

**CHDEV 19V
Reedley College
Cooperative Work Experience Section #54008
Spring 2021**

Instructor: Jenise Box

Class Time: Virtual Classroom

Email: Canvas Inbox

Office: Virtual Office

Virtual Office Hours: Tuesday's 2:00pm - 3:00pm & by Appointment

Required Texts: **NO TEXTBOOK FOR THIS CLASS.** *Any readings will be provided on Canvas by the instructor.*

Course Description:

This course will offer the student supervised teaching experience in a childcare/educational facility or provide professional development opportunities. Student's will have the opportunity to gain work experience that leads to their career goal, identify student learning objectives, execute and evaluate those objectives, and demonstrate the value of positive work ethic.

This class requires students to be currently employed in a child development program serving children aged 0 – 5 or readily engage in professional development opportunities, attend the mandatory orientation with the instructor, develop learning objectives with the supervisor they will be working with, submit all required paperwork and assignments as assigned, complete a weekly journal on Canvas, attend a final meeting with the instructor and submit all end of the semester required forms.

Course Outcomes:

Upon completion of this course the student will be able to:

- Work at an increased level of competency with children and colleagues.
- Identify individualized needs of children & apply appropriate solutions.
- Write learning objectives, and evaluate the level of completion.
- Utilize learning occupational skills in future employment.
- Apply learned techniques to classroom.

Course Objectives:

- Identify and differentiate those elements of human relations that have a realistic effect on gainful employment, through on the job experience.
- Learn to writing individualized learning objectives.
- Evaluate success of applied learning objectives.
- Participate in work experience that leads to their career goal, under the expertise of a skilled supervisor.
- Gain a greater awareness of children's individual abilities, needs, cultural heritage and personalities.

Student Learning Outcomes are statements about what the discipline faculty hope you will be able to do at the end of the course. This is NOT a guarantee: the ultimate responsibility for whether you will be able to do these things lies with you, the student. In addition, the assessment of Student Learning Outcomes is done by the department in order to evaluate the program as a whole, and not to evaluate individual faculty performance.

Course Information

- Lab requirement – student will work or volunteer in a child development center as determined by unit enrollment calculations (*See Unit and Hour Requirements section below*).
- This course requires full participation in a lab setting and satisfactory completion of lab hours.
- Lab placements are done in conjunction with your instructor and must be approved prior to starting hours.
- Students who are not employed currently in a child care setting must agree to engage in professional development opportunities throughout the semester.
- A lab contract is required and must be completed by the student and mentor teacher / lab teacher. This contract dictates your scheduled lab time. Students may not deviate from the hours on the contract without permission from the lab site and instructor.
- Students must submit written proof of completion of lab hours signed by their mentor teacher/supervisor(timesheet).

Course Policies

Classroom Expectations

- Students are expected to attend and actively participate in class discussions and activities. This includes virtual sections for this course.
- Students are expected to conduct themselves, according to the Student Conduct Standards outlined in the student handbook.
- Students are expected to be respectful of fellow students and the instructor at all times.
- Students are expected to arrive on time. Late arrival will not be tolerated.
- Cheating and plagiarism will be cause for disciplinary action.
- Students are expected to come to class prepared and ready for the day.
 - Active participation, even virtually, is likely to enhance your enjoyment of the course material and facilitate a higher level of learning. You will be encouraged to share your own reactions to course materials, questions, and ideas, as these are what will enable you, your classmates, and your instructor to gain the most from our time together. Reading the assigned materials prior to class is crucial. Being able to critically analyze what you have read and discussed, as well as make connections to real world settings when applicable, are ultimate goals.

Assignment Requirements:

While this is course has a minimal amount of assignments and focuses more on work experience, you will still be responsible for submitting forms and other assignments. Prior to submitting assignments, they should meet the following criteria below:

- All assignments are to be typed unless otherwise specified by the instructor.
- All assignments must be neat and clearly labeled with student name, date, title of the assignment, and class day/time.
- Assignments should be double-spaced, 12-point times new roman font, spell – checked, one-inch margins in times new roman font.
- Always save a copy of your work.
- Take responsibility to present completed, polished college level work on-time.
- All assignments must be corrected for proper punctuation, grammar and spelling.
- Late Assignments:
 - For this course, assignments are due (unless otherwise specified) every Monday by 11:59pm. Assignments are assigned well in advance and must be submitted on time; however, life happens and as a result the student may be unable to complete an assignment by the scheduled due date. For this reason, **students are allowed to use THREE Late Assignment Passes** during the course of the semester. If you know you will be unable to turn in your work by the due date, you

must contact the instructor immediately so we can work out a reasonable due date. After two late assignments, I will no longer accept late work.

Written Work Expectations:

Proper writing is a basic expectation when someone has earned a college degree and writing quality does matter as a college student and in the profession as an educator. If you intend to work with children and families, there will be many times when you need to communicate information that is crucial, including rationale for continued funding for your job and the children and families you serve. It is valuable to you if you are able to communicate through writing and that you used consistent writing mechanics.

All assignments completed in this class are expected to have college level quality writing which includes proper use of grammar, usage, mechanics, style, as well as proper APA citing style where applicable. All outside classroom assignments are to be typed. Assignments turned in handwritten will result in a score of zero.

Communication Policy:

It is important for instructors and students to maintain clear and concise communication throughout the duration of this course. This is especially true for online courses. In our course, you will have two options to communicate with me, depending what your preference is:

- Canvas Messaging
 - If for any reason you need my assistance, you may contact me through Canvas Messaging system. I will be available to answer emails during the following days and times;
 - Email: Monday - Friday 9:00am-4:00pm
 - Virtual Office Hour: Tuesday's 2:00pm-3:00pm via Zoom.
 - I do not usually respond to emails over the weekend or during holidays, so please make sure to get ahold of me on Friday before the end of day. Also, please allow a 24 to 48-hour turnaround time for emails. If for some reason I do not reply back within this time frame, please send me another message!
- Zoom
 - Another way to contact me is through Zoom. If this method is easier or preferred, please contact me first to set up a day and time to meet privately one-on-one.
 - Once a week in this course, I will provide an Optional Classroom Zoom Meeting. What this means is I will be logged in for one hour and during this hour, you can log in and ask me questions about the course and get any additional help. Keep in mind that issues such as grades will not be discussed during the Optional Classroom Zoom Meeting and instead, you need to arrange for a private meeting with me at a different time.
 - The Zoom link for our reoccurring optional meetings will be displayed on our course's homepage.
 - If for some reason I need to cancel or rearrange of Optional Classroom Zoom Meeting, I will notify all students in advance through the announcements page and Canvas messaging in advance.
- Please remember that if you are struggling and need help to reach out to me as soon as possible! I am more than willing to help you to the best of my ability. However, do not make the mistake of waiting until the end of the semester to get help from the instructor or other campus resources. Please refer to the "Campus Resources" section towards the end of the syllabus for more information.

Attendance:

- Failing to log in each week and turn in assignments is considered an absence for this course.
- If you miss more than three log-ins' for Canvas (a consecutive three-week absence) the instructor *may* drop you.
- Dropping after the drop date will result in an "F" grade.

- It is the student's responsibility to drop a class if they no longer intend to participate after the first week of instruction.

Student Conduct and Cheating:

The statements below are taken directly from the Reedley College Catalog:

- Academic Dishonesty
 - *"Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences".*
- Cheating
 - *"Cheating is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without an instructor's permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely".*
- Plagiarism
 - *"Plagiarism is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights. Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on the particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents. For more information, contact the Vice President of Student Services' Office or the Vice President of Instruction's Office".*
- Cheating/Plagiarism:
 - *"Cheating and/or plagiarism will not be tolerated. A student will receive no credit for the assignment if in the opinion of the instructor the individual has cheated".*

Canvas:

Information about this course, and resources for it, will be available on Canvas. Canvas is available at through the main Reedley College home page. You will use your RC username and password to login. Through Canvas, you will be able to access the syllabus, assignment guidelines, and any handouts that will supplement the texts and/or lectures. In addition, you will be able to send email to your classmates and me. You will also be able to use Canvas to check your grades online. You should monitor your grades to be sure they are entered accurately and completely. If there is a mistake, please bring it to my attention as soon as you notice it. Journal entries will be utilized through Canvas. Please keep all returned assignments until your final grade has been posted at the end of the semester.

Please note that ONLY your RC (my.scccd) email address is recognized by Canvas or for emails. Any messages that I send to the class will be sent through Canvas, and therefore through your RC my.scccd email address. I will not respond to personal emails due to spam and other computer viruses. Please only use your Reedley College email when communicating with me via email. You are responsible for information

disseminated through email; ignorance (“I didn’t check my email,” “My e-mail isn’t working,” I don’t have access to a computer,” etc.) is not an acceptable excuse.

Accommodations for Students with Disabilities:

If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible. The instructor will comply with the requirements of the American’s with Disabilities Act (ADA), by appropriately accommodating any student with a verified disability.

Campus Resources:

- Writing Center
 - The Writing Center offers free writing assistance to students on campus. For more information on all they offer, call Writing Center Information at 638-3641 ext. 3619 or email rcwritingcenter@reedleycollege.edu. Learning to study more effectively will also help with writing.
- Tutorial Center
 - The Tutorial Center (Library Building LRC 111) has a variety of services to help you succeed in college through more effective learning strategies. For more information call the Tutorial Center at 559-638-0358.
- Disabled Student Programs & Services (DSP&S)
 - The Disabled Student Programs & Services (DSP&S) is designed to provide accommodations, services, and support for students on campus with documented disabilities. For more information, please call the DSP&S office at (559) 638-0332.
- Reedley College Library
 - The campus library has many resources for students to use to ensure academic success. Throughout the semester the library will offer virtual workshops on subjects, such as how to avoid plagiarism and use MLA/APA formatting. If you would like more information, please email the library staff at library@reedleycollege.edu.

Additional Resources

- Owl Purdue Writing Lab
 - The Owl Purdue Writing Lab is a free online resource for students who need assistance with various writing, formatting, and citing styles. If at any point you are unsure of how to write using APA, organize references, or in-text citing, please visit the link provided: https://owl.purdue.edu/owl/purdue_owl.html

Course Assignments

1. **Mandatory Orientation (15 Points)** - Student is required to attend a mandatory orientation. This orientation will review the requirements of the course, assignments and deadlines. Orientation to held on **January 12th from 5:00pm-6:00pm** virtually on Canvas. All students will receive a letter from the instructor with information on the orientation prior to the start of the semester. *Any student who does not attend the orientation or inform the instructor of their schedule conflict will be dropped on that day. No exceptions* (SLO #1).
2. **Student Snap Shot (10 Points)** – Students will fill out a brief questionnaire that the instructor will use to meet each’s students needs, as well design professional development opportunities (SLO #1).
3. **Form # 1: Student Information (10 Points)** – To be completed and signed by your supervisor (SLO#1).

4. **Form #2: Learning Objectives Worksheet (10 Points)** – This form is to be used to develop your contract objectives. You will have two weeks to complete, discuss and review with your supervisor, and submit to the instructor. Once approved, the objectives may be transferred to the Contract form #3 (SLO #2).
5. **Form #3: Contract (25 Points)** – To be completed with approved learning objectives from form #2. Must be signed by student and supervisor (SLO #1 & #2).
6. **Discussion Boards (5 Points Each)** - Students will use Canvas to dialogue and discuss weekly questions and ideas generated through their work experiences. Students are required to share ideas, concerns, and answer prompt questions at various times during the semester (SLO #1 & 2).
7. **Work Experience/Professional Development Journal (10 Points Each)** – Students will write journals of their classroom or professional development experience bi-weekly. This will be used as a space to reflect on your experiences in the classroom or your professional development journey, address concerns, engage in inquiry of your teaching practices/philosophies, teacher/student self-care, stress, and so forth (SLO #2).
8. **Form #4: Time Sheet (25 Points)** – The timesheet must remain at your work site during the semester. You are required to sign in/out each day worked/volunteered and track your duties for the day. This time sheet is to be completed and signed by student and supervisor at the end of the semester and submitted to the instructor. All students must complete required hours to pass this course (SLO #1).
9. **Mid-Term Evaluation (25 points)** - Students will need to meet with the instructor for review of progress of goals. Students and instructor will discuss progress towards meeting learning objectives. Meetings will be arranged week #10 (SLO #1 & #2).
10. **Resumé (25 Points)** – Students will use Reedley College’s Career Coach to build a resume for future job interviews in the field of early childhood education. A final draft of the resume will be turned into the instructor for review (SLO #1).
11. **Form #5: Evaluation (25 Points)** - A final evaluation completed by the supervisor based on students’ learning objectives (SLO #1 & #2).
12. **Final Meeting (25 points)** – Students will meet with instructor one on one. Meeting to be arranged during final’s week with instructor (SLO #1 & #2).

Units and Hour Requirements:

- Students must have a job or agree to engage in professional development directly related to work experience class, Child Development or Early Education in a setting pertaining to Infant/Toddlers, Preschool or Transitional Kindergarten. **NO EXCEPTIONS.**
- 60 hours of volunteering/professional development = 1 unit
- 75 hours of paid work experience = 1 units

Enrolled Unit Amount	Work Hours	Volunteer/Professional Development
1 Unit	75 Hours	60 Hours
2 Units	150 Hours	120 Hours
3 Units	225 Hours	180 Hours
4 Units	300 Hours	240 Hours

Assignments:

Assignment	Points Possible
Virtual Orientation	15
Syllabus Quiz	15
Student Snap Shot	10
Journal Entries (8 x 10 Points Each)	80
Padlet (3 x 5 Points Each)	15
Discussion Board: Introductions	5
Form #1: Student Information	10
Form #2: Learning Objectives Worksheet	10
Form #3: Contract	25
Form #4 Timesheet	25
Form #5 Final Evaluation	25
Resume	25
Mid-Term Evaluation Meeting	25
Final Evaluation Meeting	25
Total Points	310

Grades:

Points Range	Letter Grade	Percentage
279 - 310	A	90-100%
249 - 278	B	80-89%
217 - 248	C	70-79%
186 - 216	D	60-69%
0 -185	F	0-59%

If a problem arises during the semester, please make an appointment with the instructor to discuss how we can best resolve the issue and help you achieve success in class. Grades are confidential and will not be discussed during the weekly optional virtual office hours.

Failure to meet the total hour requirement for the course will result in failure of the course, no matter the point standing. **In order to pass this course, you must pass both the lab and the virtual classroom components, no exceptions.**

Syllabus Disclaimer:

This course syllabus is equivalent to a contract between the instructor and the student. However, the information in this syllabus is subject to change at any time during the semester. All changes will be stated in class and students are responsible for noting such changes. In the event that you are absent on the day changes are made, it is your responsibility to find out the changes and adhere to them. The student's decision to attend the class denotes acceptance of the following:

- This syllabus as a contract outlining the student's responsibilities to complete all required assignments by the due dates.
- The policy that late assignments will not be accepted
- The changing syllabus statements.
- The expectations of this course as outlined in this syllabus
- That final grades are determined on the basis of accumulated points from required assignments

- The policy that students are responsible for supplying evidence of any discrepancy in grades as determined by returned/graded assignments.

The instructor for this course reserves the right to modify and change the syllabus at any time. Students disagreeing with the above statements should withdrawal from this course section and enroll in a section of this course taught by another instructor.

Important Dates:

Date	Day	Event
January 11 th , 2021	Monday	First day of instruction
January 18 th , 2021	Monday	MLK Day, No Classes Held & Campus Closed
January 22 nd , 2021	Friday	Last day to drop a Spring 2021 full-term class for full refund
January 29 th , 2021	Friday	Last day to register for a Spring 2021 full-term class in person AND Last day to drop a Spring 2021 full-term class to avoid a "W" in person
January 31 st , 2021	Sunday	Last day to drop a Spring 2021 full-term class to avoid a "W" on WebAdvisor
February 12 th , 2021	Friday	Presidents Day, No Classes Held & Campus Closed AND Last day to change a Spring 2021 class to/from Pass/No Pass grading basis
March 12 th , 2021	Friday	Last Day to drop a full-term class (letter grades assigned after this date)
February 15 th , 2021	Monday	Presidents Day, No Classes Held & Campus Closed
March 29 th - April 2nd, 2021	Monday-Friday	Spring Recess, No Classes Held and Campus Closed
May 17 th - May 21, 2021	Monday-Friday	Finals Week

