



Course Syllabus Observation and Assessment CDEC 1323

Semester with Course Reference Number (CRN)	Spring, 2017 CRN # 10502
Instructor contact information (phone number and email address)	Dr. Leslie E. Comfort 713-718-6234 leslie.comfort@hccs.edu
Office Location and Hours	EDC Building, 3214 Austin Street, Houston 77004, Office D110 Please e-mail for an appointment.
Course Location/Times	EDC, room D116 Thursdays, 6 - 9 p.m.
Course Semester Credit Hours (lecture, lab)	Credit Hours 3.00 Lecture Hours 3.00 Laboratory Hours 0.00
Total Course Contact Hours	48
Course Length (number of weeks)	16 weeks
Type of Instruction	Lecture
Course Description:	A study of observation skills, assessment techniques, and documentation of children's development.
Course Prerequisite(s)	None
Academic Discipline/CTE Program Learning Outcomes	NAEYC Standard 3. Observing, Documenting, and Assessing to Support Young Children and Families
Course Student Learning Outcomes (SLO)	1. Demonstrate an understanding of appropriate assessment skills. 2. Develop skills in observing, recording, and interpreting children's behavior. 3. Define and compare assessment tools

4. Develop individual plans based on assessment

Learning Objectives	<p>Demonstrate an understanding of appropriate assessment skills.</p> <p>1.1 Analyze types of observation techniques</p> <p>Develop skills in observing, recording, and interpreting children's behavior.</p> <p>2.1 Use a variety of recording methods to document children's development</p> <p>Define and compare assessment tools</p> <p>3.1 Compare various assessment screening and diagnostic tools</p> <p>Develop individual plans based on assessment</p> <p>4.1 Observe children's development and develop activities to enhance development.</p>
SCANS and/or Core Curriculum Competencies	<p>SCANS</p> <p>Demonstrate an understanding of appropriate assessment skills.</p> <p>Workplace Competencies - Resources -Allocates Material & Facility Resources</p> <p>Develop skills in observing, recording, and interpreting children's behavior.</p> <p>Workplace Competencies - Resources -Allocates Human Resources</p> <p>Define and compare assessment tools</p> <p>Workplace Competencies - Systems -Understands Systems</p> <p>Develop individual plans based on assessment</p> <p>Workplace Competencies - Systems -Monitors & Corrects Performance</p>
Course Calendar	Please see page 6.
Instructional Methods	<p>Face-to-Face</p> <p>Web-enhanced (49% or less)</p>
Required Component	<p>This course includes at least one of the following required components: practicum assignment, key assessment, field experience hours, and/or First Aid/CPR certification. If this assignment is not completed with 70% of possible points, you will not receive a passing grade in this class. Your instructor will explain the required component identified for this course-<u>key assessment (observation and assessment portfolio)</u>.</p>
Student Assignments	Observations and assessments in the field, web-discussions, observation portfolio
Student Assessment(s)	Chapter quizzes and final exam (multiple choice & true/false)
Instructor's Requirements	Class attendance is crucial for many of the assignments.
Program/Discipline Requirements	<p>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."</p> <p>Orientation Students who are completing lab, practicum, or field experience components at Houston Community College Child Development Lab School must complete a mandatory orientation. Contact the department at 713-718-6303 for more details about the orientation.</p>

Required component assignments/Key Assessments Revision Policy Only one revision 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:

- a. Conference with professor
- b. Take an APA and/or Plagiarism online tutorial and pass the quiz (upon instructor's request):

APA Tutorials

http://flash1r.apa.org/apastyle/basics/index.htm?_ga=1.19617784.1771959994.1463149658

OR

<http://www.lib.usm.edu/legacy/tutorials/apatutorial/definition.html>

Plagiarism Tutorial

<http://www.lib.usm.edu/legacy/plag/plagiarismtutorial.php>

- c. See an in-person tutor at professor's discretion

HCC Grading Scale

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
IP (In Progress)	0 points per semester hour
W(Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour
AUD (Audit)	0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

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. 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”) (see HCC Student Handbook, Academic Information Section).

**Instructor Grading
Criteria**

FINAL GRADE POINTS:

1000 – 900 = A
899 – 800 = B
799 – 700 = C
699 – 600 = D
599 and below = F

**Instructional
Materials**

Nilsen, B.A. (2017). *Week by week: Documenting the development of young children* (7th ed.). Albany, NY: Cengage.

**EGLS3 – Evaluation
for Greater Learning
Student Survey
System**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

**Access Student
Services Policies on
their Web site:**

<http://www.hccs.edu/district/about-us/policies/d-student-services/>

Title IX

a) Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students’ rights with regard to sex/gender discrimination. Information regarding these rights is on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

b) It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations by logging in from your HCC student email account, go to www.edurisksolutions.org Go to the button at the top right that says Login and click. Enter your student number.

**Access DE Policies
on their Web site**

<http://de.hccs.edu/media/houston-community-college/distance-education/student-services/2013-2014HCCDEStudentHandbook-%28Revised8-1-2013%29.pdf>

Attendance Policy

For a 3-credit-hour lecture class, meeting 3 hours per week (48 hours of instruction), you can be dropped after 6 hours of absence. The 6 hours includes accumulated minutes late to class and leaving class early.

**DE Attendance
Policy**

All students are expected to attend classes regularly, thus DE students must login to this course on a regular basis. DE students who do not login and actively participate before the Official Day of Record will be AUTOMATICALLY dropped for non-attendance. Completing the DE online orientation does not count towards attendance.

Active participation means turning in assignments each week. If you are having

technical difficulties and cannot login, you must immediately contact your professor and the *Eagle Online* Help desk or you will be counted as absent.

Spring Calendar, 2017
CDEC 1323 – Observation and Assessment
Dr. Comfort, Professor Houston Community College

DATE	ONLINE TOPIC	ASSIGNMENT, OR TEXTBOOK READING DUE DATE
Jan. 19	Chapter 1	Chapter 1
Jan. 20	Chapter 1	Quiz (10) / Introductions Discussion (20)
Jan. 26	Chapter 2	Chapter 2
Jan. 27	Chapter 2	Quiz (10) / Class List Log (50) (classroom)
Feb. 2	Chapter 3	Chapter 3
Feb. 3	Chapter 3	Quiz (10) / Anecdotal Record (50) (individual)
Feb. 9	Chapter 4	Chapter 4
Feb. 10	Chapter 4	Quiz (10) / Developmental Checklist (50) (individual)
Feb. 16	Chapter 5	Chapter 5
Feb. 17	Chapter 5	Quiz (10) / Running Record (50) (individual)
Feb. 23	No Class	
Feb. 24	Chapter 7	Quiz (10) / Speech and Language Checklist (50) (individual)
Mar. 2	Chapter 7	Chapter 7
Mar. 3	Chapter 6	Quiz (10) / Frequency Count (50) (classroom)
Mar. 9	Chapter 6	Chapter 6
Mar. 10	Chapter 9	Quiz (10) / Math & Science Checklist (50) (individual)
Mar. 23	Chapters 8 & 9	Chapters 8 & 9
Mar. 24	Chapter 8	Quiz (10) / Time Sample (50) (classroom)
Mar. 30	Chapter 10	Chapter 10
Mar. 31	Chapter 10	Quiz (10) / Literacy Rating Scale (50) (individual)
Apr. 6	Chapter 11	Chapter 11
Apr. 7	Chapter 11	Chapter 11 Quiz (10) / Chapter 12 Quiz (10) / Work Samples Checklist (50) (individual)
Apr. 13	Chapter 12	Chapter 12 / Observation Portfolio (240) (individual)
Apr. 20	Chapter 13	Chapter 13
Apr. 21	Chapter 13	Quiz (10) / Self-Esteem Class Log (50) (classroom)
Apr. 27	Chapter 14	Chapter 14
April 28	Chapter 14	Quiz (10) / Setting Observation (50) (center or school)
May 4	Chapter 15	Chapter 15
May 5	Chapter 15	Quiz (10) / Learning Discussion (20)
May 11	Chapters 1 – 15	Final Exam on Chapters 1 – 15 (100)

- (Numbers in parenthesis represent the total points that can be earned for an assignment, discussion, or a test.)
- **Discussions** and **Quizzes** cannot be submitted late.
- One point per day is deducted for late assignments (excluding discussions and quizzes).
- No partial points will be awarded for **Discussions**.
- Points will be deducted for the assignments if English mechanics and grammar errors are discovered. Please make use of the free tutoring that HCC provides so that points are not deducted.
- **Bold dates** are for online assignments.
- No assignments may be submitted after **May 5**.

Revised 7/2016