McLennan

COMMUNITY

COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

THE INFANT AND TODDLER

CDEC - 1321 - 87

Dr. Jennifer K. Chapman

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

AN EQUAL OPPORTUNITY INSTITUTION   SPRING 2023

Course Description:
Studies appropriate infant and toddler (birth to age 3) programs, including an overview of development, quality caregiving routines, appropriate environments, materials and activities, and teaching/guidance techniques. 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 (2 lec/2 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.

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:	Jennifer K. Chapman, PhD
MCC Email:	jchapman@mclennan.edu
Office Phone Number:	(254)299-5823
Office Location:	CSC (Community Services Center), D41 (lobby of the Child Development Center)
Office/ Conference Hours:	**Monday** 1:30-3:30 PM, **Tuesday** 5:00-6:00 PM, **Wednesday** 1:30-3:30 PM, **or by appointment**. We can meet in-person or via Zoom.

Required Text & Materials:
Title:	*Infants, Toddlers, & Caregivers (12th Ed.)*
Author:	J. Gonzales-Mena and D. Widmeyer Eyer
Edition:	12th edition
Publisher:	McGraw Hill
ISBN:	978-1-260-23778-8

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

Methods of Teaching and Learning:

The content and information for this class will be presented through readings, lecture videos, power points, online videos, class discussions, and online assignments. It is the student's responsibility to read the required chapters and articles for each unit.

Laboratory Experience: The lab component is a **required** and important aspect of this course.

- A total of **32 hours** must be logged for this class. This averages out to 2 hours/week of a 16 week semester. Please plan accordingly.
- Students must complete lab hours **in person** at the MCC Child Studies Lab School. The Lab School is open for students from 7:15-12:30 and 2:30-5:15, Monday-Friday.
    - o *Students whose permanent residence is more than 90 miles away from MCC may petition to complete their lab hours at a NAEYC accredited center in their local area. Contact Dr. Chapman for questions about this policy.*
- Lab hours may include observing children and teachers within the Lab School classrooms. Students should be prepared to interact with children ages 3 months through 2 years.
- 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 completed during the first week of the semester and during the week of final exams.

Course Objectives and/or Competencies:

Upon successful completion of the course, the student will be able to:

1. Summarize prenatal development and the birth process;
2. Discuss theories of development as they apply to infants and toddlers;
3. Outline growth and development of children from birth to age 3;
4. Analyze components of teacher/child interactions and positive guidance techniques;
5. Design learning environments; and
6. Select materials and activities for infants and toddlers.

Course Outline/Schedule:

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

Weekly units go from Monday until Sunday each week. All assignments are due by Sunday evening at 11:59 pm, **except for** discussion posts which are due by Thursday evening at 11:59 PM so that you have time to respond to your classmates' posts.

| Module Dates	Chapter(s)/Topic(s)	Assignments Due
Module 1 1/9-1/15	Course Orientation	Discussion Post #1 Syllabus Quiz Criminal Record Check
Module 2 1/16-1/22	Theories of Infant Development	Discussion Post #2 Theory Application Activity
Module 3 1/23-1/29	Prenatal Development	Discussion Post #3 Prenatal Activity
Module 4 1/30-2/5	Childbirth, Prenatal & Postnatal Health	Discussion Post #4 Childbirth Activity
Module 5 2/6-2/12	Ch. 1 - Principles, Practice, and Curriculum	Discussion post #5 Chapter 1 Quiz
Module 6 2/13-2/19	Ch. 2 - Infant-Toddler Education	Discussion Post #6 Chapter 2 Quiz Lab Report #1
Module 7 2/20-2/26	Ch. 3-4 – Caregiving as Curriculum, Play as Curriculum	Discussion Post #7 Chapter 3/4 Quiz Toys Activity
Module 8 2/27-3/5	Ch. 5 – Attachment	Discussion Post #8 Chapter 5 Quiz Lab Report #2
3/6	SPRING BREAK	
Module 9 3/13-3/19	Ch. 6-7 Perception and Motor Skills	Discussion Post #9 Ch 6/7 Quiz
Module 10 3/20-3/26	Ch. 8 – Cognition	Discussion Post #10 Ch 8 Quiz Coginition Activity
Module 11 3/27-4/2	Ch. 9 – Language	Discussion Post #11 Ch 9 Quiz Lab Report #3
Module 12 4/3-4/9	Ch. 10-11 – Emotions and Social Skills	Discussion Post #12 Ch 10/11 Quiz
Module 13 4/10-4/16	Ch. 12 – The Physical Environment	Discussion Post #13 Ch 12 Quiz Classroom Design Activity
Module 14 4/17-4/23	Ch. 13 – The Social Environment	Discussion Post #14 Ch 13 Quiz
Module 15 4/24-4/30	Ch. 14 – Adult Relations in Infant-Toddler Programs	Discussion Post #15 Ch 14 Quiz Lab Report #4

Course Grading Information:

The final course grade will be based on:
1. Quizzes   20%
2. Lab Hours and Reports   40%
3. Assignments   20%
4. Discussion Board Posts   20%

Final Course Grade

- 1. Quizzes
- 2. Lab Hours and Reports
- 3. Assignments
- 4. Discussion Board Posts
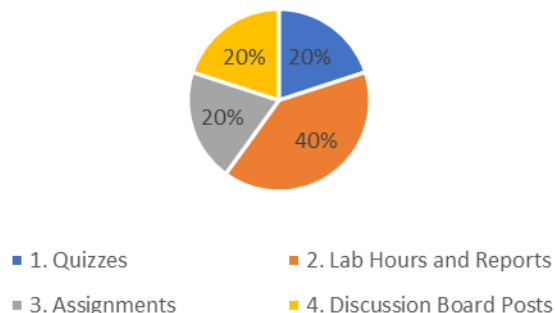
Grading Scale:

Letter Grade	A	B	C	D	F
Percent of Total Points Earned	100 – 90 %	89 – 80 %	79 – 70 %	69 – 60%	59% or Below

Late Work, Attendance, and Make Up Work Policies:

Late work will be subject to a deduction of 5% per day it is late. For example, if it is 2 days late and you would have earned a 100, you will now get a 90. Please keep in mind that there are some instances where late work will not be accepted. For example, **discussion boards** are an online, interactive assignment and completing these late is **not allowed**. **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 despite your circumstances.

As this is an online course, attendance will be assessed via active and regular participation in discussion boards and engagement with course content/modules. A student who goes more than a week without logging into the course will be counted "absent" for that week and students who are absent from more than 25% of course modules will be withdrawn from the course. Reinstatement into the course is only possible if the professor is satisfied that the student will resume regular participation and complete the course.

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.

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.

Discussion board posts will be used to enhance the learning environment and provide opportunities to engage with other students. 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.

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

Academic Integrity/Cheating/Plaigiarism:
In this course, 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)

**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.

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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 254-2998122
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, (Diversity, Equity & Inclusion/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 from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (https://mclennan.zoom.us/j/2542998500) or email (ast@mclennan.edu) during the above mentioned times.

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.

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

Go to https://www.mclennan.edu/center-for-teaching-and-learning/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:

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