

Florida Gateway College

Spring (A16) 2020

Guiding the Young Child

**COURSE NUMBER:** EEC 1600-0I1 (online)

**DATE:** January 6, 2020 – April 27, 2020

**INSTRUCTOR:** Professor Janet Hamstra – Teacher Preparation Programs

Academic Programs

 (941) 447-4265

 janet.hamstra@fgc.edu

 Online Office Hours:

Thursday 7:00 – 9:00 pm: Students can call during these hours

**PREREQUISITES:** None

**COURSE DESCRIPTION:**

This course is designed for parents and professionals who care for and work with young children. It examines the range of appropriate and acceptable behaviors, consistent limits, communication patterns and styles, and simple rules that clearly define behavioral guidelines employed to guide young children in a variety of settings. 3 credit hours

**STATE STANDARDS:**

* Standard 3: Demonstrate knowledge of early childhood education: preschool
* Standard 10: Demonstrate knowledge of appropriate methods of guidance and classroom management
* Standard 52: Plan for, establish, and maintain a safe, clean and healthy learning environment for three, four, and five-year-old preschool children
* Standard 53: Demonstrate a knowledge of child growth and development of a three, four, and five-year-old child
* Standard 54: Demonstrate effective methods of establishing positive and open communication with the child’s family or primary caregiver

**NAEYC STANDARDS:**

* Standard 1: Promoting child development and learning
* Standard 2: Building family and community relationships
* Standard 4: Using developmentally effective approaches to connect with children and families

**REQUIRED READINGS/TEXTBOOKS, LAB MANUALS, WORKBOOKS, ETC:**

Marion, M (2019). *Guidance of young children* (10th ed.). New York: Pearson.

ISBN-13: 978-0-13-474815-3

**LEARNING ACTIVITIES:**

**Syllabus and Etiquette Quiz:** Within the first five (5) days of class you are required to complete and submit the Syllabus and Etiquette Quiz. 10 points.

**Introduction:** Within the first five (5) days of class you are required to post an introduction of yourself. 10 points.

**Canvas Picture**: Upload a picture of yourself to Canvas. There are instructions in the assignment information module. This will help us to put a face to the name and make a stronger connection with others in the course. 10 points.

**Discussion Board:** You will have seven (7) Discussion Board posts throughout the semester. You must post an initial response to the assigned topic under the appropriate board by Thursday at 11:59 pm. Additionally, you must post a response to two (2) classmates by Sunday at 11:59 pm. Your initial post must be thoughtful and relevant to the assigned topic and a minimum of 100 words: posts to peers must also be relevant and respectful, and be a minimum of 50 words. The purpose of the Discussion Board is to share your knowledge and help expand other people’s thinking. 20 points per week (140 points total).

**Environmental Observation:** You will visit an early childhood learning center to observe the environment. Write a paper identifying what is done to support positive guidance, as well as areas that can be improved upon. More details are available in Canvas. 50 points.

**Transitions Analysis:** You will observe and evaluate a transition time either in your classroom or in one that you visit. Evaluate the teacher’s actions and resulting behaviors. You will also create a plan to improve the transition. More details are available in Canvas. 50 points.

**IRIS Modules:** Students will complete two (2) IRIS Modules on child guidance and behavior management. More details are available in Canvas. 50 points for each (100 points total).

**Case Studies:** Based on case study information provided to you, write a behavior analysis report and create a plan of action. The first case study will be completed as a group assignment similar to a discussion board. The second case study will be completed independently. 50 points each (100 points total).

**Chapter Quizzes:** There are four (4) quizzes related to specific chapters from the textbook. Once you start a quiz you must complete it. You cannot save your work and return to it at a later time. 10 points per chapter (40 points total).

**Final Exam**: There is one final exam. It will consist of short answer questions. You are able to use your textbook and any notes you have taken. You have the option of opening the final exam to review the questions. This will provide you time to formulate your answers and submit them before the final deadline. 75 points.

\*\*\*For all assignments—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 | 526 – 585 |
| B+ | 87 – 89.9 | 509 – 525.9 |
| B | 80 – 86.9 | 468 – 508.9 |
| C+ | 77 – 79.9 | 450 – 467.9 |
| C | 70 – 76.9 | 409 – 449.9 |
| D+ | 67 – 69.9 | 392 – 408.9 |
| D | 60 – 66.9 | 351 – 391.9 |
| F | ≤ 59.9 | 0 – 350.9 |

Grading is based on the following:

|  |  |
| --- | --- |
| Syllabus Quiz  | 10 points |
| Introduction | 10 points |
| Canvas Picture | 10 points |
| Discussion Boards | 140 points |
| Environment Observation | 50 points |
| Transition  | 50 points |
| Iris Modules | 100 points |
| Case Studies | 100 points |
| Chapter Quizzes | 40 points |
| Final Exam  | 75 points |
| Total Possible | 585 points |

**COURSE POLICIES:**

* LATE WORK
	+ While you are expected to submit all assignments by the due date, late work will be accepted and scored at 85%.
	+ **NO WORK WILL BE ACCEPTED AFTER APRIL 19.**
	+ Because of their collaborative nature, discussion board posts will not be accepted late. However, if you miss the deadline for an initial post, you should still write it. This will allow peers to reply. You can complete the last part of the discussion and respond to those peers for partial credit.
* ATTENDANCE
	+ You must complete and submit the Syllabus Quiz within the first five (5) days of class. Completing the Syllabus Quiz indicates 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”.
	+ **NO ASSIGNMENTS WILL BE SCORED IF YOU HAVE NOT COMPLETED THE SYLLABUS QUIZ**
	+ 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.**
	+ You MUST sign-in and participate at least once a week. Otherwise, it will be counted as an absence. Students are allowed to have one absence for the semester. For each additional absence, five (5) points will be deducted from your final score. Your level of activity in the course will be monitored.
* EMAIL
	+ 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 received between 9:00 pm and 7:30 am will not be answered until after 8:00 am the next day. Please note that it may take up to 24 hours for me to respond.
	+ If I email you with a question, I expect a response within 24 hours. 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.
	+ Emails regarding coursework need to be sent through Canvas email. Do not send emails from your personal address. Any emails you receive from the college or your advisor will be sent to your Wolves email; therefore you need to check both daily. If you have trouble accessing either account, contact the Technology Help Desk at (386) 754-4408. The Help Desk is available Monday – Thursday, 8:00 am – 8:30 pm and Friday, 9:00 am – 4:30 pm.
	+ All communication with classmates and myself must be civil and respectable. I welcome questions and feedback but will not tolerate disrespectful or derogatory comments. I reserve the right to deduct professionalism points for any and all occurrences of unprofessional behavior or communication. Additionally, if the behavior continues, formal disciplinary action may result.
* COURSEWORK
	+ This course will utilize 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.
	+ This course is entirely online. Therefore, it is your responsibility to schedule study and work time. You can expect to spend an average of 10-15 hours per week on coursework for each course you are taking.
	+ Again, because the course is entirely online, you need a reliable computer and Internet connection. There are many features of Canvas that will not be supported by a phone or a tablet. It is advised that you do not wait until the due date to work on assignments, just in case your computer, Wi-Fi, Internet, or other technology fails to cooperate. Starting early gives you time to find alternate means of completing assignments.
	+ Unless otherwise stated, all assignments must be typed and submitted through Canvas. **Assignments submitted via email will not be accepted.**
	+ 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 strong suits, please use a word processing program that has a grammar check (Microsoft Word has it built in, but it sometimes needs to be turned on) or getting a subscription to a grammar checker (i.e., Grammarly). Another idea is to have someone else proofread your papers.
	+ Plagiarism will not be tolerated. You must submit original work. You are expected to include information from your reading and outside resources; therefore, you will need to give these sources credit. Additional information can be found in the Academic Honesty and Citation Formats for Assignments sections of this syllabus.
	+ Paper formatting, as well as writing citations and references, will follow APA guidelines. Additional information can be found in the Citation Formats for Assignments section of this syllabus.

**SCHEDULE OF CLASS EVENTS:**

**\*\*\*Note that initial discussion posts are due Thursday at 11:59 pm\*\*\***

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| --- | --- | --- | --- |
|  | Readings | Assignments | Due Date |
| Week 1:January 6 | Review Syllabus and Assignments | Complete Syllabus QuizIntroduce yourself on CanvasUpload Canvas Picture | Discussion Board Initial Postand Syllabus Quiz – January 10Canvas Picture – January 12 |
| Week 2:January 13 | Chapter 1 | Discussion Board Chapter 1 | January 19 |
| Week 3:January 20 | Chapter 2 | Discussion Board Chapter 2 | January 26 |
| Week 4:January 27 | Chapter 3 | Discussion Board Chapter 3 | February 2 |
| Week 5:February 3 | Chapter 4 | Chapter 4 QuizClassroom Observation | February 9 |
| Week 6:February 10 | Chapter 5 | Chapter 5 QuizTransition Observation | February 16 |
| Week 7:February 17 | Chapter 6 | Chapter 6 Quiz Iris Module | February 23 |
| Week 8:February 24 | Chapter 7 | Discussion Board Chapter 7 | March 1 |
| Week 9:March 2 | Chapter 8 | Discussion Board Chapter 8 | March 8 |
| Week 10:March 9 | Chapter 9 | Discussion Board Chapter 9Initial Post Due March 10 | Because of Spring Break, this due date is sooner than normal Thursday, March 12 |
| **Spring Break March 13-20** |
| Week 11:March 23 | Chapter 10 | Discussion Board Chapter 10 | March 29 |
| Week 12:March 30 | Chapter 11 | Chapter 11 Quiz Iris Module  | April 5 |
| Week 13:April 6 | Chapter 12 | Case Study – Group  | April 12 |
| Week 14:April 13 | Chapter 13 | Case Study – Independent **Final date to submit any outstanding assignments**  | April 19 |
| Finals:April 21-27 |  | **Final Exam** | April 25 - Please note this is Saturday.No late submissions will be accepted! |

**THE STUDENT SUCCESS CENTER (SSC):**

The Student Success Center is located in Building 59. 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 SSC.  Tutoring for other subjects such as Chemistry, Accounting, Anatomy and Physiology, Physics, Spanish, and Public Speaking is available.  Please stop by Building 59 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 professor 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 (5) 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:

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| --- | --- |
| Monday – Thursday  | 8:00 am to 6:00 pm (All year) |
| Friday | 9:00 am to 4:30 pm (Fall/Spring) |
| Saturday | 10:00 am to 2:00 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 Office of Academic Advising, located in Building 14, offers early alert to the entire campus through GradesFirst/EAB. Twice during the semester we provide professors 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 in a specific course. If you receive this email, DO NOT PANIC. Please contact your professor directly, your Academic Advisor, and the Student Success Center. Your professor’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 professor 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 professor. The professor should sign the form and fill in the last date of attendance.
2. The student must then meet with Dr. Cuthbertson, the Early Childhood Education advisor, who will sign the form.
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 professor’s authorization and last date of attendance via email.
2. Email Dr. Cuthbertson a statement requesting a withdrawal from the course and include the professor’s email with the last date of attendance.
3. Dr. Cuthbertson will complete a withdrawal form, attach the emails from the student and professor 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 professor.

**Critical Dates Spring 2020**

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| --- | --- |
| Semester Begins | January 6, 2020 |
| Add/Drop Ends | January 10, 2020 |
| First Day of Summer Registration | March 30, 2020 |
| Last Day for Student Initiated Withdrawal (**before 4:30 pm**) | April 1, 2020 |
| Last Day of Class before Finals | April 20, 2020 |
| Final Exams | April 21-27, 2020 |

**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 listed in the Learning Activities section of this syllabus, 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, Building 001, Room 116, 149 SE College Place, Lake City, FL 32025, and may be reached at sharon.best@fgc.edu or (386) 754-4313.

**DIVERSITY 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 OAS 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 professors. Upon receipt of the letter, the professor 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 15, or on the college website.

**SACSCOC STATEMENT:**

Florida Gateway College is accredited by the Southern Association of Colleges and Schools 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 formats according to the APA Publication Manual (6th ed.). If you have a reference that is not listed, there are multiple sources online for assistance. Two suggestions are:

1. <https://www.fgc.edu/students/library/research/>
2. <https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html>

Book:

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

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

Website: (Identify author if provided or identify publisher as author of website. 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