McLennan
C O M M U N I T Y
C O L L E G E

WACO, TEXAS

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COURSE SYLLABUS

AND

INSTRUCTOR PLAN

Educating Young Children

TECA 1311 88

Emily Stottlemyre

NOTE: This is a 16-week Online course.

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COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals. We are also concerned for your safety. We are working through COVID-19 guidelines to make sure we offer a safe environment for you and our faculty. This will include smaller class sizes to manage social distancing and proper cleaning techniques. You will have the advantage of a physical classroom experience but may also need to work part of the time online as we adjust to limited classroom capacity. This will also allow us the flexibility to move online if so directed by federal, state and/or local COVID 19 guidelines. Faculty and staff are preparing now to ensure that you have the best experience in the midst of these uncertain times.
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Course Description
TECA 1318 –Educating Young Children;
 An introduction to the education of the young child, birth through age 12, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities and current issues. 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 lecture/16 lab)

Prerequisites and/or Corequisites:
No Prerequisites

Course Notes and Instructor Recommendations:
TECA 1311 is currently offered in the spring and fall semesters. The lab component is an important aspect of the course and will involve the student doing lab at both the MCC Child Development Center and an elementary school.
Unforeseen circumstances could make alternative lab arrangements and assignments necessary.

All assignments will be submitted through Brightspace. Exceptions will be made at the discretion of the professor.

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:
Instructor Name:	Emily Stottlemyre
MCC Email:	estottlemyre@mclennan.edu
Office Phone	254.299.8723
Office Location:	CSC Child Development Center
Office Hours:	By email pr Zoom meetings can also be arranged.

Required Text & Materials:
Who Am I in the Lives of Children, 11th Edition
By S. Feeney, D. Christensen and E. Moravcik, Sherry Notte
Pearson Publishing Co., ISBN# 978-0-13-473724

Supplementary Readings: Readings beyond the required texts will be assigned throughout the semester and will include instructor handouts and library sources/references to be located by the student.

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.

- Course content will be on Brightspace.
- Grades and attendance will be posted via D2L Brightspace for this course.
- Announcements, course syllabus, and course outline will also be posted on D2L Brightspace. Therefore, the student should have knowledge of using a Web browser, computer, and e-mail: the ability to create and save documents: the ability to send and receive electronic documents; and a general understanding of on-line technologies and appropriate on-line behavior.
- Log-in to Brightspace with your user name and password. Questions: Contact MCC's

Help Desk @ 299-8077.

MCC 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:
Be sure to check your MCC frequently. While most announcements will be made on
Brightspace, email communication is also important.

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:
The content and information for this course will be presented through an online format. It will be
important to log into D2L, Brightspace regularly: At least every other is recommended.
Additional information will be available in class and from the instructor. Evaluation of the
student is discussed later in this syllabus.
As noted, the lab component may be altered in the fall 2020 semester. See course for additional
information.
Course Objectives and/or Competencies:
By the end of the course, the student will be able to:

1. Discuss contributions of historical and contemporary professionals and theorists to the field
   of early childhood education.
2. Understand strategies for creating an organized and productive developmentally appropriate
   learning environment.
   a. Define developmentally appropriate practice and discuss how knowledge of child growth
      and development impacts developmentally appropriate practices.
   b. Analyze the effects of classroom routines and procedures on student learning, and knows
      how to establish and implement routines and procedures to promote an organized and
      productive learning environment.
   c. Demonstrates an understanding of how young children function in groups and designs

group activities that reflect a realistic understanding of the extent of young children's ability to collaborate with others.

d. Recognizes the importance of creating a schedule for young children that balances restful and active movement activities and that provides large blocks of time for play, projects and learning centers.

e. Knows the stages of play development (from solitary to cooperative) and the important role of play i.e. young children's learning and development).

f. Compare a developmentally appropriate classroom with one which is not developmentally appropriate in relation to child-staff ratio, group size and teacher qualifications and training.

3. Describe and compare types of early childhood programs.

4. Enhances professional knowledge and skills by effectively interacting with other members of the educational community and participating in various types of professional activities.
   a. Explain characteristics and developmental stages of an early childhood professional.
   b. List characteristics of an early childhood professional.
   c. Discuss career opportunities for the early childhood professional.
   d. Understands and uses professional development resources (e.g. Mentors, and other support systems, conferences, online resources, workshops, journals, professional associations, coursework) to enhance knowledge pedagogical skills, and technological expertise.
   e. Engages in reflection and self-assessment to identify strengths, challenges, and potential problems; improve teaching performance; and achieve professional goals.

5. Understands the process of referral.
   a. Discuss the referral process including observation and assessment.
   b. Identify school and community resources early childhood professionals would access when making a referral.

6. Understands and adheres to legal and ethical requirements for educators and is knowledgeable of the structure of education in Texas.
   a. Describe the profession's code of ethical conduct and its application in everyday practice.
   b. Applies knowledge of ethical guidelines for educators in Texas (e.g. Those related to confidentiality, interactions with students and others in the school and community), including policies and procedure described in the Code of Ethics and Standard Practices for Texas Educators.
   c. Knows legal requirements for educators (e.g. those related to special education, students' and families' right, student discipline, equity, and child abuse) and adheres to legal guidelines in education-related situations.

7. Identify current trends and issues in the early childhood profession.

8. Participate and observe in 16 hours of field experiences in: programs serving children, birth through 12 years, with varying curricula models; and 1 professional experience.

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 Schedule: See separate document.

Course Grading Information:
Assignments are due by the assigned due date. Assignments must be submitted through Brightspace. Do not email assignments.

Quizzes will include objective questions and discussion questions. There will be a quiz at the end of every module and a final exam. Each quiz will cover any material presented in class or assigned resource material. The final exam will cover material covered throughout the course.

Reading report illustrating class concepts through summaries of article(s) from Child Development/Education journals.   See individual assignment.

Reflection Assignments: Written Reflections on material presented in each module. See individual assignments in each module.

Discussion Boards: Participation in Discussion Boards. Initial posts and responses will be evaluated. See Discussion Board expectations in course.
Lab Assignments: Five written lab assignments. See individual assignments.

Class Participation/Attendance: Weekly attendance will be based on timely submission of reflection papers and quizzes, participation in discussion boards, logging into class and time spent actively engaging in lecture and other videos.

Zoom Meetings: Zoom meetings may be utilized during the course for discussion and consultation with the professor. Times/Dates TBD.

Evaluation/Grading:
The system of grading will be based on the general standard of:

Letter Grade	A	B	C	D	F
Total Points	100 – 90	89 – 8	79 – 70	69 – 60	59 or Below

A minimum final grade of C is required in all CDEC/TECA classes for graduation.

Student performance will be evaluated by:
   Module Quizzes and Final Exam …………………………….…….……..……………35%
 Journal Report/Reflection Papers/Discussion Boards………………………………….…... 25%
 Class Participation ………………………………………………………….…………… 10%
 Lab / Lab Assignments …………………………………………...…..…………… 30%

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 - is given when a course is incomplete because of a student's absence caused by reasons acceptable to the instructor. **To be eligible, the student must have essentially completed the course.** If 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.

Laboratory Experience: A total of 16 hours must be logged for this class. A grade for the class will not be given until this lab requirement is completed.
Note: Due to unusual circumstances in the fall of 2020, the lab experience will be completed through a variety of methods including videos, research and other possible alternatives.
A total of 10 hours must be completed at the MCC Development Center. The remaining 6 hours must be completed at an elementary school that you will be assigned to.

*Refer to the Lab School Guidelines for lab school hours and other important lab information. There will be 5 graded lab assignments (see individual lab assignments).

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

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 hours/minutes will not be transferable from class to class.

♦ **Lab hours may NOT be done during the first week of the semester and during the week of final exams.**

In order to receive credit for this class
all lab hours and lab assignments must be completed.

♦ If you are doing make-up lab from a previous semester, please sign in on red folder in front office. **This will not be possible in the fall of 2020.**

When doing lab hours at elementary school
The student in Child Studies and Education is expected to exhibit mature and responsible actions in all activities. This includes activities/lab hours at off campus sites. The following is expected:

- Arrive and depart at times arranged. Sign in and out as instructed.
- Follow appropriate dress code.
- Turn your **cell phone off and put it away.**
- Use appropriate and respectful language and behavior with adults and children.
- Remain attentive and interact with children as instructed by supervisors at the offsite location (teachers, staff, and/or administrators).
- Follow **all** instructions from supervisors at the offsite location (teachers, staff, and/or administrators)
- Use courteous manners at all times including greeting people and thanking them when you complete your lab hours.
- Let classroom teacher or appropriate staff know when you are leaving the classroom.

Consequences for not meeting these expectations can include loss of points for the assignment and/or the ability to complete the lab hours. If lab hours cannot be completed because the above expectations are not met, or other reasons, you could be counseled out of the Child Development Program.

More specific information will be provided/discussed in class, including the code of ethical conduct.

Late Work, Attendance, and Make Up Work Policies:
Late Work: No late work will be accepted. Under extraordinary experiences, exceptions can be made. It is the student's responsibility to contact the professor.

All assignments must be submitted through Brightspace.

*Reminders:
- A total of 16 hours of lab must be completed by each student for TECA 1311.
- Late assignments will not be accepted.
- To receive an incomplete, you must have a passing grade in the class.
- Students must do at least one hour of lab to get credit for lab log-in.

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

Ethics: It is the student's responsibility to read the General Conduct Responsibility Policy in the Highlander Guide (MCC Student Handbook) and the Child Development Code of Conduct Guidelines. Any breeches of conduct will result in disciplinary action. Acts of dishonesty and disruptive behavior will not be tolerated. Students may be asked to leave class if necessary.

* **[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.*