



Child Guidance-14248

CDEC-1319

F8B 2022 Section 3284 3 Credits 03/21/2022 to 05/15/2022 Modified 12/21/2021

Course Meetings

Course Modality

Online on a Schedule

Meeting Days

Mondays

Meeting Times

6:00 - 9:50 p.m.

Meeting Location

Virtual class meetings are in our course Kaltura live room.

Welcome and Instructor Information

Professor: Dr. Leslie E. Comfort

Email: leslie.comfort@hccs.edu

Office: Central Campus, EDC, Room D110

Phone: 713-718-6234

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 “bagof-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. 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 with me or contact me whenever you have a question.

Preferred Method of Contact

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

Office Hours

By appointment

Course Overview

Course Description

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.

Prerequisites

Must be placed into GUST 0341 in reading, ENGL 0310 or 0347 in writing and MATH 0306 in math

Department Website

Education Department

Child Development Program

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

Core Curriculum Objectives (CCOs)

CDEC 1319 is not a core curriculum course and does not specifically address core curriculum objectives.

Student Learning Outcomes and Objectives

Program Student Learning Outcomes (PSLOs)

Can be found at: <https://www.hccs.edu/programs/areas-of-study/liberal-arts-humanities--education/child-development/> (<https://www.hccs.edu/programs/areas-of-study/liberal-arts--humanities/child-development/>)

Course Student Learning Outcomes (CSLOs)

Upon completion of CDEC 1319, the student will be able to:

1. Describe theories related to child guidance.
2. Explain how guidance promotes autonomy, self-discipline, and pro-social skills in children.
3. Identify familial and cultural influences on child guidance.
4. Apply guidance techniques

Student Learning Objectives

1. Describe 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.
2. 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.
3. Identify familial and cultural influences on child guidance.

- 3.1 Describe how cultural differences affect guidance.
- 3.2 Describe the importance of working with parents to solve guidance issues.
- 4. Apply appropriate guidance techniques to specific situations relating to children's behaviors.
 - 4.1 Recognize true problem behaviors and identify professional resources for specific developmental or family needs.
 - 4.2 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.).

Departmental Practices and Procedures

Instructional Materials and Resources

Instructional Materials

This course participates in the Houston Community College First Day Program. A discount has been applied to the required digital course materials. The discounted charge has been added to students' tuition and fee bills.

Students will access course materials through a link in Canvas. Instructions for opting out of the HCC First Day Program are also posted in Canvas. Students who opt out will still be responsible for obtaining required course materials.

Positive Child Guidance

Author: Miller, D.F.
Publisher: Delmar
Edition: 8th edition

Course Requirements

Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Required Assignment	200 points	Required Laboratory Practicum	This course includes a required 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. NOTE: *If this assignment is not completed with 70% of possible points, the student will not receive a passing grade in this class.
Required Assignment	200 points	Required Case Study	This course includes a required behavioral case study. Specific instructions for this assignment will be provided by your instructor. NOTE: *If this assignment is not completed with 70% of possible points, the student will not receive a passing grade in this class.
Written Assignment			Describe the assignment here.
Exams/Quizzes			Describe the assignment here.

Type	Weight	Topic	Notes
In-Class Activities			Describe the assignment here.
Final Exam	100 points		The open-textbook exam will be taken online.
Extra Credit			Describe the assignment here.

Grading Formula

Grade	Range	Notes
A		
B		
C		
D		
F		

* Instructor's Practices and Procedures

Missed Assignments/Make-Up Policy

- One point per day is deducted for late assignments.
- The final exam cannot be made up.
- No late assignments may be submitted after May 6.

Academic Integrity

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

<https://www.hccs.edu/studentprocedures> (<https://www.hccs.edu/studentprocedures>)

Attendance Procedures

- All students are expected to login to class each Monday at 6:00 p.m.
- Active participation means turning in assignments each week.

Student Conduct

- Disruptive behavior in discussions and live online classes is not expected of students studying to become professionals in the field of child development.
- Scholastic dishonesty will result in a referral to the Dean of Student Services.

Instructor's Course-Specific Information

Written assignments may be turned in early. 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, live in-person tutoring is available at 713.718.8184. In addition, HCC offers free online tutoring at <https://hccs.upswing.io/>

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

Faculty Statement about Student Success

Expect to spend at least nine hours per week studying the course content. Additional time will be required for written assignments. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Submitting assignments on time
- Attending the online class each week
- Participating in all class learning 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.

Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Child Development Program Equity Statement

The Child Development Program believes all children and adults “have the right to equitable learning opportunities that enable them to achieve their full potential as engaged learners and valued members of society” (National Association for the Education of Young Children, [NAEYC], 2019, p.1)

We recognize systemic racism continues to exist in our society and education system, Birth through college. Further, we commit to advancing equity with humility and awareness of our history and limitations, while fully acknowledging that individual bias and prejudice are human factors that may interfere with our view of a child or adult. We each must do our part as early childhood educators, administrators, faculty, and students to: model respect, work toward inclusive learning communities, stand against bias, racism, discrimination and recognize, respect, and learn from our differences.

We are committed to providing a classroom experience as a means to effect positive change, growth, outcomes, and actionable plans that will result in equal opportunities and quality education for each student as an individual.

Child Development Program 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 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”).

Required Assignments Revision Policy

Revision Policy for Required Assignments

Only one revision is allowed per student on key assessments and required component assignments. The maximum grade a student can earn on a revised assignment is 70 % of the possible points. If a student uses any tutoring service, he or she must take/send assignment description or directions with the first draft. IF student does not pass the assignment the first time, any or all of the following will be required:

1. Conference with professor
2. Take an APA and/or Plagiarism online tutorial and pass the quiz (upon instructor's request)
3. See an in-person tutor at professor's discretion

HCC Policies and Information

HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

Link to Policies in Catalog and Student Handbook

Here's the link to the HCC Catalog and Student Handbook: <https://catalog.hccs.edu/> (<https://catalog.hccs.edu/>)

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

Link to HCC Academic Integrity Statement

<https://www.hccs.edu/student-conduct> (<https://www.hccs.edu/student-conduct>) (scroll down to subsections)

Campus Carry Link

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

<https://www.hccs.edu/campuscarry> (<https://www.hccs.edu/campuscarry>)

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 \(https://www.hccs.edu/email\)](https://www.hccs.edu/email) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

Use the following link to access the HCC Office of Institutional Equity, Inclusion, and Engagement: <https://www.hccs.edu/eeo> (<https://www.hccs.edu/eeo>)

Ability 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 <https://www.hccs.edu/accessibility> (<https://www.hccs.edu/accessibility>)

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 (<mailto:Institutional.Equity@hccs.edu>)

<https://www.hccs.edu/titleix> (<https://www.hccs.edu/titleix>)

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

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.

Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/> (<https://eagleonline.hccs.edu/>)

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 during office hours, and 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](https://www.hccs.edu/studenthandbook) (<https://www.hccs.edu/studenthandbook>)

Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

EGLS3

The EGLS³ ([Evaluation for Greater Learning Student Survey System](https://www.hccs.edu/egls3) (<https://www.hccs.edu/egls3>)) 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.

<https://www.hccs.edu/egls3> (<https://www.hccs.edu/egls3>)

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.

Student 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](https://www.hccs.edu/tutoring) (<https://www.hccs.edu/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 <https://library.hccs.edu> (<https://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 <https://www.hccs.edu/supplemental-instruction> (<https://www.hccs.edu/supplemental-instruction>)

Resources for Students:

<https://www.hccs.edu/covid19students> (<https://www.hccs.edu/covid19students>)

Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

Student Basic Needs Application:

<https://www.hccs.edu/basicneeds> (<https://www.hccs.edu/basicneeds>)

COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/covid-19> (<https://www.hccs.edu/covid-19>)

Instructional Modalities

In-Person (P)

Safe, face-to-face course with scheduled dates and times

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Online Anytime (WW)

Traditional online course without scheduled meetings

Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

Copyright Statement

In order to uphold the integrity of the academic environment and protect and foster a cohesive learning environment for all, HCC prohibits unauthorized use of course materials. Materials shared in this course are based on my professional knowledge and experience and are presented in an educational context for the students in the course. Authorized use of course materials is limited to personal study or educational uses. Material should not be shared, distributed, or sold outside the course without permission. Students are also explicitly forbidden in all circumstances from plagiarizing or appropriating course materials. This includes but is not limited to publically posting quizzes, essays, or other materials. This prohibition extends not only during this course, but after. Sharing of the materials in any context will be a violation of the HCC Student Code of Conduct and may subject the student to discipline, as well as any applicable civil or criminal liability. Consequences for unauthorized sharing, plagiarizing, or other methods of academic dishonesty may range from a 0 on the specified assignment and/or up to expulsion from Houston Community College. Questions about this policy may be directed to me or to the Manager of Student Conduct and Academic Integrity.

Course Calendar

Online Module	Assignment or Assessment	Points	Due Date
Start Here	Syllabus Quiz	15	March 25

Chapter 1	Introductions Discussion	10	April 1	
	Chapter 1 Quiz	10		
Chapter 2	Punishment Discussion	10		
	Chapter 2 Quiz	10		
Chapter 3	Guidance Interview	30		
	Chapter 3 Quiz	10		
Chapter 4	Grocery Store Observation	30		
	Chapter 4 Quiz	10		
Chapter 5	Spanking Discussion	20		April 8
	Chapter 5 Quiz	10		
Chapter 6	Fast Food Observation	60		
	Chapter 6 Quiz	10		
Chapter 7	Spanking in America Quiz	20	April 14	
	Transition Activity Discussion	30		
	Chapter 7 Quiz	10		
Chapter 8	Mall or Public Park Observation	60		
	Chapter 8 Quiz	10		
Chapter 9	Problem Behavior Written Report	50	April 22	
	Chapter 9 Quiz	10		
Case Study	Required Case Study	200	April 29	
Chapter 10	Dispositions	30		
	Chapter 10 Quiz	10		
Laboratory	Required Laboratory Assignment	200	May 6	

Chapter 11	Learning Discussion	10	
	Chapter 11 Quiz	10	
Final Exam	Final Exam over Chapters 1 – 11	100	May 9 -13
	Total =	985	

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.

Additional Information

Child Development Program Information and Requirements

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.

NAYEC Professional Standards and Competencies

Our program adheres to the NAYEC Professional Standards and Competencies for Early Childhood Educators. These are:

1. Child Development and Learning in Context
2. Family–Teacher Partnerships and Community Connections
3. Child Observation, Documentation, and Assessment
4. Developmentally, Culturally, and Linguistically Appropriate Teaching Practices
5. Knowledge, Application, and Integration of Academic Content in the Early Childhood Curriculum
6. Professionalism as an Early Childhood Educator

Orientation for YMCA Children's Academy Practicum

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.

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."

Scholastic Dishonesty

The Department of Education expects all students to conduct themselves with honor and integrity in fulfilling course requirements. Scholastic dishonesty includes, but is not limited to cheating, plagiarism, self-plagiarism, and collusion. The instructor will administer the consequences for scholastic dishonesty. 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, or failure of the entire course. Scholastic dishonesty may also result in a referral to the Dean of Student Services.

Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. If your instructor is not able to assist you, then you may wish to contact the Department Chair.

Department Chair Contact Information: Saran Winters, saran.winters@hccs.edu, 713-718-6237.
