



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

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

CDEC 1319: Child Guidance | Lecture | #18125

Fall 2019 | 16 Weeks (8.26.2019-12.15.2019)

Online

3 Semester Credit Hours / 2 Lecture Hours / 2 Laboratory Hours | 64 Contact Hours
Per Semester

Instructor Contact Information

Instructor:	Leslie E. Comfort, Ph.D.	Office Phone:	713-718-6234
Office:	Central EDC, Room D110	Office Hours:	By appointment
HCC Email:	leslie.comfort@hccs.edu	Office Location:	Central EDC, Room D110

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 prefer that you contact me via HCC e-mail (leslie.comfort@hccs.edu). I will respond to emails within 24 hours, Monday through Sunday.

What's Exciting About This Course

You probably already know a lot about disciplining children. After all, you were once a child who might have needed discipline. Today, our focus in early childhood is not so much on discipline but on guiding children's behavior. You will leave this course with your own "bag-of-tricks" for guiding your young students' behavior. The information in this course will enable you to better understand the young children in your life, as well as develop new habits to increase your personal success while guiding their behavior.

My Personal Welcome

Welcome to Child Guidance—I'm delighted that you have chosen this course. One of my passions is to know as much as I can about human behavior, especially the behavior of young children. 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. My goal is for you to walk out of the course with a better understanding of how to guide the behavior of young children so that all of the students are successful in their school setting. So please visit me or contact me whenever you have a question.

Prerequisites and/or Co-Requisites

CDEC 1319 does not have any prerequisites.

Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

Eagle Online Canvas Learning Management System

This section of CDEC 1319 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 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

Textbook Information



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

Miller, D.F. (2015). *Positive Child Guidance* (8th ed.). Albany, New York: Delmar.

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 1319 is an exploration of guidance strategies for promoting prosocial behaviors with individuals and groups of children. Emphasis is on positive guidance principles and techniques, family involvement, and cultural influences. Practical application is through direct participation with children.

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 1319, the student will be able to:

1. Summarize theories related to child guidance.
2. Explain how appropriate guidance promotes autonomy, self-discipline, and life-long social skills in children.
3. Recognize the impact and influence of families and culture in guiding children.
4. Promote development of positive self-concept and pro-social behaviors in children.
5. Apply appropriate guidance techniques to specific situations relating to children's behaviors.
6. Demonstrate skills in helping children resolve conflicts.

Learning Objectives

Summarize theories related to child guidance.

1.1 Outline a variety of guidance techniques to use with different age children based on developmental needs and abilities.

Explain how appropriate guidance promotes autonomy, self-discipline, and life-long social skills in children.

2.1 Describe development of self-concept and self-esteem.

2.2 Explain the role of indirect guidance techniques in classroom management.

Recognize the impact and influence of families and culture in guiding children.

3.1 Describe how cultural differences affect guidance.

3.2 Describe the importance of working with parents to solve guidance issues.

Promote development of positive self-concept and pro-social behaviors in children.

4.1 Demonstrate techniques teachers can use to facilitate positive social interactions among children.

Apply appropriate guidance techniques to specific situations relating to children's behaviors.

5.1 Recognize true problem behaviors and identify professional resources for specific developmental or family needs.

5.2 Demonstrate skills in classroom management and guidance techniques as they relate to common problems behaviors (e.g., biting, hitting, tantrums, inappropriate language, high activity level, etc.)

Demonstrate skills in helping children resolve conflicts.

6.1 Implement principles of conflict resolution.

6.2 Demonstrate teamwork skills when guiding children.

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 your 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 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

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
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

Assignments, Exams, and Activities

Written Assignments

Assignments include three observations, web-discussions, a journal article report, and a parent interview.

Exams

There is a final exam, along with chapter quizzes. The final exam will be taken, in person, at one of the Online Testing Centers.

Required Components

This course includes a required component of a laboratory assignment. To successfully complete this assignment, the student must visit an NAEYC accredited school or center, or a Texas Rising Star (TRS) 4 star school or center. The student will observe at the school or center for at least three hours, complete an observation form to document the observation, and write a one-page summary of the observation. If this assignment is not completed with 70% of possible points, the student will not receive a passing grade in this class.

This course also includes a required component of a behavioral case study. Specific instructions for this assignment will be provided by your instructor. If this assignment is not completed with 70% of possible points, the student will not receive a passing grade in this class.

Grading Formula

FINAL GRADE POINTS:

837 – 930 = A

744 – 836 = B

651 – 743 = C

558 – 650 = D

557 and below = F

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 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 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").

HCC Grading Scale can be found on this site under Academic Information:

<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Course Calendar

Online Module	Assignment or Assessment	Points	Due Date
Chapter 1	Introductions Discussion	10	September 6
	Chapter 1 Quiz	10	
Chapter 2	Punishment Discussion	10	September 13
	Chapter 2 Quiz	10	
Chapter 3	Guidance Interview	30	September 20
	Chapter 3 Quiz	10	
Chapter 4	Grocery Store Observation	30	September 27
	Chapter 4 Quiz	10	
Chapter 5	Spanking Discussion	20	October 4
	Chapter 5 Quiz	10	
Chapter 6	Fast Food Observation	60	October 11
	Chapter 6 Quiz	10	
Chapter 7	Spanking in America Quiz	10	October 18
	Transition Activity Discussion	30	
	Chapter 7 Quiz	10	
Chapter 8	Mall or Public Park Observation	60	October 25
	Chapter 8 Quiz	10	
Chapter 9	Problem Behavior Report	50	November 1
	Chapter 9 Quiz	10	
Case Study	Required Case Study	200	November 8

Chapter 10	Chapter 10 Quiz	10	November 15
Laboratory	Required Laboratory Assignment	200	November 22
Chapter 11	Learning Discussion	10	December 6
	Chapter 11 Quiz	10	
Final Exam	Final Exam over Chapters 1 – 11	100	December 6,7, or 8
Total =		930	

- **Quizzes** cannot be submitted late.
- No partial points will be awarded for **Discussions**.
- One point per day is deducted for late assignments (excluding quizzes).
- No late assignments may be submitted after **December 6**.

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

- **Quizzes** cannot be submitted late.
- No partial points will be awarded for **Discussions**.
- One point per day is deducted for late assignments (excluding quizzes).
- The final exam cannot be made up.
- No assignments may be submitted after **December 6**.

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

All students are expected to attend classes regularly, thus online students must log in to the course on a regular basis. Online students who do not log in 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 log in, you must immediately contact your professor and the *Eagle Online* Help desk or you will be counted as absent.

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

Written assignments may be turned in early. Discussions will not be available for earning points after the due date, and no partial points will be awarded.

Written assignments deemed not of college-student quality will have points deducted.

Written assignments that have fulfilled the requirements, but contain errors in punctuation, spelling, grammar, capitalization, sentence or paragraph structure, or are not referenced in the style discussed in class will have up to half the points deducted at the discretion of the instructor. Free tutoring is available in the Learning Emporium in The San Jacinto Building (room 384). In addition, HCC offers free online tutoring at <https://hccs.upswing.io/>

All assignments must be typed unless otherwise specified by your instructor.



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, 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) 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 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

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