

# CHDEV 17A: Infant and Toddler Practicum

## Course Syllabus Fall 2018

**Course Section:** 55008 **Instructor:** Alyssa Verburg **Unit Load:** 3

**Email:** alyssa.verburg@reedleycollege.edu **Class Meets:** Monday 4:00 p.m. - 5:50 p.m.

**Office Hours:** Upon request **Room:** CCI 205

### Required Text

None. All reading materials will be on Canvas.

### Required Materials

- Composition book or similar notebook
- ½ - 1-inch binder, divider tabs, access to print materials, as needed, access to a computer
- Canvas is a **REQUIRED** component of this course. This course syllabus as well as all assignments and reading assignments will not be printed out but will be available to you via Canvas. There will also be assignments that must be completed within Canvas. Course PowerPoint presentations and discussion topics for any class meeting will also be available for your review. Canvas will also be used to post reminders and notifications of class session cancelations. To visit Canvas, simply click on Quick Links near the top of the Reedley College Web-page at [www.reedleycollege.edu](http://www.reedleycollege.edu). As a child development student, you may access Canvas by using the Child Development resource room and you may also use the on-campus computer center.

### Course Description

This course introduces students to infant-toddler development. Applies current research to the care and education of infants and toddlers in group settings. Examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children from birth to 36 months. The "To Be Arranged" hours may include observation of and participation in planning environments and facilitating infant toddler growth and development. This course requires verification of measles vaccination and pertussis, freedom of tuberculosis, and verification of flu vaccination within the past 12 months. **This course requires 2 hours of lecture and 3 hours of lab per week.**

### Student Learning Outcomes

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

1. Summarize the essential policies and practices of quality infant and toddler programs.
2. Demonstrate strategies to promote healthy relationships in the care and education of infants and toddlers
3. Evaluate infant and toddler curriculum and environments based on observation, documentation and reflection

### **Course Objectives**

In the process of completing this course, students will:

1. Observe, document and reflect on infant and toddler play and interactions to plan for care and learning.
2. Design appropriate play spaces and care routines that support infant and toddler care and learning.
3. Describe reciprocal communication techniques that promote brain development and healthy relationships.
4. Demonstrate practices that support and respect the diverse values and beliefs of families and caregivers.
5. Define the program policies of primary care, continuity of care, and small group size.
6. Identify delivery systems, licensing regulations, and quality indicators in infant and toddler care.
7. Describe practices that support the unique abilities of all children birth to 36 months.

### **Course Information & Policies**

LAB Requirement – 3 hours per week (48 hours total)

During the course of the semester you will complete **48** hours of practicum experience. Attendance is mandatory in a lab class. If you are unable to make it to lab you must notify April Barajas, Child Development Coordinator (638-0300 ext.3237). If you do not call prior to your absence you will not be able to make up those hours. You must make up the lab hours missed to receive full credit. Please see last page for break-down of points.

1. This course requires full participation in a lab setting and satisfactory evaluation of lab performance.
2. Lab placements are done in conjunction with your instructor and the on-campus Child Development Center or approved mentor site.
3. 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. Any student that falsifies their lab hours will be dismissed from lab and may not pass the course.**

4. Students must submit written proof of completion of lab hours (timesheet).
5. Lab activities are to be pre-approved by your instructor and mentor teacher.
6. All lab requirements for each lab/mentor site must be followed including all required paperwork and timelines for activities.
7. A minimum of 48 hours of lab must be completed in an approved mentor site in order to receive a course grade (see grade information for details of lab points available).
8. A minimum of 1 hour of lab must be completed for research in the Child Development Resource Room and/or with your mentor teacher or instructor.
9. All lab students must have an updated TB test (available with Health Services) and provide proof of immunizations. Complete any required paperwork from the lab site prior to the start of lab hours. If you have tested positive to TB, take your most recent chest x-rays to the Reedley College nurse for clearance. 2 hours of lab provided to complete. For more info about immunizations, please see lab coordinator.
10. Lab placements must be completed as assigned. Absence from lab may result in a lower grade or course failure. If students are placed in lab to complete on a day when the campus is closed, the student does not have to make-up those hours, however does need to complete the lab assignment for that week. Example: Student is scheduled to attend lab on President's day. The lab on campus is closed due to the holiday. The student does not need to make up the 3 hours missed but will still need to complete the lab observation, experience or activity assigned for that week. The student will need to arrange a time to complete those with the mentor site within one week of the original due date.

### **Assignments/Requirements**

Assignments will vary daily/weekly. This may include written work, individual and group activities, article reports, or curriculum assignments. Students are expected to attend class prepared to discuss topics and present assignments. Remember that your performance in class is directly related to how much time and effort you put into the class material. For every hour in class, expect that you will spend one to two hours studying and preparing outside of class.

- 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.
- Papers should be double-spaced, 12-point font, spell-checked, with one-inch margins, in an easy to read font (Times New Roman, Arial, etc.).
- All lesson plans and forms are available on Canvas. No handouts will be given in class.

- Always make and keep a copy of your work.
- Take responsibility to present completed, polished college level work on-time.
- All papers must contain proper punctuation, grammar and spelling.
- Out of class assignments on torn pieces of binder paper will not be accepted.
- Late assignments – Late work will not be accepted. No exceptions. Please submit all of your assignment on or before the due date. You are responsible for competing and submitting your work on time.

### Assignments

1. Lab Self Evaluation and Reflection - During the semester your performance in the lab will be evaluated by your mentor teacher. Following the first evaluation you will write a plan of action on how you will improve your scores. You will turn the evaluation as well as your plan of action in to me. Your grade on this assignment will not be based on the scores you receive but rather on the amount of reflection and thought put into your plan of improvement and on the amount of improvement between evaluations. (25 points x 2 = 50)
2. Principles of Care - In class we will be discussing the 10 basic principles of care for Infants and Toddlers. You will be required to observe these principles and apply them to your practicum hours. For more information review the assignment sheet found on Canvas under the assignment tab. (50 points)
3. Article Review - Choose one of the articles posted under the assignments tab in Canvas to review. Specific requirements are found under the assignment tab. (25 x 2 = 50 points)
4. Childs Portfolio - Additional information provided on Canvas (150 points)
5. In Class Activities - We will have many opportunities for in class participation during the semester. I will randomly award points for your participation in these assignments. If you are not in class, you can't participate which means you miss the points for that assignment. Point value will be assigned to each assignment individually, some assignments might be 2 points, and some might be 20! (150 points)
6. Quizzes & Activities - Each week, there will be either a quiz, activity, or a response to be completed, directly related to the readings. Quizzes are not timed but must be completed in one sitting (you cannot save the quiz and come back to it later). (150 points)
7. Lab Attendance and Timesheet – You must complete 48 hours of lab and submit the timesheet in order to receive credit. (50 points)

## **Having Problems?**

If at any time you find you are having trouble succeeding in this course, whether because of a change in your life circumstances or because of something you don't understand about the material, please see me. There are a number of services available to assist Reedley College students in succeeding in their coursework. Please do not wait until the end of the semester if you are having difficulty. 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 in the classroom.*

## **Academic Success**

In order to succeed at the highest level in college, be sure to utilize the College services that is available to all students. This includes the Tutorial Center, Writing Center, Disabled Student Services, Computer Lab, Library, and Counseling Services.

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 or the Rehabilitation Act, please see 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.

## **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 hand written will result in a score of zero.*

The Writing Center (Humanities Building Room 58) offers free writing assistance to students on campus. For more information on all they offer, visit or call Writing Center Information at 638-3641 ext. 3619 or email [rcwritingcenter@reedleycollege.edu](mailto:rcwritingcenter@reedleycollege.edu). Learning to study more effectively will also help with writing, and 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.

**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*

***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***

It is your responsibility to respect the requirements and rules of this course. You will be held accountable for all announcements made in class whether you are present or not. It is NOT my responsibility to "fill you in" on what you missed. You need to get the phone number/email address of a fellow student(s) in order to get information in case of your absence.

## **Retaining Returned Assignments**

Students disagreeing with the assigned final grade will be required to supply evidence to the contrary. Therefore, it is suggested that students retain all returned/graded assignments and tests until after they have signed-out on the final day of class.

## **Expectations**

- Students are expected to attend and actively participate in class discussions and activities.
- Students are expected to conduct themselves, according to the Student Conduct Standards.
- Please 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.
  - You will be expected to participate in large and small group discussions and various class activities. Active participation 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, lab experiences, 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 IMPORTANT. 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.
- No food or drink in the classroom at any time, except for water bottles.
- Cell phone usage (calls, text messaging) is not allowed during class time, unless explicitly stated by your instructor. Cell phones must be put away in backpacks or purses and turned to silent (not vibrate) or turned off.
- Threat of physical or emotional abuse, on or off college property, of the person or property of any member of the college community or members of his/her family will be cause for disciplinary action.

## **Attendance**

Learning through sharing and classroom activities is a VERY large part of this class. You will not pass this class if you do not attend regularly. Regular attendance is EXPECTED. If you stop coming to class after the drop deadline, you will get an "F." If you choose to be dropped from this course, it is **YOUR** responsibility to notify the records office by the drop deadline. If you miss more than 2 consecutive class lectures within the first 4 weeks of class, you MAY be dropped from the course. Late arrivals and early departures will have a negative effect on your grade.

## **Late Policy**

Life happens and occasionally arriving late is un-avoidable. One of the elements I strongly stress in this course is respect. Arriving late is a great opportunity to demonstrate respect. If you arrive late choose a seat closest to the door. **DO NOT CROSS IN FRONT OF THE LECTURE AREA.** Doing so is disrespectful to me as your instructor, as well as to your peers. Habitually arriving late reveals a deficiency in time management skills; as an instructor, I feel one of my responsibilities is to help guide students in this skill set. If you are continually late, we will meet to discuss your options.

## **Canvas**

Information about this course, and resources for it, will be available on Canvas. Canvas is available through the Reedley College home page. Go to the Canvas Login. Your user ID will be your 7-digit ID number. Your password will be the same password you use with your student email. If you have not used Canvas before or need support, please call the SCCCD help desk - 559-499-6070. 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. 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. 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.

## **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:

- 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 after 7 days



- The changing syllabus statement
- 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.

Students disagreeing with the above statements should withdrawal from this course section and enroll in a section of this course taught by another instructor.

## Grades

Assignment	Possible Points
Lab Self Evaluation and Reflection (2 x 25 points)	50
Principles of Care	50
Article Review (2 x 25 points)	50
Child's Portfolio	150
In Class Activities	150
Quizzes & Activities on Canvas (15 x 10 points)	150
Lab Attendance and Timesheet	50
Total Possible Points	650

Total Points	Final Grade
585 - 650	A
520 - 584	B
455 - 519	C
390 - 454	D
389 or below	F

## Important Dates to Remember

August 13, 2018	Start of Fall 2018 semester
September 3	Labor Day (no classes held, campus closed)
November 12	Veterans' Day (no classes held, campus closed)
November 22 & 23	Thanksgiving Break (no classes held, campus closed)
December 10-14	Fall 2018 final exams week