

**Division of Liberal Arts, Humanities & Education**

**Child Development Department**

**CDEC 2380: Cooperative Education – Early Child Care Provider/Assistant**

| Lecture | Lab| #

Spring 2019 | 16 Weeks (1/14/2019-12/16/2018)

In-Person | Central D-116 | Wednesday 5:00-5:50 p.m.

3 Credit Hours | 240 Laboratory Hours|256 Contact Hours

### Instructor Contact Information

Instructor: Katherine Abba Office Phone: 713-718-5471

Office: Office D105 Office Hours: By appointment only

HCC Email: Katherine.abba@hccs.edu Office Location: 3214 Austin Street, Houston 77004

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 your concerns and just to discuss course topics.

## Instructor’s Preferred Method of Contact

I preferred to be reached by email at saran.winters@hccs.edu However, you can also leave me a voice message at the phone number posted in the Instructor Contact Information. 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 apply everything that you learned from the past semesters while working directly with a variety of ages of children. This is the last course required for the AAS degree in child development!

### My Personal Welcome

I've been expecting you! I will be your professor this semester. I am here to facilitate your learning. To be successful in this course, I encourage you to read everything, study, stay on task, and ask questions. By applying these concepts, you will be equipped with the knowledge and skills to continue advancing in the field of early childhood education. Welcome!

### Prerequisites and/or Co-Requisites

The prerequisites for CDEC 2380 are CDEC 1313, CDEC 1319, CDEC 1323, CDEC 1356, CDEC 1358, CDEC 2307, TECA 1318, TECA 1354. Please carefully read and consider the repeater policy in the [HCCS Student Handbook.](http://www.hccs.edu/resources-for/current-students/student-handbook/)

### Eagle Online Canvas Learning Management System

This section of CDEC 2380 will use [Eagle Online Canvas](https://eagleonline.hccs.edu/login/ldap) (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities. **<<** INSERT MORE specific information about how you expect students to use Eagle Online Canvas here. Include information about scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. **>>** HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **USE** [**FIREFOX**](https://www.mozilla.org/en-US/firefox/new/) **OR** [**CHROME**](https://www.google.com/chrome/browser/desktop/index.html) **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 Eagle Online Canvas 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

2-3 inch binder, dividers, and protective sheets (Unless the student chooses to submit an entire e-portfolio).

### 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](http://www.hccs.edu/resources-for/current-students/tutoring/) 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](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 2380 includes career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

### Program Student Learning Outcomes (PSLOs)

|  |  |  |
| --- | --- | --- |
| **PSLO**  | **Date** **developed/modified**  | **Year assessed**  |
| 1 Develop an understanding of child development and learning. (Child Development and Learning)  | 2009  | 2021  |
| 2 Examine family and community relationships (Family and Community)  | 2009  | 2020 |
| 3 Explain the observation, documentation, and assessment process needed to support young children and their families (Observation and Assessment)  | 2009  | 2019 |
| 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 (Teaching and Learning)  | 2009/2014  | 2018  |
| 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 (Teaching and Learning) | 2014/2018 | 2020 |
| 6 Identify and conduct themselves as members of the early childhood profession (Professionalism)  | 2009  | 2021  |

### Course Student Learning Outcomes (CSLOs)

Upon completion of CDEC 2380, the student will be able to:

|  |
| --- |
| 1. Apply theory, concepts, and skills in a child care setting. 2. Gather knowledge and use materials, tools, procedures, equipment, regulations, laws, and interactions with in the child care setting. 3. Demonstrate legal, ethical behavior, safety practices, interpersonal and teamwork skills in a child care setting. |
|  |

### Learning Objectives

1.1 Describe the educational teaching philosophy.
1.2 Complete learning agreement with NAEYC accredited child care center.
2.1 Develop a portfolio consisting of documentation of NAEYC standards.

2.2 Develop an online project
3.1 Complete 240 hours in a NAEYC accredited child care center or at the HCC Central Campus, or a Head Start

 Program with children ages birth through five years.
3.2 Arrange for the director to complete the student evaluation.

# Student Success

Student must complete 240 hours in a NAEYC Accredited center or Head Start Program. You will be evaluated by the director, mentor teachers, and your instructor. To successfully complete this course, you must compile a portfolio and complete a Professional Capstone Project (e-Project) and receive 70% on each assignment.

### 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 make up
* Provide the course outline and class calendar which will include a description of any special projects or assignments
* Arrange to meet with individual students before and after class as required
* Observe student at internship site two times (with infants/toddlers and preschoolers)

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
* Complete the required assignments
* Ask for help when there is a question or problem
* Keep copies of all paperwork, including this syllabus, handouts, and all assignments
* *Receive at least 70% on the Portfolio and e-project*
* *Successfully complete at least 240 hours in a NAEYC accredited childcare or Head Start*
* Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](http://www.hccs.edu/resources-for/current-students/student-handbook/)

# Assignments, Exams, and Activities

Completion of 240 hours in a variety of age groups at a NAEYC accredited child care center or a Head Start Program.

Student portfolio which is organized in sections representing the NAEYC Standards and documentation related to field experiences hours.

### Student Professional Capstone Project (e-Project) for Standard 6 and technology usage

###  Required Components

Portfolio, Professional Capstone Project (e-Project) and internship.

These assignments must be completed with a 70% score to pass the course.

### Grading Formula

Grading Scale

400-360 = A

359-320 = B

319-280 = C

279-240 = D

239 or below, student must repeat the course

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/**](http://www.hccs.edu/resources-for/current-students/student-handbook/)

# Course Calendar

|  |  |  |
| --- | --- | --- |
| **Week** | **Dates** | **Topic/What’s due** |
|  |  |  |
| **Seminar Dates** | **Topics** | **Assignments Due** |
| **January 16** | *EagleOnline* orientation Portfolio introduction  |  |
| **January 23** | *Documentation* |  |
| **January 30** | *NAEYC introductions*  | Internship Introduction/**Introduction due** |
| **February 6** | Journal articles | **Journal Article Due** |
| **February 13** | E-Project  | Standard 1/ **Autobiography due** |
| **February 20** | Lesson Planning DAP | Portfolio CheckArticle I |
| **February 27** | Advocacy | **Standard 2 due** |
| **March 6** | Theme Based Teaching |  |
| **March 13** | No class-SPRING BREAK |  |
| **March 20** | Assessment Strategies | **Standard 3 due** |
| **March 27** | E-Project Update | E-Project Check/**Standard 4 due** |
| **April 3** | Resume Writing | Portfolio Check |
| **April 10** | Interviewing – Make Mock interview appointments | **Standard 5 due** |
| **April 17** | No Formal Class Mock Interviews | **E-Project Due** |
| **April 24** | Debriefing Seminar/Survey | **Standard 6 due** |
| **May 1** | Family Celebration |   |

## 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

## If you miss class, check FIRST with your Learning Community regarding work. All assignments and rubrics are posted in Canvas.

## Late Work Policy= NO late assignments accepted. You have until midnight the day the assignment is due. ALL assignments turned in using Canvas. Exceptions are made only in extreme emergencies, at the discretion of the instructor, with documentation.

## 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

Insert a specific description of your expectations for attendance. Be specific about In-Person, Hybrid, and Online classes. Include your practice regarding withdrawals, never attending, etc.

## 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

Students should make arrangements for the cooperative education hours with an NAEYC accredited child care center or Head Start Program to complete the 240 hours. Information pertaining to cooperative education requirements, E-Portfolio, and portfolio are discussed during the weekly seminar. Addition information may be found on Eagle Online.

All papers and assignments must be typed and double-spaced, 12 pt. font Times New Roman, with 1-inch margins and handed in online. Spelling and grammar are graded and college standards of writing/documentation (APA style) are expected. Attach available rubric to the end of all assignments.

## Electronic Devices

See instructor handout

# Child Development Program Information

**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, 2019.

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

## EGLS3

The EGLS3 ([Evaluation for Greater Learning Student Survey System](http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) 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](http://www.hccs.edu/resources-for/current-students/student-e-maileagle-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 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/>

# Department Chair Contact Information

Dr. Kathi Abba is the Education Department Chair. Her email address is Katherine.abba@hccs.edu and her phone number is 713-718-5471.