

CDEC 2424 (CDA III)

CREDIT

4 Semester Credit Hours

MODE OF INSTRUCTION

Online

PREREQUISITE/CO-REQUISITE:

none

COURSE DESCRIPTION

Topics include child growth and development and the next five functional areas of study covered in this course which includes Self, Social, Guidance, 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 helps 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 conversation 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 a cooperative co-worker
- *Make decisions based on knowledge of research-based early childhood practices, promote high quality childcare and take advantage of trainings

INSTRUCTOR CONTACT INFORMATION

Instructor: Chelyn Butts
Email: cmbutts@lit.edu

REQUIRED TEXTBOOK AND MATERIALS

1. Essentials for Working with Young Children by Valora Washington, Ph.D., Editor, **THIRD** Edition ISBN number is 978-0-9889650-8-9

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

a. CDA Competency Standards Infant-Toddler Edition ISBN number is 978-0-9889650-1-0

OR

b. CDA Competency Standards Preschool Edition ISBN number is 978-0-9889650-0-3

Approved: **Initials/date**



**LAMAR INSTITUTE
OF TECHNOLOGY**

2 inch binder Pen & Yellow Highlighter
 75 page protectors Spiral Notebook
 8 tabbed dividers (already 3 hole punched)

| WEEK | TOPIC | DUE DATE |
|------|--|-----------------------------------|
| 1 | Introduction Week: <ul style="list-style-type: none"> ➤ Blackboard Orientation Test ➤ Syllabus Test ➤ All About Me Discussion/ Put picture on profile ➤ Minimum Standards Worksheet | Sept. 7 th @ midnight |
| 2- 3 | <ul style="list-style-type: none"> ➤ Read Chapter 8: Self ➤ Attend Live Training/ Discussion Post, reply to 2 peers <u>Daily Work: (bold assignments go into your portfolio)</u> ➤ What Does Minimum Standards Say Worksheet ➤ Video- Self Esteem & Children (5 things learned) ➤ RC III 10 Books ➤ CS III Functional Area 8: Self ➤ Chapter 8 Test | Sept. 14 th @ midnight |
| 4- 5 | <ul style="list-style-type: none"> ➤ Read Chapter 9: Social ➤ Attend Live Training/ Discussion Post, reply to 2 peers <u>Daily Work: (bold assignments go into your portfolio)</u> ➤ What Does Minimum Standards Say Worksheet ➤ CS III Functional Area 9: Social ➤ Chapter 9 Test | Sept. 28 th @ midnight |
| 6- 7 | <ul style="list-style-type: none"> ➤ Read Chapter 10: Guidance ➤ Attend Live Training/ Discussion Post, reply to 2 peers <u>Daily Work: (bold assignments go into your portfolio)</u> ➤ What Does Minimum Standards Say Worksheet ➤ CS III Functional Area 10: Guidance ➤ CS III a, b ➤ Chapter 10 Test | Oct 12 th @ midnight |
| 8- 9 | <ul style="list-style-type: none"> ➤ Read Chapter 11: Families ➤ Attend Live Training/ Discussion Post, reply to 2 peers <u>Daily Work: (bold assignments go into your portfolio)</u> ➤ What Does Minimum Standards Say Worksheet | Oct. 26 th @ midnight |

| | | |
|--------|---|----------------------------------|
| | <ul style="list-style-type: none"> ➤ RC IV 1-4 Family Resources ➤ CS IV a, b, c ➤ Chapter 11 Test | |
| 10- 11 | <ul style="list-style-type: none"> ➤ Read Chapter 12: Program Management ➤ Attend Live Training/ Discussion Post, reply to 2 peers ➤ <u>Daily Work: (bold assignments go into your portfolio)</u> ➤ What Does Minimum Standards Say Worksheet ➤ CS V Functional Area 12: Program Management ➤ CS VI a, b ➤ Chapter 12 Test | Nov. 9 th @ midnight |
| 12- 13 | <ul style="list-style-type: none"> ➤ Read Chapter 13: Professionalism ➤ Attend Live Training/ Discussion Post, reply to 2 peers ➤ <u>Daily Work: (bold assignments go into your portfolio)</u> ➤ What Does Minimum Standards Say Worksheet ➤ CS VI Functional Area 13: Professionalism ➤ CS VI a, b ➤ Chapter 13 Test | Nov. 23 rd @ midnight |
| 14- 15 | <ul style="list-style-type: none"> ➤ RC VI (3) Memberships ➤ Professional Philosophy Statement | Nov. 30 th @ midnight |
| 16 | <ul style="list-style-type: none"> ➤ Final Exam | TBA |

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an "F" in the course.

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

- Portfolio 50%
- Daily Work 20%
- Discussion Post/ Replies 20%
- Virtual Lab & Book Tests 10%

GRADE SCALE:

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

STUDENT EXPECTANT TIME REQUIREMENT

- Students are expected to complete all assignments by due date. Late work will be accepted BUT 5 points will be taken off of final grade each day it is late.
- Zoom/ Collaborate meetings will be conducted each week and will last about an hour. This time is to go over the Chapter after reading it and discussing the assignments due for that chapter. If you do not attend the meeting with your camera on and participate in the class, you will be required to participate in the Discussion Board each week while also posting engaging comments or questions to at least two other peers.

RESPONSE TIMES

I expect to respond to your emails within 24-48 hours.

On the first day of class, students will be able to open Introduction Week assignments and those will be due by the following week then after that, students will receive the complete Chapter Assignments and will have 3-4 weeks to complete the assignments given. As the assignments come in, I will have your grade posted 3-5 days after being turned in. If everyone waits until the last minute to turn in all assignments, be aware that it may take an extra day or two to post grades. I do it this way so you are not under the pressure to turn in assignments daily or weekly but I do not recommend waiting until the last minute to complete chapter assignments. That would become very overwhelming.

COURSE INSTRUCTOR EVALUATION

Instruction as well as student performance is subject to evaluation. Procedures for instructor evaluation will be provided near the end of the course via email from LIT. Save a screenshot of your instructor's evaluation completion page and upload it to the appropriate spot for extra credit.

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 \(lit.edu\)](https://www.lit.edu/special-populations).

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.

ARTIFICIAL INTELLIGENCE STATEMENT

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI), such as ChatGPT, have changed the landscape of many career disciplines and will impact many students in and out of the classroom. To prepare students for their selected careers, LIT desires to guide students in the ethical use of these technologies and incorporate AI into classroom instruction and assignments appropriately. Appropriate use of these technologies is at the discretion of the instructor. Students are reminded that all submitted work must be their own original work unless otherwise specified. Students should contact their instructor with any questions as to the acceptable use of AI/ChatGPT in their courses.

For this online course: You are responsible for the content of any work submitted for this course. Use of AI to generate your first draft of text is permitted, BUT you must review and revise any AI-generated text before submission. AI text generators can be useful tools but they are often prone to factual errors, incorrect or fabricated citations and misinterpretations of abstract concepts. Utilize them with caution.

In your submissions:

- Clearly state whether an AI tool was used or not
- Name the specific tool (e.g., Chat GPT, Grammarly)
- Make sure you are providing specific and relevant information while writing your papers
- NO factual errors from AI or that will result in a zero on the assignment
- Edit and personalize AI Suggestions to show your own thinking or that will result in a zero on the assignment

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

Classroom Etiquette for attending Kaltura Collaboration or Zoom virtual sessions

- Log in a few minutes early to test your equipment (camera, microphone, internet connection) and have your course materials ready before the meeting begins. This is important because punctuality and preparedness show professionalism and respect for the instructor and classmates, improving overall class flow
- Unless instructed otherwise, by the instructor, turn ON your camera during class. It helps build a stronger learning community and allows for better interaction. This is important because visual presence fosters accountability and engagement, and instructors can better gauge student understanding.
- Keep your microphone muted unless you're speaking. Background noise can disrupt the class for everyone. This is important because muting your microphone minimizes distractions and keeps the focus on whoever is presenting or leading the discussion.
- Use verbal or chat box participation to ask questions, contribute to discussions or respond to prompts. Passive attendance limits learning.
- Wear appropriate clothing and AVOID MULTITASKING DURING CLASS. Your grade will reflect!

Additionally, students are expected to:

- Log on at least three times a week- on different days in order to complete weekly assignments, discussions and/or other weekly deliverables as directed by the instructor and outlined in the syllabus
- Participate in the weekly Zoom meeting or in the threaded discussions
- Not cheat! You're in college! Use your brain! You can do hard things!

I am very passionate about the CDA Program and I am very excited to have each of you in my class. Hoping you learn a lot and leave knowing how important you are in the classroom!