



## Course Syllabus Observation and Assessment CDEC 1323

<b>Semester with Course Reference Number (CN)</b>	Fall 2016 CN 10592
<b>Instructor contact information (phone number and email address)</b>	Cyndi Gostenhofer <a href="mailto:c.gostenhofer@hccs.edu">c.gostenhofer@hccs.edu</a> (713) 718 - 5472
<b>Office Location and Hours</b>	Education Development Center, Room D-103 By Appointment
<b>Course Location/Times</b>	EDC Building – Room D-116 – 8/23/16-12/11/16 Thursdays, 11-2 P.M.
<b>Course Semester Credit Hours (lecture, lab)</b>	Credit Hours 3.00 Lecture Hours 3.00 Laboratory Hours 0.00
<b>Total Course Contact Hours</b>	48
<b>Course Length (number of weeks)</b>	16 weeks
<b>Type of Instruction</b>	Lecture
<b>Course Description:</b>	A study of observation skills, assessment techniques, and documentation of children's development.
<b>Course Prerequisite(s)</b>	None
<b>Academic Discipline/CTE Program Learning Outcomes</b>	NAEYC Standard 3. Observing, Documenting, and Assessing to Support Young Children and Families
<b>Course Student Learning Outcomes (SLO)</b>	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

<b>Learning Objectives</b>	<p><b>Demonstrate an understanding of appropriate assessment skills.</b>  1.1 Analyze types of observation techniques  <b>Develop skills in observing, recording, and interpreting children's behavior.</b>  2.1 Use a variety of recording methods to document children's development  <b>Define and compare assessment tools</b>  3.1 Compare various assessment screening and diagnostic tools  <b>Develop individual plans based on assessment</b>  4.1 Observe children's development and develop activities to enhance development.</p>
<b>SCANS and/or Core Curriculum Competencies</b>	<p><b>SCANS</b>  <b>Demonstrate an understanding of appropriate assessment skills.</b>  Workplace Competencies - Resources -Allocates Material &amp; Facility Resources  <b>Develop skills in observing, recording, and interpreting children's behavior.</b>  Workplace Competencies - Resources -Allocates Human Resources  <b>Define and compare assessment tools</b>  Workplace Competencies - Systems -Understands Systems  <b>Develop individual plans based on assessment</b>  Workplace Competencies - Systems -Monitors &amp; Corrects Performance</p>
<b>Course Calendar</b>	Located at the end of the syllabus
<b>Instructional Methods</b>	Face-to-Face Web-enhanced (49% or less)
<b>Required Component</b>	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> .
<b>Student Assignments</b>	Recording methods, observation portfolio
<b>Student Assessment(s)</b>	Quiz and tests.
<b>Instructor's Requirements</b>	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).
<b>Program/Discipline Requirements</b>	<p><b>NOTICE</b> 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><b>Orientation</b> 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.

<b>HCC Grading Scale</b>	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.

<b>Instructor Grading Criteria</b>	<b>Grading Scale</b>
	850-765 = A
	764-680 = B
	679-595 = C
	594-510 = D
	509 & Below = F

<b>Instructional Materials</b>	Nilsen, B.A. (2016). <i>Week by week: Documenting the development of young children</i> (7 <sup>th</sup> ed.). Albany, NY: Cengage.
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<b>EGLS3 – Evaluation for Greater Learning Student Survey System</b>	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.
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<b>Access Student Services Policies on their Web site</b>	<a href="http://www.hccs.edu/district/about-us/policies/d-student-services/">http://www.hccs.edu/district/about-us/policies/d-student-services/</a>
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<b>Access DE Policies on their Web site</b>	<a href="http://de.hccs.edu/media/houston-community-college/distance-education/student-services/2013-2014HCCDEStudentHandbook-%28Revised8-1-2013%29.pdf">http://de.hccs.edu/media/houston-community-college/distance-education/student-services/2013-2014HCCDEStudentHandbook-%28Revised8-1-2013%29.pdf</a>
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<b>Attendance Policy</b>	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.
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<b>DE Attendance Policy</b>	All students are expected to attend classes regularly, thus DE students must login to this course on a regular basis. DE students who do not login and
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actively participate before the Official Day of Record will be AUTOMATICALLY dropped for non-attendance. Completing the DE 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.

## **Title IX**

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Antidiscrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

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. Log in to: [www.edurisksolutions.org](http://www.edurisksolutions.org) . Sign in using your HCC student e-mail account, then go to the button at the top right that says **Login** and enter your student number.

**Assignment Calendar Fall, 2016**  
**CDEC 1323 – Observation and Assessment**  
**Cyndi Gostenhofer, Professor    Houston Community College**

Due Date	Material to be Covered in Class	Assignment
8/25		<b>Read Syllabus and Chapter 1</b>
9/1	Chapter 1	<b>Quiz (10)</b>
9/8	Chapter 2	<b>Quiz (10)</b>
9/15	Chapter 3	<b>Quiz (10)</b>
9/22	Chapter 4	<b>Quiz (10) / Anecdotal Record (50)</b> (individual)
9/29	Chapter 5	<b>Quiz (10) / Developmental Checklist (50)</b> (individual)
10/6	Chapter 6	<b>Quiz (10) / Running Record (50)</b> (individual)
10/13	Chapter 7	<b>Quiz (10) / Frequency Count (50)</b> (classroom)
10/20	Chapter 8	<b>Quiz (10)</b>
10/27	Chapter 9	<b>Quiz (10) / Time Sample (50)</b> (classroom)
11/3	Chapter 10	<b>Quiz (10)</b>
11/10	Chapters 11-12	<b>Quizzes (10) (10) / Literacy Rating Scale (50)</b> (individual)
11/17	Chapters 13-14	<b>Quiz (10) (10) / Work Samples Checklist (50)</b> (individual) <b>Observation Portfolio (120)</b> (individual) and <b>Portfolio Checklist (50)</b>
11/24		<b>Happy Thanksgiving!</b>
12/1	Chapter 15	<b>Quiz (10) / Setting Observation (50)</b> (Center or school)
12/8		<b>Final Exam (100) Learning Discussion (30 points)</b>

- (Numbers in parenthesis represent the total points that can be earned for an assignment or test.)
- **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.
- **Bold dates** are for online assignments.
- **There are 50 points available for attendance and class participation**
- No assignments may be submitted after December 1<sup>st</sup>.