

Updated 07/18/2023



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

CHILD GUIDANCE

CDEC_1319_O080

DR. DAELYNN COPELAND

NOTE: This is an Online, 16-week course.

Course Description:

Explores common behavioral problems of young children in an early childhood setting. Emphasis on positive guidance techniques for effective behavior management. Practical application through direct participation in an early childhood setting. 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:

In order to receive credit for this class, all lab assignments must be completed and turned in for grading.

Please check email and Brightspace daily. I will use these methods to communicate with you often. Please sign up for MyAlert (information on MCC main page). The college uses this system to communicate important information to students.

Instructor Information:

Instructor Name: Daelynn Copeland, PhD

MCC Email: dcopeland@mclennan.edu

Office Phone Number: (254) 299-8786

Office Location: CSC Building, Child Development Center

Office Hours: T - TH 1:00 PM – 3:00 PM (via Zoom); other times available with appointment

Zoom meeting ID#: 254 299 8786 *You will use this number every time you enter our virtual Zoom conferencing room.*

Contacting the Professor:

The best way to reach me is by using your MCC student email address to email me. I teach face-to-face classes in addition to my online classes, and am often involved in campus and community meetings. I am rarely sitting at my desk when a student calls. Emailing me from your MCC student email address ensures that your email doesn't go to the spam filter or junk email box. Monday – Friday, I typically return emails within 24 hours. I reserve evenings and weekends for my family, and do not always check email on Saturday or Sunday. If you email me over the weekend or on a day when the college is closed, you may not receive a response until Monday/the next business day that the college is open.

Please do not wait until hours before an assignment is due to email questions it. I may not be able to respond quickly enough to answer your question before the deadline.

Required Text & Materials:

Title: *Guidance of Young Children* (10th ed.)

Author: Marion, M.

Edition: 10th edition

Publisher: Pearson

ISBN: #978-013-474815-3

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

Methods of Teaching and Learning:

The content and information for this class will be presented through lecture, power points, YouTube, class discussion, handouts, and group work.

It is the student's responsibility to read the required chapters and articles for each unit. The lab component is a **required** and important aspect of this course. This will involve students completing lab hours via face-to-face and distance learning. These lab hours will include observations, watching digital media, reflection assignments, case studies, and discussion boards.

Course Objectives and/or Competencies:

By the end of the course, 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 importance of families and culture in guiding children.
4. Promote development of positive self-concept and prosocial behaviors in children.
5. Apply appropriate guidance methods to specific situations relating to children's behaviors.
6. Utilize appropriate child observation strategies for multiple purposes, including: informal assessment, developmental screening, progress monitoring, guidance and family engagement.
7. Design and adjust early childhood environments for the purpose of providing indirect guidance to young children.

Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from

their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Discussion Board posts on Brightspace will be used to take attendance for online classes. Therefore, it is very important that you complete Discussion Boards on time and thoroughly. Students who do not participate in the weekly Discussion Board will be counted absent for the weekly attendance. If a student has been absent for a cumulative 25% of the course, they will be dropped from the course.

Specific Information about Discussion Board Grading

Students are required to submit 1 original post and respond to 2 classmates in the Discussion Board topic in order to receive full credit for the post. These posts should be respectful and appropriately address the topic of the prompt. Please pay attention to normal conventions of writing – use capitalization, punctuation and spelling so your thoughts are clear to the professor and your classmates.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<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 additional guidelines specific to this course.

Course Outline or Schedule:

The course is arranged in learning units. The following is a TENTATIVE schedule of these chapters and the primary topic for each. Circumstances may cause the schedule to be changed. If changes are necessary, they will be announced in Brightspace.

Unit	Week	Chapter/Topic	Assignments Due
	Week 1 8/21/23 – 8/25/23	Course Orientation	Orientation Quiz Discussion Board 1
Unit 1	Week 2 8/26/23 – 9/1/23	Chapter 1 - A Teacher's Role in Guiding Children	Quiz 1 Discussion Board 2
	Week 3 9/2/23 – 9/8/23	Chapter 2 – Theoretical Foundations of Child Guidance	Quiz 2 Discussion Board 3

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	Week 4 9/9/23 – 9/15/23	Chapter 3 – Understanding Child Development	Quiz 3 Discussion Board 4 Lab Journal Assignment 1
Unit 2	Week 5 9/16/23 – 9/22/23	Chapter 4 – Supportive Physical Environments: Indirect Guidance	Quiz 4 Discussion Board 5 Classroom Design Assignment
	Week 6 9/23/23 – 9/29/23	Chapter 5 – Positive Guidance & Discipline: Direct Guidance	Quiz 5 Discussion Board 6
	Week 7 9/30/23 – 10/6/23	Chapter 6 – Using Observation in Guiding Children	Quiz 6 Discussion Board 7 Lab Journal Assignment 2
Unit 3	Week 8 10/7/23 – 10/13/23	Chapter 7 – Self-esteem and the Moral Self	Quiz 7 Discussion Board 8 Establishing Classroom Rules Assignment
	Week 9 10/14/23 – 10/20/23	Chapter 8 – Feelings & Friends: Emotional and Social Competence	Quiz 8 Discussion Board 9
	Week 10 10/21/23 – 10/27/23	Chapter 9 – Resilience and Stress in Childhood	Quiz 9 Discussion Board 10
	“Week 11” 10/28/23 – 11/3/23	Chapter 10 – Aggression and Bullying in Young Children	Quiz 10 Discussion Board 11 Positive Guidance Assignment
	Week 12 11/4/23 – 11/10/23	Chapter 11 – Minimizing Challenging Behavior	Quiz 11 Discussion Board 12 Lab Journal Assignment 3
Unit 4	Week 13 11/11/23 – 11/17/23	Chapter 12 – Guiding Children During Routines and Transitions	Quiz 12 Discussion Board 13
	Week 14 11/18/23 – 11/26/23	Chapter 13 – Using the Decision-making Model of Child Guidance	Quiz 13 Discussion Board 14
FINAL EXAM	“Week 15” 11/27/23 – 12/3/23	Final Exam	Lab Journal Assignment 4 Final Exam

Course Grading Information:

Lab Journal Assignments	30%
Quizzes	30%
Discussion Boards	20%
Other Class Assignments	10%
Final Exam	10%

Grading Scale:

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

Below 60 = F

Late Work and Make Up Work Policies:

Late work is typically not accepted. However, I am not unreasonable. Under certain, documented circumstances (example: documented serious illness/injury of self or immediate relative), I will consider accepting late work. Late work may have up to a 20 point penalty applied to the grade.

Communication is very important – if you are experiencing extenuating circumstances, please reach out to me so we can develop a plan for you to be successful in spite of your circumstances.

Student Behavioral Expectations or Conduct Policy:

In both the face-to-face and online environments, 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.

While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or involve 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.

If you are using Zoom to meet with the professor and/or other students, please ensure that you are dressed appropriately and are in a location where you can focus on your responsibilities as a student. Example: it is not appropriate to attend a Zoom class while laying in bed and/or half dressed. Please be respectful of others and mute yourself if background noise will be a problem.

This course is part of a curriculum that prepares professionals in the education and social service fields. It is expected that students will conduct themselves with a level of professionalism that represents their commitment to these fields of service. This includes adhering to dress and personal hygiene standards as are acceptable within these fields. This also includes maintaining professional standards of verbal and written communication. We are training you to become professionals and leaders within the community – we expect you to act accordingly.

Ethics

Cheating will not be tolerated. Any student found cheating will be subject to grade reduction, receiving a zero on assignments that involve cheating/plagiarism, and/or dismissal from the course.

Examples of cheating include but are not limited to:

- Copying the work of another student
- Seeking excused absences/tardiness under false pretenses
- Plagiarism (claiming as your own work the work of another)

This course will teach you to think critically. Critical thinking is essential for an educator or social service professional. Please maintain your integrity and do your own work – there is no reason to cheat in this, or any other course.

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ACADEMIC RESOURCES/POLICIES

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. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu 2542998122 Room
319, Student Services Center

Title IX:

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 acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a

confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>. Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It 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.

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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's 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 at

https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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 notified via 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.

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. For more information about your student email account, go to www.mclennan.edu/studentemail.

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 their 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. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward 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 be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.