

# Course Syllabus

**NOTE:** This syllabus is subject to change during the semester . Please check this syllabus on a regular basis for any updates.

**Department :** Child Development

**Course Title :** Child Guidance

**Section Name :** CDEC 1319

**Start Date :** 08/27/2012

**End Date :** 12/7/2012

**Modality :** ON-LINE

**Credits :** 3

## Instructor Information

**Name :** Mary Hanson

**OC Email :** mhanson@odessa.edu

**OC Phone # :** 432-335-6483

### Course Description

An exploration of guidance strategies for promoting prosocial behaviors with individuals and groups of children. Emphasis on positive guidance principles and techniques, family involvement and cultural influences. Practical application through direct participation with children. Provides opportunity to evaluate and understand individual expectations regarding discipline and classroom management with emphasis on Texas licensing standards. Students will have the opportunity to evaluate situations based on good-problem-solving and decision-making techniques and implementation of alternative discipline strategies. Emphasizes techniques of communication with children as well as co-workers. Presents major theorists and theories of individual and group management. Lab fee required.

### Prerequisites/Corequisites

Child Development

### ICO's

1.2.4.5.6

### Course Objectives

- A. Working with Young Children
  - a. Growth and Development
  - b. Observing Children
  - c. Child Development Principles & Theories
  - d. Child Development
    - i. Birth to Age Two
    - ii. Two & Three Year Olds
    - iii. Four & Five Year Olds
    - iv. Middle Childhood
- B. Guidance Skills
  - a. Guidance Challenges
  - b. Classroom Limits
  - c. Daily Routines

Child Development

### Required Readings/Materials

a) **Required** readings/materials:

*The Whole Child*, ninth edition, 2010, Joanne Hendrick and Patricia Weissman

### Course Requirements (Lectures, Assignments and Assessments)

### Content

_5609_1	/webapps/blackb	_800384_1	removeContentTo		de89e79e-103d-4
_5609_1	_800384_1			false	ctrl_panel
reset		6d72fb16-d96d-4			
false					

.

## ↕ Observation Journal

Enabled: Statistics Tracking

This journal is an opportunity to write observations you encounter between children and adults. While you are completing observation hours you will witness frequent interaction between children and adults. While shopping at Wal-Mart or eating at a restaurant you will see these interactions. In fact, if you'll pay attention, you will see them everywhere. Write about these observations. Hopefully you will witness positive observations. Sadly, you will see plenty of the negative. Write what went on. Write what could have been better. Write what pleased you. Often we actually see wonderful teaching and/or parenting and we haven't paid that close attention. The information you are learning from your book will guide you in specific actions to look for. You can certainly write about family members without, of course, giving away who they are. If I were writing this journal, I'd have plenty to say about myself. You may, therefore, include yourself in this journal as well. I'm looking for 20 pages at a minimum in completing this assignment. Please number your pages. As you can continue to save and finally submit from the computer, feel free to use a spiral and hand write this journal. One side of one page is one page. The front and back are considered two pages. Do not write BIG and do not skip lines. Also, use a regular sized journal that equals to the 8 1/2 by 11 size. Please complete this assignment by 11/7/2012.

.

## ↕ Application Activity 1-3

Enabled: Statistics Tracking

Select one application activity to complete from the end of each of the chapters 1-3. Complete the assignment. Complete the work in a word document and submit the work via email. Please complete this assignment by 9/19/12. This due date is also the date that discussion question 1-3 is also due.

The application activities is worth 50 points.

•

#### **Application Activities 4-6**

Enabled: Statistics Tracking

Select one application activity to complete from the end of each of the chapters 4-6. Complete the assignment. Complete the work in a word document and submit the work via email. Please complete this assignment by 10/10/12. This due date is also the date that discussion question 4-6 is also due.

The application activities is worth 50 points.

•

#### **Application Activities 7-9**

Enabled: Statistics Tracking

Select one application activity to complete from the end of each of the chapters 7-9. Complete the assignment. Complete the work in a word document and submit the work via email. Please complete this assignment by 11/7/12. This due date is also the date that discussion question 7-9 is also due.

The application activities is worth 50 points.

•

#### **Application Activities 10-12**

Enabled: Statistics Tracking

Select one application activity to complete from the end of each of the chapters 10-12. Complete the assignment. Complete the work in a word document and submit the work via email. Please complete this assignment by 11/20/12. This due date is also the date that discussion question 10-13 is also due.

The application activities is worth 50 points.

•

### **Observation**

Enabled: Statistics Tracking

Attached Files: ○  [Lesson Plan Activity for lab classes.docx](#) (14.308 KB)

Attached is the lesson plan format to follow when I observe you teaching. The state mandates that I observe you at least once in the semester or you cannot pass. Therefore, this assignment is a must!!! You are already practicing writing lesson plans in a different assignment. You will write this lesson plan up as well AND teach children. Set up an observation time. It is your responsibility to do so. Do so within the first two weeks of class please. If you are from out-of-town. Or, if you and I cannot match a time for me to come watch you teach, then video tape you teaching. My preference is to see the video still in your camera with you there. We've had so much trouble viewing the observations from copied DVD's. Even a thumb drive would be better than a DVD.

Please feel free to watch a short youtube video. Once into youtube, search for captmara. Then scroll down to the video that reads lesson plans. This video explains what I'm looking for from you. Please do not wait on this important and necessary assignment!!!

This assignment is due no later than 10/17. This assignment is worth 100 points. Thank you.

•

### **Lab Hours**

Enabled: Statistics Tracking

Attached Files:  [lab sheet.doc](#) (60 KB)

It is also mandated by the state that you complete lab hours. Lab hours are when you volunteer or get paid to actually work with young children. The ages of the young child can range from 6 weeks old to 8 years old. You need to complete 30 hours at a minimum to get the credit to pass this class. This assignment is worth 200 points. You must start on your hours now as most child cares require a background check which can take up to two weeks to get back. You also must have a current TB shot. If you can complete your hours at the day care at OC called the Children's Center, then take your social security number and your driver's license to the Children's Center's office. The staff in the office will help you with the background check. It will cost you about \$40 but will be good for anywhere you go. Ask them about the TB shot as well as they have information for you as to where you can go to get the shot. Remember to go back after three days to see the results of the shot or it will not count.

You may work and/or volunteer at a head start, a certified day care, a public or private school grade 3rd or below. Mother's Day Out programs do not work. Sunday school and troop leadership does not count either.

Take the attached lab sheet with you each time you attend lab. Keep it filled out. Make sure a teacher initials for you verifying that you were in attendance when you said you'd be. Remember to bring the completed lab sheet to my office. You may mail it at:

Mary Hanson  
Odessa College  
201 W. University  
Odessa, TX 79764.

You may fax it at 432-335-6703. Or, if you are already working with children ages 8 and/or below, then email me where you are working and I'll add your points in the grade book. In other words, you do NOT have to fill out a lab sheet if you are working full time with children.

This assignment should be completed by no later than 11/14/12. Thank you.

•

### **Final**

Enabled: Statistics Tracking

The first half of the final is to create original test questions from each of the chapters. Please come up with five test questions from each chapter. Write out your test question, provide the answer as well as the page number. Because you will be creating five test questions from each chapter, there will be 60 questions in all. You may be working on this nontraditional final throughout the semester. Keep up with your work and keep it saved on a document. It's a good idea to save it on a thumb drive, too.

For the second portion of your final, list at least 10 activities that are (1) Specific, (2) Wholesome, and (3) Appropriate to do with children.

- 5 activities for at home

- 4 activities for in the classroom setting.

Please complete this assignment by 11/28/12. Once you have saved everything onto one document, send it to me through email. You may complete this important assignment early if you'd like. This assignment is worth 200 points.

•

### **Discussion Questions**

Enabled: Statistics Tracking

Discussion Questions are yet another assignment that needs to be completed in a timely manner. They are the way to participate with others in the class and therefore counts as your participation grade. To get into the Discussion panel, go to the

top left portion of the screen and click on the word "Discussions". Once inside, copy and paste the question you are prepared to answer. Then, towards the top of that screen, click on Add Thread. You will simply write DQ 1-3 in the title area, something like that. Then, in the large box, you can copy your question if it helps followed by answering the questions.

Concerning due dates, please follow the due dates of the review question assignments. For instance, Rev Questions 1-4 are due on 9/19/12. Therefore, the dis ques 1-4 is also due by 9/19. I hope this information helps. I love your questions. Please communicate with me via email or phone. Your questions makes the class better for everyone. I'm in my office regularly in the mornings so stop by if you

**SPECIAL NEEDS-** Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of

Disability services at 432-335-6861 to request assistance and accommodations.

### **Expectations for Engagement – Online Learning**

To help make the web-based learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the online learning environment. Students and instructors are welcome to exceed these requirements.

#### Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
  - provided my contact information at the beginning of the syllabus;
  - respond to all messages within 24 hours if received Monday through Thursday and within 48 hours if received Friday through Sunday; and,
  - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies during the time I'm unavailable.
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
  - provide clear information about grading policies and assignment requirements in the course syllabus, and
  - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
  - post grades for discussion postings within one week of the discussion thread closing.

- provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

#### Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
  - line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;
  - recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
  - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to
  - getting "kicked off" of the system during tests or quizzes;
  - having trouble submitting assignments; and
  - dealing with a traumatic personal event.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
  - seek out help from my instructor and/or from tutors;
  - ask questions if I don't understand; and,
  - access my course several times during the week to keep up with assignments and announcements.