

Child Development Associate III (CDEC 2424)



**LAMAR INSTITUTE
OF TECHNOLOGY**

INSTRUCTOR CONTACT INFORMATION

Instructor: Cindy Landry
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Office Phone: 409-718-7217
Office Location: Classroom
Office Hours: Monday/Wednesday 11:30 am-12:00 pm

CREDIT

4 Semester Credit Hours (4 hours lecture, 0 hours lab)

MODE OF INSTRUCTION

Face To Face

PREREQUISITE/CO-REQUISITE:

N/A

COURSE DESCRIPTION

The instructor-supported CDA Certificate meets the 120 clock hours of professional development required by The Council for Professional Recognition to obtain the National CDA Credential. Topics include child growth and development and the next five functional areas of study covered in this course include Self, Social, Families, Program Management, and Professionalism.

COURSE OBJECTIVES

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

- *Develop a warm, positive, supportive, and responsive relationship with each child and help each child learn about and take pride in his or her individual and cultural identity
- *Help each child function effectively in the group, learn to express feelings, acquire social skills, and make friends, and promote mutual respect among children and adults
- *Establish a positive, responsive, and cooperative relationship with each child's family, engage in two-way conversations with families, encourage their involvement in the program, and support the child's relationship with his or her family.

* be a manager who uses observation, documentation, and planning to support children's development and learning and be a competent organizer, planner, record keeper, communicator and cooperative co-worker

*make decisions based on knowledge of research-based early childhood practices, promote high-quality child care, and take advantage of training

REQUIRED TEXTBOOK AND MATERIALS

- Essentials for Working with Young Children by Valora Washington, Ph.D., Editor, Third Edition

ISBN number is 978-0-9903072-8-0

- Only **ONE** of the following books depending on the age group you work with:

CDA Competency Standards Infant-Toddler Edition

ISBN number is 978-0-9889650-1-0

OR

CDA Competency Standards Preschool Edition

ISBN number is 978-0-9889650-0-3

1-inch and 2-inch binder

Pen & Yellow Highlighter

75-page protectors

Spiral Notebook

8 tabbed dividers (already 3 hole punched)

Flash Drive

ATTENDANCE POLICY

Class attendance and participation are expected:

You have made a professional & academic commitment by registering for this course.

Attendance is an essential part of that commitment and of the utmost importance!!

BEING ABSENT IS NO EXCUSE FOR NOT BEING PREPARED FOR THE NEXT CLASS PERIOD

> More than four (4) absences may affect your final grade

> Two (2) tardies will count as one (1) absence

> If you must be absent YOU are responsible for determining what was missed
(exchange name & phone number w/a class member today!!)

> It is your responsibility to sign in when an attendance sheet is available

> Do not contact me RE: a class missed OR ask if you will miss anything due to being absent

> It is important to stay awake during class - sleeping in class will be considered an absence

> Be in class before class beginning and remain until class is dismissed

- > Schedule personal appointments/business matters around your class load
- > If you are late for class, enter quietly, don't let the door slam, don't talk on your way in, AND take a seat nearest the door

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the [Academic Calendar](#). If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

STUDENT EXPECTED TIME REQUIREMENT

For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16-week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time in this course as in the traditional, face-to-face class.

COURSE CALENDAR

Date	Topics Journals Due Daily	Reading Assignments	Assignments
01/17/24 1/22/24 1/24/24	Course introduction and policies Chapter 8: Self Lecture		
01/29/24 1/31/24	Self Esteem, Self-Worth, Self-Confidence and how to build it in children Self Activities	Pages 357-392	
02/05/24	Toys & Equipment that promotes self of independence Self Esteem Books		Assignment 1: RCIII 10 Books/Bios-Portfolio Binder
02/07/24	Test Questions- Self CSIII FA 8: Self Chapter 9: Social Lecture Emotional Dev during 1 st year Separation Anxiety Fail to Thrive Trust vs Mistrust	Pages 393-425	

02/12/24	Good/ Bad Attachments Observations Bonding Social Activities & ones to help separation Anxiety- books, games CS III FA. 9: Social		
02/14/24	Lecture- DAP Domains Cognitive Activities Open-ended ?? & active. Courtroom Debate Test Questions- Social		Test 1: Chapters 8 and 9
02/21/24	Chapter 10: Guidance Lecture & Test Questions CS III FA 10: Guidance CS III a, b	Pages 426-457	
02/26/24	Chapter 11: Families Lecture Communicating with Families- OREO Conferences & Action Plans	Pages 458-498	
02/28/24	Parent Handbook Contracts Parent Agreements		Assignment 2: RC IV 1-4 Family Resources-Portfolio Binder
03/04/24	Test Questions- Families CS IV FA 11: Families CS IV a, b, c Chap 12:Program Mgmt Lecture	Pages 499-532	Test 2: Chapters 10 and 11
03/06/24 03/18/24 03/20/24	Staff Meeting/ Agenda Glows 'N Grows Min Std- Prog Mgmt/Qualifications Calendar of Events- Parent Involvement		

03/25/24	Child Abuse Mandated Reporter 2 Videos and summaries	Pages 533-559	Test 3 Child Abuse and Neglect
03/27/24	Criteria for Quality Centers Interview Directors Test Questions- Prog. Mgmt CSV FA 12: Prog Mgmt CSV a		Assignment 3: RC V- 3 forms- Recordkeeping-Portfolio Binder
04/01/24	Chapter 13: Professionalism Lecture Self Care		
04/03/24	Applications/ Resumes Interviews Hiring/ Terminating PPS		
04/08/24	Childcare Licensing Binder Review		
04/10/24	Children's Records Documents		
04/22/24	Profess. Activities ECE Characteristics Test questions- Profess. CSVI FA 13: Professionalism CSVI a, b		Assignment 4: RC VI (3) Memberships- Portfolio Binder
04/24/24	Minimum Standards Review		
04/29/24	Portfolio Binder		Binder Final Review
05/01/23	Exam		Test 4 Chapters 12 and 13

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

- Tests 40%
- Assignments 40%

- Portfolio 10%
- Attendance 10%

GRADING SCALE

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

LIT does not use +/- grading scales

ACADEMIC DISHONESTY

Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at <http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty>.

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is located in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](#).

STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at

www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

ADDITIONAL COURSE POLICIES/INFORMATION

ASSIGNMENTS ARE DUE AT THE BEGINNING OF THE CLASS PERIOD:

- > late work will have deducted points each day it is late
- > if you email an assignment, text me and let me know that it has been emailed.

COLLEGE LEVEL WORK IS EXPECTED:

- > unless otherwise stated – all work is to be computer generated
- > correct all grammar and spelling – your grade depends on proper grammar!
- > do not share your assignments with classmates
- > summary assignments must be in your own words
- > if you use the LIT Learning Lab computers - save all your work to a USB device & not to hard drive
- > staple papers together prior to turning in assignments (do not tear and/or fold corners)
- > keep all assignments in a safe place until needed
- > be certain your name is on your assignments
- > failure to follow instructions and/or formats WILL affect grade
- > class time is NOT time to study and/or do course work for any class

CLASSROOM ETIQUETTE:

- > turn off all personal communication devices PRIOR to beginning of class period
- > remove cell phone and/or musical device ear buds from ears- Courtesy Mode
- > do not pass notes
- > courtesy is expected during question and answer time
- > throw trash away before and/or after class – not during class
- > remove sunglasses during class
- > be respectful to others – profanity and/or obscene language may be offensive to some people – a difference of opinion is acceptable
- > disruptive and rude behavior includes (but is not limited to!)
 - going through day planner, purse, and/or backpack;
 - yawning;
 - stretching;
 - tapping w/pen or pencil;
 - crumpling up paper!!