



**Florida Gateway College**  
**Fall (A16) 2021**  
**Education and Development of Young Children**

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**Course Number** EEC 3704-011 (online)  
**Date** August 23 – December 9, 2021  
**Instructor** Dr. Sharron Cuthbertson –Teacher Preparation Programs  
 Academic Programs  
 (386) 754-4495  
[sharron.cuthbertson@fgc.edu](mailto:sharron.cuthbertson@fgc.edu)  
 Building 27, Office 13  
 Office Hours:

Tuesday	2:00 – 4:30pm
Wednesday	2:00 – 4:30pm
Thursday	2:00 – 4:00pm
Also available by appointment	

**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 STANDARDS**

- Standard 2: Knowledge of early childhood foundations, standards, and professional practices
- Standard 3: Knowledge of issues and practices for engaging culturally diverse families and communities
- Standard 4: Knowledge of curriculum and developmentally appropriate practice
- Standard 5: Knowledge of developmentally appropriate learning environments
- Standard 6: Knowledge of developmentally appropriate guidance that supports the self-regulation and social-emotional development of young children

**NAEYC STANDARDS**

- Standard 1: Child development and learning in context
- Standard 4: Developmentally, culturally, and linguistically appropriate teaching practices
- Standard 6: Professionalism as an early childhood educator

**TEXTBOOK AND REQUIRED MATERIALS**

Pica, R. (2015). *What if everybody understood child development? Straight talk about bettering education and children's lives*. Corwin Press. ISBN-13: 978-1-4833-8184-8

Additional readings will be made available in Canvas

## LEARNING ACTIVITIES

Assignment scores and your final grade are based on a percentage system.

**Syllabus Quiz:** Within the first five (5) days of class you are required to complete and submit the Syllabus Quiz. 1% of your grade

**Introduction:** Within the first five (5) days of class you are required to post an introduction of yourself. 1% of your grade

### Discussion Board:

- First, if you are a peer reviewer, **DO NOT WRITE AN INITIAL POST.**
- For everyone else, you must write an initial post 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 books and/or outside resource. For both, you have to cite your source. Otherwise, it is plagiarism (explained later in this syllabus).
- **Peer reviewers CANNOT post a response until Thursday.**
- I will assign peer reviewers. Everyone will be a peer reviewer at least once. A peer reviewer does not have to write an initial response. But they do have to write the required number of peer reviews 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 people's thinking.
- Peer reviewers **MUST** make sure that everyone has at least one response.
- Those people who wrote an initial post do not write to anyone else. However, 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).
- 25% of your grade

**Chapter Tests:** Each chapter has a test, but you only need to take one each week. If a week has multiple chapters, you can choose which test you take. If you decide to take more, they will not be scored. You will have 20 minutes to complete each test. *You need to use your textbook because you must include at least one citation to support your comments.* Once you start a test you must complete it. You cannot save your work and return to it at a later time. 20% of your grade

**Group Activity:** Collaboration in education is an important component to success as a teacher. In groups, identify 3 chapters and discuss how they will look in a classroom. Explain how they work together to create a developmentally appropriate classroom. The group will create a video, PowerPoint, or other creative way to present information. Part of your grade will be from the group's assessment of each member. 15% of your grade

**Section Activities:** The book is broken into 3 sections, each with its own activity. 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 is available in Canvas. 15% of your grade

**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 (1½ to 2 pages double-spaced). You will not implement the plan but write a paper about why you chose this topic and its importance. Support your position with information from the book and outside resources. 10% of your grade

**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. 13% of your grade

\*\*\*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 (%)
A	90 – 100
B+	87 – 89.9
B	80 – 86.9
C+	77 – 79.9
C	70 – 76.9
D+	67 – 69.9
D	60 – 66.9
F	≤ 59

Grading is based on the following:

Syllabus Quiz	1%
Introduction	1%
Discussion Boards	25%
Chapter Tests	20%
Group Activity	15%
Section Activities	15%
Advocacy Plan	10%
Exam	13%
Total	100%

**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 TWO WEEKS AFTER ITS DUE DATE.**
  - 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 to be successful in this course.**
  - You **MUST** sign-in and participate at least once a week. Otherwise, assignments will be late. This will affect your overall grade in the course.
- **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. Please note that while I try to reply within 24 hours, on occasion there may be a delay (i.e., during the weekend, weather problems, etc.).
  - 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. Any emails you receive from the college or your advisor will be sent to your Wolves email; therefore, you need to check both daily. Do not send emails from your personal address. If you have trouble accessing either account, contact the Technology Help Desk at (386) 754-4408.

Monday – Thursday	8:00 am – 8:30 pm
Friday	9:00 am – 4:30 pm

- COURSEWORK

- 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.**
- 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 occurrence of unprofessional behavior or communication. Additionally, if the behavior continues, formal disciplinary action may result.
- 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, use a word processing program that has spell 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, Ginger, Whitesmoke, etc.). Another idea is to have someone 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**

**\*\*\*Please note: For Discussions, the initial post is due Wednesday, peer reviews are due Saturday, and initial poster's response is due Sunday\*\*\***

	<b>Weekly Readings</b>	<b>Assignments Due</b>	<b>Due Date</b>
<b>Week 1 Part 1:</b> August 23	Review Syllabus	Syllabus Quiz Introduction	<b>FRIDAY,</b> August 27
<b>Week 1 Part 2:</b> August 23	Chapter 1	Chapter 1 Test	August 29
Week 2: August 30	Chapter 2 Chapter 3	Chapter 2 Test Chapter 3 Test	September 5
Week 3: September 6	Chapter 4 Chapter 5 Chapter 6	Chapter 4 Test Chapter 5 Test Chapter 6 Test Discussion 1	September 12
Week 4: September 13	Chapter 7 Chapter 8 Chapter 9	Chapter 7 Test Chapter 8 Test Chapter 9 Test Section 1 Activity	September 19
Week 5: September 20	Chapter 10 Chapter 11	Chapter 10 Test Chapter 11 Test Discussion 2	September 26
Week 6: September 27	Chapter 12 Chapter 13	Chapter 12 Test Chapter 13 Test	October 3
Week 7: October 4	Chapter 14 Chapter 15	Chapter 14 Test Chapter 15 Test	October 10
Week 8: October 11	Chapter 16	Chapter 16 Test Section 2 Activity	October 17
Week 9: October 18	Chapter 17 Chapter 18 Chapter 19	Chapter 17 Test Chapter 18 Test Chapter 19 Test Group Activity	October 24
Week 10: October 25	Chapter 20 Chapter 21 Chapter 22	Chapter 20 Test Chapter 21 Test Chapter 22 Test Discussion 3	October 31
Week 11: November 1	Chapter 23 Chapter 24 Chapter 25	Chapter 23 Test Chapter 24 Test Chapter 25 Test Advocacy Plan	November 7
Week 12: November 8	Chapter 26 Chapter 27	Chapter 26 Test Chapter 27 Test Discussion 4	November 14
Week 13: November 15	Chapter 28 Chapter 29	Chapter 28 Test Chapter 29 Test Section 3 Activity	November 21
Week 14: November 29	No Readings	Final Exam	<b>Saturday,</b> December 4

### 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 (50 pages per day, campus-wide). 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](mailto: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. 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 754-4382, or email [robert.dawsonjr@fgc.edu](mailto:robert.dawsonjr@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](mailto: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	8:00am – 6:00pm (All year)
Friday	9:00am – 4:30pm (Fall/Spring)
Saturday	10:00am – 2:00pm (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](mailto:robert.dawsonjr@fgc.edu).

### EAB NAVIGATE

The Student Success Center, located in Bldg. 59, initiates student progress reports to the entire campus through EAB Navigate. EAB Navigate is an early alert tool designed to identify students who may be susceptible to falling behind in their course before they actually do.

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.

Navigate Student is a mobile app designed to support students during their academic careers at FGC. Navigate Student is the ultimate student resource that acts as a personal advisor and

provides students with the information they need, when they need it. Additionally, students may make an appointment with an advisor, view campus events, be alerted on important to-do's, view class schedule, explore their major, and much more.

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 Students and the Complaints & Appeals section, 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](#)). 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 Dr. Cuthbertson, who will sign the form. (Building 27).
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 Dr. Cuthbertson a statement requesting a withdrawal from the course and include the instructor's email with the last date of attendance ([sharron.cuthbertson@fgc.edu](mailto:sharron.cuthbertson@fgc.edu)).
3. Dr. Cuthbertson 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 in sufficient time to be completed by all offices and processed by Enrollment Services 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 Calendar

Class begins	August 23, 2021
Add/ Drop ends	August 27, 2021
Spring registration begins	October 25, 2021
Last day for student-initiated withdrawal ( <b>must be submitted before 4:30 pm</b> )	November 9, 2021
Last day of class before finals	December 2, 2021
Final exams	December 3-9, 2021

### 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](mailto:sharon.best@fgc.edu) or (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 007, Room 109  
Phone: (386) 754-4393  
Email: [Accessibility.Services@fgc.edu](mailto:Accessibility.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 Schools Commission on Colleges (SACSCOC) to award baccalaureate and associate degrees. Questions about the accreditation of Florida Gateway College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

### **HONORLOCK STATEMENT**

The college has partnered with Honorlock, an online testing proctoring service. If off-campus remote proctoring is required during any course, Honorlock will be the online proctoring service that allows you to take your exam. You **DO NOT** need to create an account, download software, or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection.

To get started, you will need to download the Honorlock Chrome Extension using Google Chrome. You can download the extension at [www.honorlock.com/extension/install](http://www.honorlock.com/extension/install). When you are ready to test, log into the LMS, go to your course, and click on your exam. Clicking **Launch Proctoring** will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact Honorlock by live chat, phone (844-243-2500), and/or email ([support@honorlock.com](mailto:support@honorlock.com)).

If you encounter a Canvas issue, please contact Canvas via the Canvas Help menu.

### **COVID-19 PREVENTATIVE STATEMENT**

While we are not mandating wearing masks, it will be an important factor in contact tracing, the need for quarantine and potential disruption in accessing on-campus classes and services. We strongly encourage everyone on campus to follow the Wolfpack's Three W's: Wash your hands, Watch your distance, and Wear your mask.

Students in certain health-related academic programs will be required to vaccinate. If you are enrolled in one of these programs, your program coordinator/advisor will notify you of this requirement.

Students should report COVID exposure to [keepthepacksafe@fgc.edu](mailto:keepthepacksafe@fgc.edu). Individuals who have been in repeated/sustained contact with a COVID-positive person and are vaccinated will not have to be quarantined. Those who wear masks and have not been vaccinated will not have to quarantine (subject to CDC guidelines/changes, etc.). However, students/staff/faculty who have not been vaccinated nor have worn a mask will go through a contact tracing procedure and, if found as a direct contact, will need to quarantine for 14 days.

The college is in frequent communication with the Columbia County Department of health and monitors updated information from the CDC. For the most up to date safety guidelines at FGC, please visit [www.fgc.edu/keepthepacksafe](http://www.fgc.edu/keepthepacksafe) and monitor your wolves email.

**CITATION FORMATS FOR ASSIGNMENTS**

These are the most commonly used formats. Students must use proper citation formats according to the APA Publication Manual (7<sup>th</sup> 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](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html)

Book:

Author, A. A. (year). *Title of book*. 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). Title of article. *Title of Magazine*, *Volume* (number). <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*. Publisher. <http://www.websiteaddress.com>.