



Course Syllabus Observation and Assessment CDEC 1323

Semester with Course Reference Number (CN)	Fall 2017 CN# 36887
Instructor contact information (phone number and email address)	Cyndi Gostenhofer (713)718-5472 c.gostenhofer@hccs.edu
Office Location and Hours	Education Development Center, Room D-103 By Appointment
Course Location/Times	EDC Building – Room D-116 – 9/11/17-12/17/17 Wednesdays, 11:00 A.M.-1:50 P.M.
Course Semester Credit Hours (lecture, lab)	Credit Hours 3.00 Lecture Hours 3.00 Laboratory Hours 0.00
Total Course Contact Hours	48
Course Length (number of weeks)	14 Weeks
Type of Instruction	Lecture
Course Description:	A study of observation skills, assessment techniques, and documentation of children's development.
Course Prerequisite(s)	None
Academic Discipline/CTE Program Learning Outcomes	NAEYC Standard 3. Observing, Documenting, and Assessing to Support Young Children and Families
Course Student Learning Outcomes (SLO)	1. Demonstrate an understanding of appropriate assessment skills. 2. Develop skills in observing, recording, and interpreting children's behavior. 3. Define and compare assessment tools

4. Develop individual plans based on assessment

Learning Objectives	<p>Demonstrate an understanding of appropriate assessment skills. 1.1 Analyze types of observation techniques Develop skills in observing, recording, and interpreting children's behavior. 2.1 Use a variety of recording methods to document children's development Define and compare assessment tools 3.1 Compare various assessment screening and diagnostic tools Develop individual plans based on assessment 4.1 Observe children's development and develop activities to enhance development.</p>
SCANS and/or Core Curriculum Competencies	<p>SCANS Demonstrate an understanding of appropriate assessment skills. Workplace Competencies - Resources -Allocates Material & Facility Resources Develop skills in observing, recording, and interpreting children's behavior. Workplace Competencies - Resources -Allocates Human Resources Define and compare assessment tools Workplace Competencies - Systems -Understands Systems Develop individual plans based on assessment Workplace Competencies - Systems -Monitors & Corrects Performance</p>
Course Calendar	See end of the syllabus.
Instructional Methods	Face-to-Face Web-enhanced (49% or less)
Required Component	This course includes at least one of the following required components: practicum assignment, key assessment, field experience hours, and/or First Aid/CPR certification. If this assignment is not completed with 70% of possible points, you will not receive a passing grade in this class. Your instructor will explain the required component identified for this course- <u>key assessment (observation and assessment portfolio)</u> .
Student Assignments	Recording methods, discussions, observation portfolio
Student Assessment(s)	Quizzes and tests.
Instructor's Requirements	Assignments are due at midnight each class night. One point will be deducted for each day that an assignment is submitted late. Quizzes are not accepted late. Professional college standards are applied to all assignments (typed, grammar, and spelling).
Program/Discipline Requirements	<p>NOTICE This course of study would not be appropriate for anyone who falls into the following category as noted by the Texas Department of Family and Protective Services. "No person with a conviction or who is under indictment for, or is the subject of an official criminal complaint alleging violation of any of the crimes listed as a felony against the person or felony violation of the Texas Controlled Substance Act may be present while children are in care."</p> <p>Orientation Students who are completing lab, practicum, or field experience components at Houston Community College Child Development Lab School</p>

must complete a mandatory orientation. Contact the department at 713-718-6303 for more details about the orientation.

Required component assignments/Key Assessments Revision Policy

Only one revision allowed per student on key assessments and required component assignments. The maximum grade a student can earn on a revised assignment is 70 % of the possible points. If a student uses any tutoring service, he or she must take/send assignment description or directions with the first draft. **IF** student does not pass the assignment the first time, any or all of the following will be required:

- a. Conference with professor
- b. Take an APA and/or Plagiarism online tutorial and pass the quiz (upon instructor’s request):

APA Tutorials

http://flash1r.apa.org/apastyle/basics/index.htm?_ga=1.19617784.1771959994.1463149658

OR

<http://www.lib.usm.edu/legacy/tutorials/apatutorial/definition.html>

Plagiarism Tutorial

<http://www.lib.usm.edu/legacy/plag/plagiarismtutorial.php>

- c. See an in-person tutor at professor’s discretion

HCC Grading Scale

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
IP (In Progress)	0 points per semester hour
W(Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

Incomplete Policy The grade of “I” (Incomplete) is conditional. Incompletes are at the discretion of the professor and aligned with departmental guidelines. The grade of “I” may be earned if a student is passing the course with a D or higher. Additionally, the student must have a justifiable and documented reason for not completing the work on schedule.

If you receive an “I” you must arrange with the instructor to complete the course work within six months. After the deadline, the “I” becomes an “F”. All “I” designations must be changed to grades prior to graduation. The changed grade will appear on your record as “I/Grade (example: “I/A”) (see HCC Student Handbook, Academic Information Section).

Instructor Grading Criteria

Grading Scale

- 850-765 = A
- 764-680 = B
- 679-595 = C
- 594-510 = D
- 509 & Below = F

Instructional Materials

Nilsen, B.A. (2017). *Week by week: Documenting the development of young children* (7th ed.). Albany, NY: Cengage.

EGLS3 – Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

ADA Academic Honesty Student attendance 3-peaters Withdrawal deadline

Access Student Services Policies on their Web site:

<http://www.hccs.edu/district/students/student-handbook/>

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to:

<http://www.hccs.edu/district/students/disability-services/>

Title IX

a) Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual’s fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross

Director EEO/Compliance
 Office of Institutional Equity & Diversity
 3100 Main
 (713) 718-8271
 Houston, TX 77266-7517 or Houston, TX 77266-7517 or
 Institutional.Equity@hccs.edu

HCC Policy Statement:

Sexual Misconduct

b) It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations by logging in from your HCC student email account, go to: www.edurisksolutions.org Go to the button at the top right that says **Login** and click. Enter your student number.

Access Online Policies on their Web site

The HCC Online Student Handbook:

http://www.hccs.edu/media/houston-community-college/distance-education/student-services/pdf/HCC-Online_Student_Handbook.pdf

Attendance Policy

For a 3-credit-hour lecture class, meeting 3 hours per week (48 hours of instruction), you can be dropped after 6 hours of absence. The 6 hours includes accumulated minutes late to class and leaving class early.

Online Attendance Policy

All students are expected to attend classes regularly, thus HCC Online students must login to this course on a regular basis. Online students who do not login and actively participate before the Official Day of Record will be AUTOMATICALLY dropped for non-attendance. Completing the HCC Online Orientation does not count towards attendance.

Active participation means turning in assignments each week. If you are having technical difficulties and cannot login, you must immediately contact your professor and the *Eagle Online* Help desk or you will be counted as absent.

Campus Carry

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>.

Student Safety

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so.

Revised 8/2017

Assignment Calendar Fall, 2017
CDEC 1323 – Observation and Assessment
Cyndi Gostenhofer, Professor Houston Community College

Due Date	Material to be Covered in Class	Assignment	
9/13	Chapter 1	Read Syllabus and Chapter 1, Quiz 1	10
9/20	Chapters 2-3	Quiz 2 Quiz 3	10 10
9/27	Chapter 4	Quiz 4 Anecdotal Record (individual)	10 50
10/4	Chapter 5	Quiz 5 Developmental Checklist (individual)	10 50
10/11	Chapter 6	Quiz 6 Running Record (individual)	10 50
10/18	Chapter 7	Quiz 7 Frequency Count (classroom)	10 50
10/25	Chapter 8	Quiz 8	10
11/1	Chapter 9	Quiz 9 Time Sample (classroom)	10 50
11/8	Chapter 10	Quiz 10	10
11/15	Chapters 11-12	Quiz 11 Quiz 12 Literacy Rating Scale (individual)	10 10 50
11/22	Chapters 13-14	Quiz 13 Quiz 14 Work Samples Checklist (individual)	10 10 50
11/23		Happy Thanksgiving!	
11/29		Observation Portfolio (individual) Portfolio Checklist	100 20
12/6	Chapter 15	Quiz 15 Setting Observation (Center or school) Learning Discussion	10 50 30
12/13		Final Exam (Semester Participation Points)	100 50
TOTAL			850

- All assignments are due at midnight on the due date.
- **Quizzes** and **Discussion** cannot be submitted late.
- One point per day is deducted for late assignments (excluding discussions and quizzes).

- Points will be deducted for the assignments if English mechanics and grammar errors are discovered. Please make use of the free tutoring that HCC provides so that points are not deducted.
- **There are 50 points available for attendance and class participation**
- No assignments may be submitted after December 6th.