Course Syllabus
Family, School, and the Community
TECA 1303

Semester with Course Reference Number (CRN)	Spring 2015 #40509
Instructor contact information (phone number and email address)	Jennifer Gutowsky, MEd 713-718-6303 jennifer.gutowsky@hccs.edu
Office Location and Hours	By appointment
Course Location/Times	12-Week Online Course
Course Semester Credit Hours (SCH) (lecture, lab) If applicable	Credit Hours 3.00 Lecture Hours 3.00 Laboratory Hours
Total Course Contact Hours	48
Continuing Education Units (CEU): if applicable	None
Course Length (number of weeks)	12 weeks
Type of Instruction	Distance Education Field Experience Required
Course Description:	1) A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues; 2) course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards; 3) requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; and 4) course includes a minimum of 16 hours of field experiences.
Course Prerequisite(s)	
Academic Discipline/CTE Program Learning Outcomes	NAEYC Standard 2. Building Family and Community Relationships

Course Student Learning Outcomes (SLO): 4 to 7	1. Examine literature on parenting styles and effective parenting techniques. 2. Discuss issues relating to families and communities and literature relating to diverse cultures and lifestyles. 3. Summarize ways to communicate and interact with parents. 4. Recognize signs of abuse and neglect. 5. Describe ways to work effectively with abused and neglected children.
Learning Objectives (Numbering system should be linked to SLO - e.g., 1.1, 1.2, 1.3, etc.)	**Examine literature on parenting styles and effective parenting techniques.** 1.1 Define different parenting styles. 1.2 Describe changes in parenting and family life during the 20th century. **Discuss issues relating to families and communities and literature relating to diverse cultures and lifestyles.** 2.1 Explain the importance of being sensitive to differences in family structures as well as social and cultural backgrounds as they relate to child rearing practices. 2.2 Analyze current issues as they relate to families and parenting. **Summarize ways to communicate and interact with parents.** 3.1 Describe how to establish and maintain strong, positive, collaborative relationships with families in early childhood/school age programs. 3.2 Explain the importance of respecting parents' choices and goals for their children. **Recognize signs of abuse and neglect.** 4.1 List types of abuse and neglect and behaviors which might be indicators of such abuse/neglect. 4.2 List steps in reporting suspected abuse and neglect. **Describe ways to work effectively with abused and neglected children.** 5.1 Describe caregiver's role in helping abused and neglected children.
SCANS and/or Core Curriculum Competencies: If applicable	Personal Qualities: The student will access course requirements *(self management)* and make plans to complete requirements *(responsibility)*; share knowledge of own skills and abilities *(self-esteem);* demonstrate understanding and politeness in group discussions *(sociability);* and understand the impact of violating belief and ethical codes of the early childhood community *(integrity/honesty).* Systems: The student will acquire knowledge about cultural differences in families *(understands systems),* understands how culture affects family *(monitor/correct system performance)* and be able to offer assistance to families *(design/improve systems).*
Course Calendar	See last page of this document
Instructional Methods	Distance (100%)
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-field experience and key assessment.**
Student Assignments	Family involvement plan, family profile project (key assessment), community field experience project (required), weekly quizzes, discussions, 16 hour field experience (required), family member interview (extra credit; not required). A detailed description of these requirements will be provided on the course website.
Student Assessment(s)	All student assignments listed above as well as 12 weekly quizzes, midterm and final exams. All of these are online.

Instructor's Requirements	• Below are some of the requirements of the course. Once the course begins, it is imperative to read, and reference throughout the semester, the document titled ***Assignment Descriptions & Course Requirements***. This document can be found under the section titled ***Course Documents***.
	• This course is designed as an online course. **IT IS NOT A SELF-PACED COURSE**, there are due dates.
	• You will need basic computer skills to be successful in this course.
	• Correspondence will be through email, inside Eagle Online.
	• All of your assignments (projects, PowerPoint presentation) will be uploaded through the course website in Eagle Online, therefore you will need to know how to download, save and upload files to the course site. <u>**Knowledge of this is a prerequisite, and will not be taught as part of the course.**</u>
	• If you are not familiar with Eagle Online Distance Education format, information to assist you may be found in the mandatory online orientation for this class and on the HCC website in the Distance Education section.
	• Please use the HCC Technical Support page that can be found at http://de.hccs.edu/technical-support/ or can be reached at **(713) 718-2000 option 4, option 2, option 3.** There are movies, tutorials brief reference documents and other help items that can guide you through the technical aspects of using Eagle Online 2. ***When you sign up for the class, you should know how to do basic things such as log on to Eagle Online 2, email, upload and download files, navigate through a course and access technical support. It is not the instructor's responsibility to teach you this.***
	• I check my email **once a day** and will respond within 48 hours; typically sooner.
	• Email correspondence should be through my Quick Mail email (course email). <u>**Only use my "regular email" for emergencies, when you cannot log into the course. Emailing me directly, to my HCC email, may cause a delay in your receiving a response.**</u> Feel free to contact me if you have questions.
Program/Discipline Requirements: If applicable	**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."
	Orientation Students who are completing lab, practicum, or field experience components at Houston Community College Child Development Lab School must complete a mandatory Orientation to the Department of Early Childhood Studies. Contact the department at 713-718-6303 for more details about the orientation.

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

HCC Grading Scale (continued)	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. See "Health Science Program/Discipline Requirements" for grading scale.
Instructor Grading Criteria	A = 800-720 points B = 719-640 points C = 639-560 points D = 559-480 points F = 479 or fewer points I (Incomplete) is only awarded in circumstances in which a student is missing one of the key assessments (required components) of the class or one assignment for which he or she has a pre-approved excuse for not submitting (pre-approved means arrangements were made prior to the due date). To receive an Incomplete, the student must be passing the class without the missing assignment or be able to pass the class with the points received on the missing assignment).
Instructional Materials	Berns, R. M. (2013). Child, Family, School, Community (9th ed.). Fort Worth, TX: Harcourt.
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.

HCC Policy Statement:

Access Student Services Policies on their Web site:	http://www.hccs.edu/district/about-us/policies/d-student-services/

Distance Education and/or Continuing Education Policies

Access DE Policies on their Web site:	http://de.hccs.edu/media/houston-community-college/distance-education/student-services/2013-2014HCCDEStudentHandbook-%28Revised8-1-2013%29.pdf
Attendance Policy:	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 actively participate before the Official Date of Record will be AUTOMATICALLY dropped for non-attendance. Completely the DE online orientation does not count towards attendance. Active participation, for the purposes of this course, is defined as turning in assignments on due dates, taking weekly quizzes, and logging in each week. If you have technical difficulties and cannot login, you must immediately contact the instructor and the Eagle Online Help desk or you will be counted absent.

HCC is committed to provide a learning and working environment that is free from discrimination on the basis of sex which includes all forms of sexual misconduct. Title IX of the Education Amendments of 1972 requires that when a complaint is filed, a prompt and thorough investigation is initiated. Complaints may be filed with the HCC Title IX Coordinator available at 713 718-8271 or email at oie@hccs.edu.

TECA 1303: Family, School, Community CN#40509
Jennifer Gutowsky, MEd
Spring 2015 Calendar (Second Start)

See <u>Assignment Descriptions & Course Requirements</u>, located in Course Documents, for detailed instructions, course guidelines & information about quizzes, assignments, exams & discussions.

Week	Dates	Textbook Chapter	Readings to Complete	Turn In… Assignment Due by <u>Saturday at 11:55PM</u> of week listed	Grade/Points Awarded
1	February 15-21	Ecology of the Child	Chapter 1	Student Introduction & Course Orientation	**5 points** for Student Intro; Eligibility to do Extra Credit for completing course orientation
2	February 21-28	Understanding Socialization	Chapter 2	Update Profile	**5 points**
3	March 1-7	Ecology of the Family	Chapter 3	*Extra Credit*	**50 points**
4	March 8-14	Ecology of Parenting Ecology of Nonparental Child Care	Chapter 4-5	Discussion #1 **Field Placement Agreement Form**	**20 points for discussion; 25 points for agreement form; if not submitted at all, student will not receive a grade in the course)**
5	March 15-21	**Spring Break**			
6	March 22-28	Ecology of the School	Chapter 6	**Family Involvement Plan**	**100 points**
7	March 29-April 4	Ecology of Teaching **MIDTERM EXAM**	Chapter 7	Discussion #2	**20 points for discussion 70 points for exam MIDTERM EXAM: April 1 & 2 Online**
8	April 5-11	Ecology of the Peer Group	Chapter 8		
9	April 12-18	Ecology of the Mass Media	Chapter 9	Discussion #3 **Family Profile Project Due (Key Assessment)**	**20 points for discussion 100 points for project <u>Must send to AskOnline!</u>**
10	April 19-25	Ecology of the Community	Chapter 10		
11	April 26-May 2	Emotional & Cognitive Socialization Outcomes	Chapter 11	**Community Based Field Experience Project & Field Experience Log**	**100 points: Community Based FE Project 25 Points: Field Experience Log**
12	May 3-9	Social & Behavioral Socialization Outcomes **FINAL EXAM**	Chapter 12	Review for Final Exam (Chapters 7-12)	**70 points: Exam; 15 point Extra Credit question FINAL EXAM: May 7 & 8 Online**

- **NO ASSIGNMENTS will be accepted after Friday, May 8 for any reason.**
- **All ASSIGNMENTS** are **due** on Saturday at 11:55pm of the week listed.
- **DISCUSSIONS open** on Sunday of the week listed. *Postings must be made by the due date* in order to receive points. For full credit on Discussions, required responses to classmates must be made.
- **QUIZZES open** on Sunday and close the following Saturday at 11:55pm.
- **There are no make-ups for discussions or quizzes.**
- **Late assignments are not accepted, regardless of reason. The exceptions to this are the required components of the class (see syllabus & *Assignment Descriptions & Course Requirements*).**