

CD17A
Infant and Toddler Practicum
Course Syllabus Fall 2019

Instructor: Jessica Saberon
Class Time: Monday 4:00pm-5:50pm
Email: Jessica.saberon@reedleycollege.edu
Office hours: Monday 3:00-4:00; Additional meeting time- contact via email to set up an apt

Text:

NO TEXTBOOK REQUIRED FOR THIS COURSE. As an OER (Online Education Resources) course, all reading, materials, and articles will be provided on the Canvas Course site.

Recommended:

Developmentally Appropriate Practices in Early Childhood Programs, Bredekamp & Copple: NAEYC (this text will be utilized in CD 3, CD 17A, CD 20, CD 37A and CD 37B)
This textbook may be checked out of the library for the semester.

Required Materials

- Composition book or similar notebook
- ½- 1-inch binder, divider tabs, access to print materials, access to a computer as needed
- 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 notification of class session cancellations. To visit canvas, simply click on Quick Links near the top of the Reedley College Web-page at 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 and applies current research to the care and education of infants and toddlers in group settings. This course 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 and participation in planning environments and facilitating infant and 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. (Lab hours arranged)

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 **(45 hours total)

During the course of the semester you will complete **45** 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.

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 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.**
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 **45 hours** of lab must be completed in a mentor site in order to receive a course grade (see grade information for details of lab points available).
8. All lab students must have an updated TB test (available with Health Services) and verification of immunizations including measles and pertussis vaccination, freedom of tuberculosis, and verification of flu vaccination within the past 12 months, and complete any required paperwork from the lab site prior to the start of lab time. 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 instructor or lab placement supervisor.
9. 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 time missed but will still need to complete the lab observation/teaching experiences assigned. The student will need to arrange a time to complete those with the mentor site within one week of the original lab date. Each student is allowed only one holiday towards lab time. All others must be made up to receive credit.

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/present assignments. All reading provided on Canvas is expected to be read BEFORE class each week. 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 you will estimate spending one to two hours studying outside of class.

- All **writing 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, one inch margins in an easy to read font.
- All lesson plans, forms, and handouts will be available on canvas.
- Always **make a copy** of your work.
- Take responsibility to present completed, polished college level work on-time.
- All papers must be **corrected for proper punctuation, grammar and spelling.**
- Out of class assignments on torn pieces of binder paper will not be accepted.
- Late assignments – Students are allowed **ONE late assignment due no more than 7 days past the original due date.** Assignments are assigned well in advance and must be submitted on time. If you know you will be unable to turn in your work by the due date, you must contact the instructor. After one late assignment, no late work will be accepted.

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 (CANVAS) - Each week, there will be either a quiz, activity, or a discussion 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 **45 hours** of lab and submit the timesheet in order to receive FULL credit. (50 points)

Grades:

	Possible Points	Total Points	Final Grade
Lab self-evaluation and reflection (2 @ 25 ea)	50		
Principles of Care	50	585 – 650	A
Article Review (2 @ 25 ea)	50	520 – 584	B
Child's Portfolio	150	455 – 519	C
In Class Activities	150	454-390	D
Quizzes & Activities	150	389-below	F
Lab Attendance & Timesheet	50		
TOTAL POINTS	650		

****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. Please come see me 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 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. 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.

Classroom 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.

Attendance

- If you are not present when roll is taken you will be considered absent. Late arrival may be considered an absence. Three late arrivals equal one absence. More than one late arrival, you will need to make arrangements to meet with the instructor during office hours.
- If you miss more than three days 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.**

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 in the row closest to the door. **DO NOT CROSS IN FRONT OF THE LECTURE AREA.** Doing so is disrespectful to the instructor as well as classmates.. 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. After your 2nd late arrival you will need to make an appointment with me to map out some strategies to help build better time management. Failure to schedule a meeting results in the loss of 25 points

Student Conduct and Cheating

- Plagiarism is the use of others’ words and/or ideas without clearly acknowledging their source. When you incorporate those words or ideas into your own work, you must credit where the sources is cited. Plagiarism, intentional or unintentional, is considered academic dishonesty and is not tolerated and may be grounds for failure of an assignment or the course.
- No food or drink in the classroom at anytime except for water bottles.
- Cell phone usage (calls, text messaging) is NOT allowed during class time. Cell phones must be put away in backpacks or purses and turned to “OFF” unless otherwise instructed for in class activities.
- 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.

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 SCCC 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 syllabus constitutes a contract between the instructor of this course and the student enrolled in the course. The student's decision to attend the class denotes:

1. acceptance of this syllabus.
2. acceptance of the expectations of this course as outlined by this syllabus.
3. the student's understanding that the course schedule outline in this syllabus, except assignment due dates, is subject to change without notification to the student.
4. the student's understanding that it is their responsibility to read and complete all assignments and turn in all work by the designated times.

** The instructor reserves the right to make changes to the course syllabus or schedule as deemed necessary for the good of the class.

Important Dates to remember

First Day of Class	Monday, August 12 Start of Fall 2019 semester
Labor Day Holiday (no class)	Monday, September 2
Veterans Day (no class)	Monday, November 11
Thanksgiving holiday (no classes)	Thursday- Friday, November 28-29
CD17A FINAL	Wednesday, December 11 4:00-5:50pm