



**Division of Liberal Arts, Humanities & Education
Child Development Department**

<https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/child-development/>

CDEC 1321: The Infant and Toddler | Lecture | #16428

Fall 2020 | 16 Weeks (8.24.2020-12.13.2020)

Online

3 Credit Hours / 2 Lecture Hours / 3 Lab Hours | 80 Contact Hours per Semester

Instructor Contact Information

Instructor: Katherine Abba, Ph.D.
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HCC Email: katherine.abba@hccs.edu

Office Phone: 713-718-5471
Virtual Office Hours: Tues. 1p-4pm
Office Location: Central Campus, EDC,

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

Three Ways to Learn (Modalities)

This semester, there are three modalities for Teacher Education courses: Online Anytime, Online on a Schedule, and Flex Campus. **The modality for this course is listed above.** Online Anytime classes are traditional online courses; coursework is online, and there are no meetings at specific times. Online on a Schedule classes are online courses with traditional meeting days/times; coursework is online, and there are specific times to log in for scheduled class sessions. Flex Campus classes are in-person courses; coursework is online, and students have the choice to come to campus or to participate online during scheduled class meetings.

Instructor's Preferred Method of Contact

For online courses, use CANVAS email only.
I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

What's Exciting About This Course

You will have the opportunity to evaluate the development and environment (childcare setting) for infants and toddlers during this course. You will make a homemade infant/toddler book and toy and share them with a baby or toddler (under the age of 3).

My Personal Welcome

Welcome to Infant and Toddler Curriculum! —I'm delighted that you have chosen this course. One of my passions is to know as much as I can about how young children learn and grow. I can hardly wait to pass that knowledge on to you. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life. As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email. The best way to really discuss issues is in person and I'm available during posted office hours to tackle any questions you might have. Please visit me or contact me whenever you have a question.

Prerequisites and/or Co-Requisites

CDEC 1321 does not have a prerequisite. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

Canvas Learning Management System

This section of CDEC 1321 will use [Eagle Online Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) to supplement in-class assignments, exams, and activities. You will be taught how to access assignments, discussions, and quizzes online. Most of your assignments will be uploaded into Eagle Online Canvas. This allows for quicker access to grades and instructor comments, and provides a permanent record of your success in this class. HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **USE [FIREFOX](#) OR [CHROME](#) AS YOUR BROWSER.**

HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas or contact your instructor for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.
<https://eagleonline.hccs.edu/login/ldap>

Instructional Materials

Textbook Information



The textbook listed below is **required** for this course.

INFANTS+TODDLERS (LOOSE)-W/MINDTAP
REQUIRED |By SWIM
EDITION: 9TH
PUBLISHER: CENGAGE L
ISBN: 9781337150071
Order your book here: [HCC Bookstore](#)

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview

CDEC 1321 is a study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality routines, appropriate environments, materials and activities, and teaching/guidance techniques.

Core Curriculum Objectives (CCOs)

CDEC 1321 is not a core curriculum course and does not specifically address core curriculum objectives.

Program Student Learning Outcomes (PSLOs)

NAEYC Standard 1	Develop an understanding of child development and learning.
NAEYC Standard 2	Examine family and community relationships.
NAEYC Standard 3	Explain the observation, documentation, and assessment process needed to support young children and their families.
NAEYC Standard 4	Know, understand, and use a wide array of developmentally effective approaches, instructional strategies and tools to connect with children and families and positively influence each child's development and learning.
NAEYC Standard 5	Know, understand, and use the essential concepts, inquiry tools, and structure of content areas along with other resources to design, implement and evaluate meaningful curriculum for each child.
NAEYC Standard 6	Identify and conduct themselves as members of the early childhood profession.

Course Student Learning Outcomes (CSLOs)

Upon completion of CDEC 1321, the student will be able to:

1. Summarize prenatal development and the birth process.
2. Discuss theories of development as they apply to infants and toddlers.
3. Outline growth and development of children from birth to age 3.
4. Analyze components of teacher/child interactions and positive guidance techniques.
5. Design learning environments.

Learning Objectives

- 1.1 Outline stages and major milestones of prenatal development.
- 1.2 Describe good components of good prenatal care.
- 2.1 Compare the impact of nature and nurture on the developing child.
- 2.2 Practice authentic observation of infants and toddlers in relation to developmental milestones.
- 3.1 Describe principles of development.
- 4.1 Discuss characteristics of quality infant/toddler caregiving.
- 4.2 Use appropriate transitions with infants and toddlers.
- 4.3 Use appropriate direct and indirect guidance techniques with infants and toddlers.
- 5.1 Discuss unique health and safety needs of infants and toddlers.
- 5.2 Develop appropriate schedules for infants and toddlers.
- 6.1 Choose and/or make developmentally appropriate materials for use in infant/toddler classrooms.

6.2 Plan and implement developmentally appropriate learning activities for infants/toddlers, including those with special needs.

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

Assignments, Exams, and Activities

Written Assignments

There are weekly written assignments which will be submitted in through Canvas Eagle Online. Online students need to know how to attach photographs of projects and observation signature pages.

Exams

Quizzes are given in several different formats and may be due weekly throughout the course (see Course Calendar in Canvas). Some are multiple choice, and some are essay. Please check your calendar for the due dates. There is a final exam at the end of the course worth 100 points.

Required Components

There are 2 practicum assignments for this course. If these are not completed with 70% of possible points, you will not receive a passing grade in this class. Please read the information carefully in Canvas about these required assignments and contact me if you have questions. You will spend a total of 3 hours (1 ½ hours for each assignment) observing infants and toddlers. This may be done virtually or in-person this semester. You will evaluate the development and environment for the children and submit the required assignments.

Grading Formula

Quizzes = 175
 Assignments = 580
 Final Exam = 100

Total Points = 855

Grade	Total Points
A	850- 770
B	769- 680
C	679- 595
D	594- 510
F	< 510

Incomplete Policy:

Required component assignments/Key Assessments Revision Policy

There are TWO (2) required assignments in this course. See Canvas for these assignments. Only one revision is allowed on key assessments and required component assignments. The maximum grade you can earn on a revised assignment is 70% of the possible points. If you use any tutoring service, you must take/send assignment description or directions with the first draft. **IF** you do not pass the assignment the first time, any one 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)
- c. See an in-person tutor at professor's discretion

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 AND has completed at least half of the required components for the course. 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 coursework 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").

HCC Grading Scale can be found on this site under Academic Information:
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Course Calendar

*Please see our Canvas course for the final Course Calendar.

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments

Late assignments are accepted up to 7 days late; 50% of the points for the late assignment will be deducted whether the assignment is 1 day or 7 days late. If documentation of an emergency is provided that clearly indicates the date of the emergency coincided with the due date of the test or assignment, there may be exceptions. If you experience an emergency without documentation, you must phone the instructor to discuss. Options may be provided on a case-by-case basis. Always reach out to me—I am willing to work with students!

Academic Integrity

HCC expects all students to conduct themselves with honor and integrity in fulfilling course requirements. Proceedings may be initiated by instructors, department chairs, and/or instructional deans against a student accused of a violation of academic integrity. "Scholastic Dishonesty" includes but is not limited to cheating, plagiarism, and collusion. Discretion is given to the instructor as to the administration of consequences for academic integrity violations at the classroom level, subject to any rules imposed by the relevant program/division/center of excellence. Consequences might include such penalties as a 0 on the particular assignment, a mandatory retaking or redoing of the assignment in question, a significant deduction from the final overall course grade, dismissal from the course (if prior to the date of last withdrawal) or failure of the entire course.

<https://www.hccs.edu/media/houston-community-college/district/pdf/2018-2019-Student-Code-of-Conduct.pdf>

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Attendance Procedures

It is imperative that you attend class in order to be successful. Attendance and participation for an online class is to check the course calendar, posted notices, and emails a minimum of 3 times per week and to submit all required assignments on time. Although ***it is your responsibility to drop a course for nonattendance***, the instructor has the authority to drop you for excessive absences or failing to turn in assignments for two weeks. You may be dropped from a course prior to the college drop deadline (see academic calendar) if you failing to participate and/or turn in assignments for two weeks. Be aware that students can be dropped from an online class due to nonparticipation.

"All students are expected to attend classes regularly, thus online students must login to their course(s) on a regular basis. Online students who do not login and actively participate before the Official Day of Record may be automatically withdrawn for non-attendance. An automatic withdrawal from a course does not erase the course from your record or excuse you from paying for the courses" (<https://www.hccs.edu/online/student-support/>).

Student Conduct

"According to its policy on student conduct, the Houston Community College views college-level students as adults who subscribe to a basic standard of conduct...Moreover, a student's membership in the community of scholars is a privilege and carries with it obligations to participate in and contribute to the educational mission of the college and to avoid any behavior that is contrary to that mission. Therefore, no student may disrupt or otherwise interfere with any educational activity being performed by a member of the college district. In addition, no student may interfere with his/her fellow students' right to pursue their academic goals to the fullest in an atmosphere appropriate to a community of scholars."

<https://www.hccs.edu/media/houston-community-college/district/pdf/2018-2019-Student-Code-of-Conduct.pdf>

Instructor's Course-Specific Information

Every effort is made for assignments and quizzes to be graded in a timely manner. Students can expect grades to be posted within 7-10 days.

Electronic Devices

For in-person classes, please have cell phones off or on vibrate. If you have an emergency and need to answer your phone, you are requested to leave the classroom. Please do not text or utilize your phone during instruction time.



Child Development Program Information

The A.A.S. Child Development Program at Houston Community College is accredited by the Commission on the Accreditation of Early Childhood Higher Education Programs of the National Association for the Education of Young Children. Accreditation is awarded to programs that demonstrate evidence of excellence by meeting the NAEYC Professional Preparation Standards. There are currently 204 institutions in 40 states with NAEYC accredited programs. HCC is one of the 11 in Texas. The accreditation term runs from beginning date March, 2017 through March, 2024.

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 the YMCA Children's Academy at the HCC Central Campus must complete a mandatory

orientation. Contact the department at 713-718-5470 or 713-718-6303 for more details about the orientation.

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS³

The EGLS³ (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

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

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, 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/support-services/disability-services/>

Title IX

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 Institutional.Equity@hccs.edu
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

Department Chair Contact Information

Saran Winters, saran.winters@hccs.edu, 713-718-6237.