calendar/)). Students, who have not been identified by their instructor as never attending, will not be automatically dropped or withdrawn. Any student not dropped or withdrawn by the published dates will remain officially registered, liable for all fees, and assigned an earned grade at the end of the semester.

A course may be dropped only during the published add/drop period. The student may drop the course online through MyFGC or by submitting a form through the office of Enrollment Services. Dual Enrollment students should follow the established dual enrollment drop process.

To withdraw from a course, the student must complete the following before the published withdrawal deadline:

1. Complete the Withdrawal form and submit it to your instructor. The instructor should sign the form and fill in the last date of attendance.
2. The student must then meet with an academic advisor, who will sign the form. (Building 027, Office 24).
3. Submit the form to the Director of Financial Aid or one of the Director’s designees for signature.
4. Take the signed Withdrawal form to the Office of Enrollment Services for processing before the deadline for withdrawal.

A student will be permitted a maximum of two (2) withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw and will receive a grade for the course. Students, who take courses off campus or have extenuating circumstances that prevent submission of Withdrawal form in person, must:

1. Obtain the instructor's authorization and last date of attendance via email
2. Email the advisor a statement requesting a withdrawal from the course and include the instructor's email with the last date of attendance.
3. The advisor will complete a withdrawal form, attach the emails from the student and instructor in lieu of signatures and forward the form to Financial Aid.
4. A Financial Aid representative will complete and sign the form and forward the form to Enrollment Services to be processed.

It is the student's responsibility to ensure that the required documents are submitted to the advisor prior to the designated withdrawal deadline and to understand all financial and academic implications of the withdrawal.  Absence from class or merely notifying the professor does not constitute withdrawal. A student who stops attending class without withdrawing will receive a grade from his/her instructor.

**Critical Dates Fall 2019**

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| --- | --- |
| Semester Begins | August 19, 2019 |
| Add/Drop Ends | August 23, 2019 |
| First Day of Spring Registration | October 28, 2019 |
| Last Day for Student Initiated Withdrawal (**before 4:30 pm**) | November 6, 2019 |
| Last Day of Class before Finals | December 2, 2019 |
| Final Exams | December 3-9, 2019 |

**ACADEMIC HONESTY**

Cheating, plagiarism, bribery, misrepresentation, and fabrication are not permitted and will be dealt with severely. Students should make themselves aware of the student code of conduct found in the Student Handbook.

**Plagiarism:** For each of the assignments above, plagiarism is very important to understand. All work should be your own. If you use another person’s thoughts, ideas, or words you must give credit to the author. A link to the Florida Gateway College website regarding plagiarism is provided – <https://www.fgc.edu/students/library/research/>. Here you can watch an informational video.

Plagiarism Definition: A student shall not represent as the student’s own work all or any portion of the work of another. Plagiarism includes but is not limited to:

•Quoting oral or written materials including but not limited to those found on the Internet, whether published or unpublished, without proper attribution

•Submitting a document or assignment, which in whole or in part is identical or substantially identical to a document or assignment not authorized by the student

•Unauthorized use of materials or resources

•Prohibited collaboration or consultation

•Submission of paper or academic work purchased or obtained from an outside source

**EQUITY AND DIVERSITY**

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The equity officer is Sharon Best, executive director of human resources, 149 SE College Place, Lake City, FL  32025, and may be reached at (386) 754-4313.

**DISABILITY STATEMENT**

The Office of Accessibility Services (OAS) is a resource for both students with disabilities as well as faculty. Students with disabilities in need of academic accommodations must first be registered with the Accessibility Services Office to verify the disability, establish eligibility, and determine reasonable academic accommodations.

After registering with the OAS, students must request their academic accommodation letters be sent each semester to their instructors. Upon receipt of the letter, the instructor will be available during office hours or via email to discuss the accommodations a student will need during the course.

Students with disabilities who are not registered with the OAS or faculty who may have questions or concerns regarding an accommodation, please contact the office at the following:

In person: Building 14, Room 102
Phone: (386) 754-4393
Email: disability.services@fgc.edu

**FERPA STATEMENT**

The Family Educational Rights and Privacy Act (FERPA) provides certain privacy rights to students related to educational records.  This information can be found in the College Catalog, at the Office of Enrollment Services in Building 015 or on the College Web site.

**SACSCOC STATEMENT**

Florida Gateway College is accredited by the Southern Association of Colleges and School Commission on Colleges to award the baccalaureate and associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of Florida Gateway College.

**Citation Formats for Assignments**

These are the most commonly used formats. Students must use proper citation format. Also, the above formats are APA 6th edition style. If you more familiar with MLS or another format style, it is allowed, but a specific style must be followed.

Journal article:

Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. *Title of Journal*,

*Volume* (number), pages.

Magazine article:

Author, A. A. (year, month). Title of article. *Title of Magazine*, *Volume* (number), pages.

Online magazine article:

Author, A. A. & Author, B. B. (year, month). Title of article. *Title of Magazine*,

 *Volume* (number). Retrieved from http://www.websiteaddress.com

Book:

Author, A. A. (year). *Title of book*. Location: Publisher.

Web site: (Identify author if provided or identify publisher as author of web site. Year and publisher information is usually given at the bottom of the website.

Author, A. A. (year). *Title of website*. Retrieved from http://www.websiteaddress.com