INSTRUCTOR CONTACT INFORMATION
Instructor: Chelyn Butts
Email: chelynbutts@currently.com
Office Phone: 409-656-1686
Office Location: Classroom
Office Hours: Monday-Thursday 11:00-11:30 am, T/TR 5:00-5:30 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 in order to obtain the National CDA Credential. Topics include a CDA overview, child growth and development, observations and the first three functional areas of study covered in this course which includes safe environments, healthy environments and learning environments within the program.

COURSE OBJECTIVES
Upon completion of this course, the student will be able to
1. Identify methods to provide a safe environment and utilize skills to teach children safe practices
2. Identify methods to provide an environment that promotes health and prevents illness
3. Identify methods to organize, use relationships, the physical space, materials, daily schedule and routines to create a secure, interesting and enjoyable environment

REQUIRED TEXTBOOK AND MATERIALS
1. Essentials for Working with Young Children by Valora Washington, Ph.D., Editor, Second Edition
   ISBN number is 978-0-9903072-8-0
Only **ONE** of the following books depending on the age group you work with:

2. 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*  
*75 page protectors*  
*8 tabbed dividers (already 3 hole punched)*  
*Pen & Yellow Highlighter*  
*Spiral Notebook*  
*Flash Drive*

### ATTENDANCE POLICY

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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 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!!)  
- 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 prior to 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 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

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>READINGS (Due on this Date)</th>
<th>ASSIGNMENTS (Due on this Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/17/23</td>
<td>Course introduction and policies</td>
<td>Friday Reflections due following Mondays</td>
<td>90 second speeches abt Friday Reflect.</td>
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<tr>
<td></td>
<td>Journals Due Daily</td>
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<tr>
<td>01/23/23</td>
<td>Chapter 1: Safe Lecture Video-Active Supervision (5 learned things)</td>
<td>pp. 10-11,16,19,34,36-53 do in class</td>
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<tr>
<td></td>
<td>Journals Due Daily</td>
<td></td>
<td></td>
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<tr>
<td>01/30/23</td>
<td>Importance of teaching children about safety Fire Painting- Safety-Art &amp; Book (teaching children about safety)</td>
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<tr>
<td></td>
<td>Journals Due Daily</td>
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<tr>
<td>02/06/23</td>
<td>Min Standards- Safety Responding to Injuries Safety Hazards Poster Firetruck Pic- Process vs Product</td>
<td></td>
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<tr>
<td>02/13/23</td>
<td>Engaging Families Parent Handbook- Safety Test Questions- Safety CSI FA 1: Safe RCI-1 CPR &amp; 1st Aid Card</td>
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<td></td>
<td>Journals Due Daily</td>
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<tr>
<td>02/20/23</td>
<td>Chapter 2: Healthy Lecture Hygiene Potato Experiment Graph</td>
<td>pp. 58-106</td>
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<tr>
<td>02/27/23</td>
<td>Promotion of Health &amp; Wellness of Children</td>
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<tr>
<td>Date</td>
<td>Activity</td>
<td>Notes</td>
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<tr>
<td>03/06/23</td>
<td>Diapers, Sanitizing&lt;br&gt;Health &amp; Safety Checklist&lt;br&gt;Child Abuse&lt;br&gt;Shaken Baby, SIDS</td>
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<tr>
<td>03/20/23</td>
<td>Courtroom Debate&lt;br&gt;Test Questions- Healthy&lt;br&gt;<strong>CS I FA. 2: Healthy</strong>&lt;br&gt;Menu Planning&lt;br&gt;<strong>CSI a (menu)</strong>&lt;br&gt;<strong>RCI-2 Menu</strong></td>
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<tr>
<td>03/27/23</td>
<td>Chapter 3: Learning Envir.&lt;br&gt;Curriculum/ Themes&lt;br&gt;Lesson Planning Web</td>
<td>pp. 108-145</td>
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<tr>
<td>04/03/23</td>
<td>Min Stds- Learning Envir.&lt;br&gt;Centers, Lesson Plans</td>
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<tr>
<td>04/10/23</td>
<td>Space Planning&lt;br&gt;Centers</td>
<td></td>
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<tr>
<td>04/17/23</td>
<td>Chapter 3: Learning Envir.&lt;br&gt;<strong>RCI-3 Lesson Plan</strong> cont.</td>
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<tr>
<td>04/24/23</td>
<td>Visual Schedule, Routines, Class Jobs, Rules&lt;br&gt;<strong>CS I FA. 3: Learning Envir</strong>&lt;br&gt;<strong>CSI b, c</strong></td>
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<td>05/01/23</td>
<td>Binder Check&lt;br&gt;Exam</td>
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<tr>
<td>05/08/23</td>
<td>Observation&lt;br&gt;Review&lt;br&gt;Questions</td>
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COURSE EVALUATION

Final grades will be calculated according to the following criteria:

- Participation and Attendance: 10%
- Daily Work: 20%
- Journal & Friday Reflections: 20%
- Portfolio: 30%
- Tests: 10%
- Observations: 10%

GRADING SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
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<tr>
<td>C</td>
<td>70-79</td>
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<tr>
<td>D</td>
<td>60-69</td>
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<tr>
<td>F</td>
<td>0-59</td>
</tr>
</tbody>
</table>

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](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](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](mailto:specialpopulations@lit.edu). You may also visit the online resource at [Special Populations - Lamar Institute of Technology (lit.edu)](http://lit.edu/online-learning/online-learning-minimum-computer-requirements).
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

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
> courtesy is expected during question and answer time
> 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 loudly
    tapping w/pen or pencil;
I am looking forward to a great semester! You are a difference maker!!!