Child Development Associate III (CDEC 2424)

INSTRUCTOR CONTACT INFORMATION

Instructor: Chelyn Butts

Email: chelynbutts@currently.com

Office Phone: 409-656-1686

Office Location: na

Office Hours: na

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 child growth and development and the next five functional areas of study covered in this course which includes 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 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 child care and take advantage of trainings

REQUIRED TEXTBOOK AND MATERIALS

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

        ISBN number is 978-0-9889650-8-9

- 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

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

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 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 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

Date	Topics Journals Due Daily	Reading Assignments	Assignments
Week 1	Course introduction and policies Chapter 8: Self Lecture Video-"Children & Self-Esteem" (5 learned things)	Chapter 8: Self	
Week 2	Self Esteem, Self-Worth, Self-Confidence and how to build it in children Self Activities		
Week 3	Toys & Equipment that promotes self of independence Self Esteem Books **RCIII 10 Books/Bios**		
Week 4	Test Questions- Self **CSIII FA 8: Self** Chapter 9: Social Lecture Emotional Dev during 1st year	Chapter 9: Social	

	Separation Anxiety Fail to Thrive Trust vs Mistrust		
Week 5	Good/ Bad Attachments Observations Bonding Social Activities & ones to help separation Anxiety- books, games		
Week 6	Lecture- DAP Domains Cognitive Activities Open-ended ?? & active. Courtroom Debate Test Questions- Social **CS III FA. 9: Social**	Chapter 10: Guidance	
Week 7	Chapter 10: Guidance Lecture & Test Questions **CS III FA 10: Guidance** **CS III a, b**		
Week 8	Chapter 11: Families Lecture Communicating with Families- OREO Conferences & Action Plans	Chapter 11: Families	
Week 9	Parent Handbook Contracts THAT Parent!!! Grace **RC IV 1-4 Family Resources**		
Week 10	Test Questions- Families **CS IV FA 11: Families** **CS IV a, b, c** Chap 12:Program Mgmt Lecture	Chapter 12: Program Management	
Week 11	Staff Meeting/ Agenda Glows 'N Grows Min Std- Prog Mgmt/Qualifications Calendar of Events- Parent Involvement		
Week 12	Child Abuse Mandated Reporter 2 Videos and summaries Criteria for Quality Centers Interview Directors **RC V- 3 forms**		

	Test Questions- Prog. Mgmt **CSV FA 12: Prog Mgmt CSV a**		
Week 13	Chapter 13: Professionalism Lecture Self Care Applications/ Resumes Interviews Hiring/ Terminating **PPS**	Chapter 13: Professionalism	
Week 14	Profess. Activiities ECE Characteristics Test questions- Profess. **RC VI (3)** Memberships **CSVI FA 13: Professionalism** **CSVI a, b**		
Week 15	Binder Check Exam		
Week 16	Review & Observations		

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%
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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

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

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!!

I am looking forward to a great semester! You are a difference maker!!! 😊