McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

Curriculum Resources for Early Childhood Programs
CDEC 1313.50

Emily Stottlemyre

Note: This is a 16/week course.

Course Description:

CDEC 1313 – Curriculum Resources for Early Childhood Programs
Describes the fundamentals of curriculum design and implementation in developmentally appropriate programs for young children 3 to 5 years. All Child Development (CDEC or TECA) courses must be passed with a grade of C or better for graduation. 25% of the requirements must be completed at McLennan. 2.000 Minimum GPA required for graduation.
 Semester hours 3 (3 lec/1 lab)

Prerequisites and/or Corequisites:

No Prerequisite.

Course Notes and Instructor Recommendations:

- All cell phones must be turned off when taking exams.
- There are no extra credit assignments given in this course.
- Late assignments are <u>NOT</u> accepted.
- A "hard copy" of all assignments is due at the beginning of each class on the due date. Emailing assignments <u>will</u> <u>not</u> be accepted.
- Any exceptions will be made at the discretion of the professor.
- Late exams are subject to a -20 point deduction.
- Late exams may be taken Monday through Friday between 8:00 am and 3:00 pm.
- Exams are available in the Child Development Office.
- Only **one** of the four exams may be taken late.
- Scantron 882-E will be used for each exam.
- Lab hours may <u>NOT</u> be done during the first week of the semester or during final exams week.
- Lab may be done at the MCC Child Development Lab School from 7:15 am – 12:30 pm and 2:30 pm – 5:15 pm.
- In order to receive credit for lab you must be logged in for a **minimum of 60 minutes**.
- Students who fail to complete the monthly lab hours will have points deducted from their grade. The penalty is 3 points deducted from the **final** grade at each due date (total of 9 points) **if a student has not completed the lab hours**.
- Criminal history checks must be cleared <u>BEFORE</u> you begin lab.
- Due to confidential information, lab reports are not returned. Keep a copy for your records.
- Most lab assignments require hands-on participation. The assignment can vary depending on the course. Students who register for class should be prepared to interact with children ages 3 months through 5 years.
  Some possible expectations are:
  - ✓ Sitting on the floor
  - ✓ Talking and singing to children
  - ✓ Reading books

- ✓ Comforting children
- ✓ Using messy and creative materials (paint, play dough, goop, water, sand, etc…)
- ✓ Talking to children at eye level
- ✓ Light lifting of materials and equipment
- ✓ Implementing the lab assignment in the classroom or outside
- ✓ Interaction with children on the playgrounds – moving quickly if needed, assisting children with sand, water, paint, bubbles, etc…
- ✓ Sitting and eating with children during snack and mealtime
- Ear buds will be needed for certain lab assignments. You are responsible for bringing your own ear buds to use in the observation areas.
- **CELL PHONES may NOT be brought to the lab school. If you are seen using a phone for any reason you automatically lose the lab hours!! (No exceptions)**
- **Using cell phones is against Child Care Licensing and NAEYC Accreditation Guidelines. The MCC Lab School is required to comply with those guidelines. (This includes the playgrounds and observation areas.)**

Criminal Record Check: A criminal background check will be done during advising or during the first week of class. If the check reveals a conviction in your name, you may be dropped from class. Persons who have convictions must not work in a school/child-care facility.

Instructor Information:

Name:	Emily Stoffleymre
MCC e-mail:	pbriggs@mclennan.edu
Office Phone:	(254) 299-8523
Office Address:	Community Services Building (CSC), Child Development Center
Office Hours:	See notebook in Student Commons Area
Message:	Leave message in box in the Child Development front office, or with the Child Development Secretary (299-8720)

Required Text & Materials:

Title:	*Total Learning Developmental Curriculum for the Young Child*
Author:	Joanne Hendrick & Patricia Weissman
Edition:	Eighth Edition
Publisher:	Pearson 2011
ISBN:	9780131381179

McLennan Community College Child Development Lab School Guidelines, Revised January 2017.

Other Required Readings
Readings beyond the required texts will be assigned throughout the semester and may include instructor handouts, library sources/references, journals and magazines.

MCC Bookstore Website: http://www.mclennan.edu/bookstore/

Student Support/Resources:
MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at http://www.mclennan.edu/campus-resource-guide/

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund
Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html to find out more about the emergency grant. The application can be found here (https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

Minimum Technical Skills:
Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:
In the event MCC's technology systems are down, you will be contacted/notified through your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

* *Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace*
(**https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html**)
Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Email Policy:
McLennan Community College would like to remind you of the policy (http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:
Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with her/his students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:
The College recommends that you set up your mobile device to receive McLennan emails.

Forwarding Emails:
You may forward the emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may become lost or placed in junk or spam filters.

Methods of Teaching and Learning:

A variety of instructional methods will be used to reach course objectives. These will include but not be limited to:
- Student reading, reviewing, and discussions of the text, materials, handouts, and other assigned readings.
- Classroom lecture by instructor.
- Classroom discussion led by instructor, involving all class members.
- Small group discussions involving class members and facilitated by instructor.
- Large group activities
- Lab observations at the MCC Child Development Center.
- Written assignments by student as assigned by instructor.
- Instructor feedback on student's performance on exams and other assignments.
- Small group activities and projects as assigned and facilitated by the instructor.
- Audio-visual materials.
- Implementation of lab experiences in the MCC Child Development.
- Demonstrations by the instructor.
- Hands-on activities.

Course Objectives and/or Competencies:

By the end of the course, the student will be able to:
1. Define developmentally appropriate practices.
   a. Describe developmentally appropriate practices as they apply to infants/toddlers, preschool and school age children including children with special needs.

    b. Evaluate classrooms to determine their placement on a continuum from developmentally appropriate to inappropriate in relation to room arrangement, activities, materials and equipment.

    c. Explain the value of play and its relationship to developmentally appropriate practices.

    d. Describe how cultural and linguistic diversity are a part of developmentally appropriate practices.

2. Describe the process of child-centered curriculum development.
    a. Compare curriculum approaches/models (e.g., child centered, project approach, teacher directed).
    b. Discuss the application of anti-bias curriculum.
    c. Analyze different approaches to curriculum planning.
    d. Describe a variety of assessment strategies and their role in the early childhood curriculum planning process.
    e. Develop lesson plans for a specific group of children.
    f. Discuss planning and implementation of curriculum and instructional practices based on knowledge of individual children, the community and curriculum goals and content.
    g. Analyze and develop an anti-biased, developmentally appropriate curriculum.

3. Develop guidelines for creating developmentally appropriate indoor and outdoor learning environments.
    a. Describe the relationship between children's ages and developmentally appropriate indoor and outdoor learning environments.
    b. Define learning centers and/or activity zones and their relationship to learning through play.
    c. Describe basic arrangement of learning centers in developmentally appropriate indoor learning environments (e.g., art near water).
    d. Describe developmentally appropriate outdoor learning environments.
    e. Explain the concept of using zones in outdoor learning environments.
    f. Describe how to enhance creativity and aesthetics in the environment.

4. Apply an understanding of teacher roles in early childhood classrooms.
    a. Describe various roles of a teacher (e.g., observer, questioner, etc.).
    b. Practice teacher roles in early childhood classrooms.
    c. Demonstrate the ability to select the appropriate teacher role.
    d. Adapt indoor and outdoor environment for children with special needs.

5. Prepare a developmentally appropriate schedule including routines and transitions.
    a. Compare appropriate and inappropriate schedules for infants/toddlers, preschool and school age children.
    b. Describe developmentally appropriate routines for use in classrooms.
    c. Define and describe how to use transitions in classrooms.
    d. Develop an appropriate schedule for a specific group of children.

6. Select, plan, implement and evaluate developmentally appropriate learning experiences for children.

The Secretary's Commission on Achieving Necessary Skills (SCANS) was appointed by the Secretary of Labor to determine the skills our young people need to succeed in the world of work. The Commission's fundamental purpose is to encourage a high-performance economy characterized by high-skill, high-wage employment. The learning objectives of this course have

been linked to the scans Competencies and Foundational Skills. (To view this report, see Attachment A.)

Course Outline or Schedule:
TENTATIVE Course Schedule
Week   1   Course Overview, Lab Guidelines
Week   2   MLK Holiday/No Class
Week   3   Chapter 1
Week   4   Chapter 2
Week   5   Chapter 3
Week   6   Chapter 3 (continued) / Test 1
Week   7   Chapter 4
Week   8   Chapter 5
Week   9   Chapter 16
Week 10   Chapter 16 (continued) / Test 2
Week 11   Chapter 6
Week 12   Chapter 7
Week 13   Chapter 13
Week 14   Test 3 / Semester Rap-Up
Week 15   Review
Week 16   Final Exam / Comprehensive

Late lab assignments will <u>not</u> be accepted.

Course Grading Information:

EVALUATION/GRADING
EXAMS.......................…... 400 pts. (40%)
Exams will cover everything in the assigned reading, plus additional material covered in class.
There will be 4 exams:

- Scantron 882-E will be used for each exam.
- You have two weeks to make up a missed exam.
- Exams not taken at the regularly scheduled time are subject to   change. Only <u>ONE</u> of the four exams may be taken late.
- Late exams are subject to a 20 point deduction

LAB ASSIGNMENTS …...…….................... 500 pts. (50%)
Lab reports are based on planned experiences for pre-school children.

Due Dates: Will be discussed in class.

A record of 16 Lab Hours is required for this course. If you work <u>FULL</u> <u>TIME</u> with <u>young</u> <u>children</u>, you may do half of your lab (8 hrs.), at your work site.   Verification of your full time work is required. (Purple Sheet) Off Campus Record of Lab Hours:

A record of lab hours must be turned in to receive your final grade for this course for off campus hours.

*OFF Campus Record of Lab Hours (purple sheet) Due: <u>Last class meeting</u>

Choosing the right class when you log in on the computer is important. If you discover you have made a mistake in choosing a class, let the secretary know immediately. Lab minutes/hours will not be transferable from class to class.

CLASS INVOLVEMENT/LAB EXPERIENCE ……………. 100 pts. (10%)
Based on the following:
- Class Attendance
- In-Class Assignments and Projects/Homework Assignments
- Interest/Attitude/Cooperation
- Class Participation
- Large and Small Group Class Discussions
- Curriculum Notebook (Notebook may be checked during class at any time)

TOTAL = 1000 pts. with grades assigned as follows:

Grade Scale

Letter Grade	A	B	C	D	F
Total Points	1000 – 900	899 – 800	799 – 700	699 – 600	599 or Below

W   WITHDREW - This grade is given for an instructor- or student-initiated course withdrawal through the 12th week of a semester (fourth week, Summer day term; sixth week, Summer nine-week term). After the 12th week or until the end of the semester (fourth week, Summer day term; sixth week, Summer nine-week term), if a student withdraws from a course the instructor will either assign a W if passing work was being accomplished or an F if the student was doing failing work.

I   INCOMPLETE – This grade is given when a course is incomplete because of student's absence caused by illness or other reasons acceptable to the instructor. To be eligible for this grade, the student must have essentially completed the course. The work remaining should be of such a nature as to not require class attendance. If the work is not made up within the following long semester, the I will be changed to an F and the course must be repeated if credit is to be given.

- ❖ If the student chooses to take an incomplete due to lab hour incompletion, the student is responsible for notifying the instructor when hours are complete so a grade change can be recorded. Notification needs to be in writing.
- ❖ You must have a passing average to take an incomplete.

Please Schedule a conference time if you are concerned about your grades or need additional help with class.

Late Work, Attendance, and Make Up Work Policies:
No late work will be accepted.

Student Behavioral Expectations or Conduct Policy:
In general, students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. The Highlander Guide describes the rights, privileges, and obligations of students affiliated with MCC. The complete guide may be accessed by clicking here: Highlander Guide

Noise: Students are expected to assist in maintaining a classroom environment conducive to learning. In order to assure that all students have the opportunity to gain from time spent in class, unless otherwise approved by the instructor; students are prohibited from engaging in any form of distraction.

Turn cell phones OFF during class.
Once a class begins, students will refrain from disruptive activities including use of beepers, cellular phones, walkie-talkies and other electronic devises. If an extenuating circumstance arises when such a device is required, the student must clear use of the device with the instructor in advance. Lap tops may be used for taking notes. Class time missed to answer calls may be counted against attendance.

Visitors: Any person, who is not a student or employee of MCC, while on the premises of the College, is considered a visitor and shall conduct him/herself in a manner consistent with the principles and guidelines of the "General Conduct Policy."

Visitors, including, but not limited to, spouses or children of students, will not be admitted to classrooms or laboratories. Instructors have the prerogative of making an exception to this rule. The instructor must first discuss the exception with the appropriate division director.   In any case, where the appropriate division director has approved an exception, the instructor may still, at any time, remove the visitor from their classroom in the interest of the learning environment.

Bringing Children to Class: Children are not allowed in class or the lab school. Students or employees of the College who bring a visitor to the College may not leave the visitor unattended on campus, if the visitor is a minor.

Ethics
Cheating will not be tolerated. Any student found to be cheating will be subject to grade reduction, re-doing of assignments, and/or dismissal from the course. Examples of cheating include but are not limited to:
- Copying the work of another student
- Seeking excused absences/tardies under false pretenses.
- Plagiarism (claiming as your own the work of another).

Courtesy & Respect
Students should demonstrate courtesy and respect to all instructors, guests, and fellow learners. While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or hostile behaviors (verbal or otherwise). The instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC.

* *[Click Here for the MCC Academic Integrity Statement](#)*
(**www.mclennan.edu/academic-integrity**)
The link above will provide you with information about academic integrity, dishonesty, and cheating.

* *[Click Here for the MCC Attendance/Absences Policy](#)*
(**https://www.mclennan.edu/highlander-guide/policies.html**)
Click on the link above for the college policies on attendance and absences. Your instructor may have guidelines specific to this course.

Accommodations/ADA Statement
Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit [mclennan.edu/disability](#).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:
[disabilities@mclennan.edu](#)
254-299-8122
Room 319, Student Services Center

* *[Click Here for more information about Title IX](#)*
(**www.mclennan.edu/titleix**)
We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed

behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting the following website: http://www.lighthouse-services.com/mclennan/.

McLennan's Title IX webpage (http://www.mclennan.edu/titleix/) contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

*   *You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*