



HMS 236.501/502 Child Development

Online Course

CRN 15953/15954

3 Credits

Fall 2019



QUESTIONS: Please first check this syllabus. Then check the *Announcements* and the *Course Questions* in D2L. If you ask a question that can be answered through one of these sources, you will be re-directed to them. If you can't find answers to your questions, then email me via D2L. Thank you! 😊

* You are responsible for knowing and abiding by all information in this syllabus. The content and dates may be modified at the instructor's discretion. Any changes will be noted via course announcements in D2L.*

Instructor Information:

Instructor: Dr. Flora Farago

College: James I. Perkins College of Education (PCOE)

Department: Human Sciences

Program: Human Development and Family Studies (HDFS)

Office Hours: W 12:00-3:00 and F 9:00-11:00 in-person, or, via phone/video-conferencing

Skype Contact: flora.farago (Nacogdoches)

Office Phone: 936.468.2192

Office: EDAN 119C

E-mail: Email via D2L (please use this!); alternative if D2L is down: faragof@sfasu.edu

Course Description:

This course focuses on the developmental study of the child from conception through age 6 (prenatal development to middle childhood). Content includes theories, research methods, and sequences of development. Content includes an overview of the grand theories of development, parenting styles and discipline methods, and sequences of physical, intellectual/cognitive, social and emotional development. Environmental and social factors that influence development in all domains including conception and prenatal development, birth, and physical growth, cognitive



and socio-emotional development through age 6 are addressed. ***This course includes 6 preschool observation hours.***

Course Format/Instructional Strategies: This course is fully delivered online using the D2L course management system.

Course Information:

Times: There are no specific class times as the course is fully delivered online via D2L, however each “week” starts on Monday at 8:00am and ends on Sunday at 11:59pm. All due dates reflect CDT/CST (Texas) time zones. Late assignments or extensions will not be considered due to difference in time zones.

Prerequisites: None.

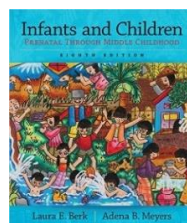
Course Fee: \$5/student (for observation name-badges, time cards, supplies used during observation hours etc.)

Course Credit Justification:

Students will receive extensive course content information either via online content modules equivalent to 150 minutes per week for 15 weeks and includes a two-hour final exam. In addition, students have significant weekly reading assignments from the course textbook. Students in the course will engage in a variety of assignments which can include, but are not limited to, course content exams, in-class or online discussions, academic papers, presentations, reflection papers or journals, and quizzes. Students in this course are typically expected to complete volunteering in an early childhood setting, which normally entails classroom observations. For every hour a student spends engaging with the course content, they spend at least two hours completing associated activities and assessments.

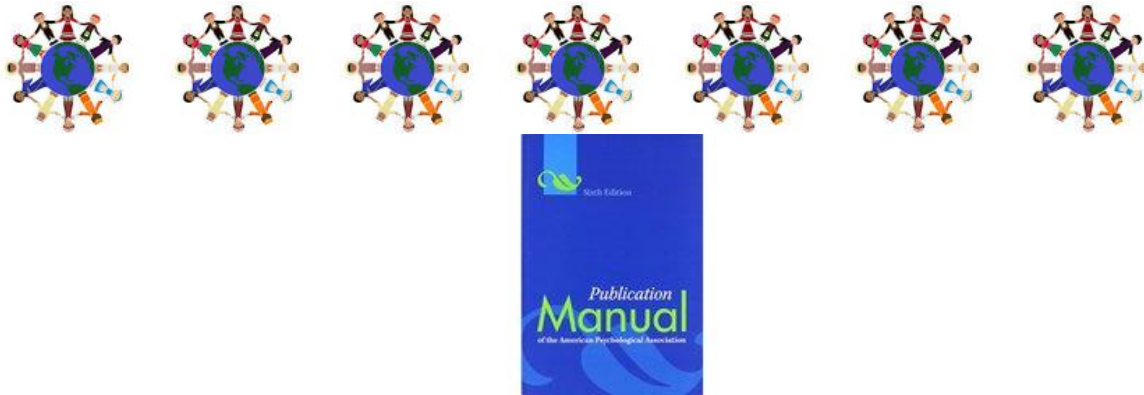
Required Textbooks:

Berk, L. E. & Meyers, A. B. (2016). *Infants and Children: Prenatal through Middle Childhood (8th ed.)*. New York, NY: Pearson. ISBN-13: 978-0133936728



Optional:

American Psychological Association. (2010). *Publication manual of the American Psychological Association (6th ed.)*. Washington, DC: Author. ISBN-13: 978-1433805615



NOTE: Some lectures require online readings. Online links to articles are provided to you in D2L in these cases.

To be successful in this course you should do the following:

- Have a positive attitude and begin the course with a desire to learn! 😊
- Be ready on the first day of the session with your textbook, syllabus, and computer/internet ready.
- Read the syllabus and make a note of course policies and due dates; follow all course and assignment directions and deadlines.
- Review the D2L tutorial guides and familiarize yourself with D2L usage: <http://www.sfaonline.info/d2ltutorials>
- Please call the D2L help line at 936-468-1919 for technical assistance, or email them at d2l@sfasu.edu. They also have walk-in help available in Steen Library Room 208 M-F 8:00-5:00 by SFA staff. Outside of these hours, you can visit the “Live Chat” support widget in D2L where you may submit your questions to a D2L technician. Technical difficulties will not be valid excuses for missing/not finishing exams/ quizzes. Avoid waiting until the last moment to take the exam/quiz.
- Check your D2L email, course site, and announcements **daily** for updates in course information, schedule changes, etc.
- Sign up for D2L notifications so you get messages via email, phone, text etc. about due dates, announcements, grades, and more. Log into D2L, click on the arrow by your profile (upper right-hand corner), and click on Notifications to manage these settings.
- Although the D2L Notifications and the Course Calendar within D2L are helpful tools, they do not serve as excuses for missing assignments. All due dates and assignments are listed in the Syllabus and will also be announced weekly via course announcements on the D2L course home page. **Please rely on the Syllabus and Course Announcements, above all else, to meet course expectations.**
- Take responsibility for managing your time throughout the week to complete readings and assignments – leaving assignments to be completed on Sunday will not be an effective strategy for succeeding in the course. Due dates reflect the absolute latest time by which assignments need to be completed – however, I urge you to *work* on the course readings and assignments DAILY.
- Read assignment instructions **at the beginning of the week** and make sure you ask questions M-F. It is tempting to wait until the weekend to open an assignment



— however, this does not give you enough time to ask questions and alert me regarding any issues with accessing an assignment.

- Take notes while reading book chapters and watching/listening to any course materials. While you may use your book for the exams, you have a limited amount of time to take each exam. You will not have time to look up each answer. However, well-organized notes will help you do well on the exams. All material, including videos etc., as well as assigned reading, is fair game for exams. In general, study as if you were taking a closed-book exam. Exams are designed with the general rule in mind: 1-2 min to answer each question.
- Submit any assignments at least a few hours early and double-check the submission to ensure what you turned is the correct version and in the correct format. If I can't open your assignment, you will not receive credit for it. ***Whatever you have turned in by the deadline is what will be graded.***
- Do NOT wait until the last minute to submit your assignments. Stating that your computer time said 11:58 p.m., but the assignment due at 11:59 p.m. had closed, will not be an excuse for submitting a late assignment.
- Take a screenshot of all submitted coursework and save them. The date of submission needs to be on the screenshot.
- Save D2L submission receipts of Dropbox assignments.
- Be a problem-solver when issues arise (call tech support, use your back-up computer etc.)
- Ask questions and assert yourself. If you need assistance with something in the course, PLEASE CONTACT ME and do so right when the issue arises. Students sometimes make the assumption that I should know they are having difficulty because they are doing poorly in the course. Though this is an obvious indicator that a student is not performing well, I cannot make assumptions about why, nor do I intrude into students' personal lives and make inquiries. Getting the most out of this course will involve your effort and assertion. I am very willing to help students if they initiate contact with me!
- Come to office hours or schedule virtual office hours to discuss your performance in the class, career goals, or any other course or professional development related topic. Take advantage of office hours to build professional relationships with your professors. You never know when you'll need a recommendation letter from them -- it is a lot easier to write a letter for a student who has done well AND we know well 😊
- Take responsibility for your actions pertaining to this course and the consequences that ensue from them. Ask for help early on! I'm rooting for your success.
- Re-taking this course? Please reach out to me and let me know if you have tried taking this course before so I can support your success. Also, please note that all work turned in must be new and original for this course (you can't submit an assignment you've submitted the first time you've attempted this course).

Communication:

Office Hours: Please visit with me during office hours if you have any questions or just want to chat about career goals, your grade, study tips, or more. My office hours are on **W 12:00-3:00**



and F 9:00-11:00 in-person, or, via phone/video-conferencing. In the rare case that any office hours need to be rescheduled, this will be announced in-class as well as via D2L.

NOTE ABOUT EMAIL: Please message me via D2L mail: Log into D2L, click on the e-mail icon (upper right-hand corner) on the Home Page Toolbar (If D2L is down, use my mySFA email: faragof@sfasu.edu). ***Please indicate which class you are emailing about & the issue of concern in the title of your message*** (ex: HMS 443: Assignment 4; HMS 236: Observation Hours). Doing this will facilitate the promptness of my response. Emails will be answered within 24-48 hours during the week (M-F). If you email me on Friday afternoon, during weekends, or holidays, you may not receive a response until the next business day. If you email me outside of business hours (8pm-5pm) you may not receive a response until the following business day. If you don't get a response from me within 48-72 hours during regular work days, assume that I did not receive your message and please re-send.

Communication guidelines

- Please keep the content of your emails appropriate for a business/professional environment and be courteous and respectful in the tone and content of your emails. I will not respond to emails that are rude, abusive, haughty, demanding, or threatening. Below are best practices that will help you get started on the right foot in school and employment communication: Before you are familiar with an individual (and unless they tell you otherwise), it is always wise to address them formally and appropriately (Dr., Ms., Mr.). Take time to determine whether someone has a PhD before addressing him/her as Mr. or Ms. – if someone holds a PhD, Dr. is used rather than Mr. or Ms.
- Compose your messages with complete sentences and proper spelling (do NOT use text-messaging language, e.g., “u” for “you”). Always present your best self through writing.
- Make sure the subject line of your email reflects the content of the email. Emails with subject lines such as “hello” will likely remain unopened or deleted. See the note above on how to compose a subject line for emails in this course. Emails without subject lines are often routed to junk mail folders!
- The more detail you can include in your initial email, the more likely it is that I will be able to help you quickly and efficiently! This includes a clear description of the issue or question, what you have done to try to address it already, etc.

Netiquette

Netiquette refers to “Network Etiquette”. It is the way one should behave when sending email, posting to threaded discussions, or chatting online.

Here are some basic rules to help you get the most out of your online learning:

- ALL CAPS IMPLIES THAT YOU ARE SHOUTING - Please do not do this!
- Watch your “tone” - it’s written, not verbal communication. It can be very easy to misinterpret someone’s meaning online.
- Check your spelling - Always!



- Make your messages easier to read by making your paragraphs short and to the point.
- Never “say” anything that you would not want posted on the wall of a face to face classroom, because it could be!
- Behave as you would in a face-to-face classroom.
- Remember there is a real live person at the other end reading your posts and email. Treat them with respect.
- Foul language, insults and harassment are not tolerated (just as it would not be tolerated in a face to face classroom).
- Think about what you have written before you submit it.

IMPORTANT NOTES ABOUT D2L EMAIL:

- D2L Email is an internal (closed) system which means that you must log in to D2L to read AND reply to messages, and, you can only send email to other D2L users (email cannot go out to a non-D2L address). Likewise, if you set your D2L email to go out to a forwarding address, you cannot reply from outside the system. To respond to another user who uses D2L to email you, for instance, it’s necessary to respond from inside D2L, rather than from a forwarded copy. Ex: faragof@d2l.sfasu.edu can only be emailed from **within** D2L; do NOT use this email address to email from outside of D2L (such as a gmail address); it will bounce
- Users have a "forward" option which will forward copies of messages to an external email account such as Gmail, Yahoo, mySFA, and others. HOWEVER, be aware that . . .
- Users may NOT reply to a message from an external account. An example would be that Amy has her D2L Email forwarded to her Gmail account. She reads her messages from her Gmail account, and if she wishes to reply, she MUST enter D2L to reply to the message. If she attempts to reply to the D2L message from inside her Gmail account, the message will fail to send.
- D2L limits attachment size to 15MB, due to server size limitations.
- A big advantage to D2L Email is that you may filter by class. This is a huge time-saver.

Important notes about D2L:

1. Course notices will be posted on the course homepage and it is the responsibility of each student to review D2L daily.
2. Students should check their grades at least once a week. Any discrepancies in grades must be resolved within one week after assignment grades have been posted. Otherwise, the posted grade is considered final and will not be changed at a later date.
3. Most assignments that you will upload to D2L should be done using a Word document, PDF, or PowerPoint. If you do not currently have, or anticipate having, access to Microsoft Office, then please make the appropriate arrangements to secure the appropriate software for use in this course.
4. The most appropriate browsers to use with D2L are either Google Chrome or Firefox



Grade notifications via JackText:

JackText Grade Notification is available to students who sign up for it. This service sends a text to the student each time a grade is posted to their account. This should eliminate some anxiety when awaiting grades posting, as you will be notified the moment the grade is rolled into your academic history. Instructions for signing up for JackText can be accessed at <http://www.sfasu.edu/5418.asp>.

Course Questions Discussion Forum:

- This forum is to answer course-based questions throughout the semester
- Please post any general questions about the course, the course content, or learning activities, to this discussion. This forum is a way for us to make sure we are connecting and that we are all understanding important course concepts together.
- You are encouraged to answer other students' questions posted under Course Questions. If everyone is stuck, then your instructor will answer your question
- I also encourage you to post articles, news clips, or current events related to the course material
- If your question is of a more personal nature, or is not necessarily course-related, please email your instructor directly
- You **may not** post questions about tests or test questions on this forum. These questions need to be emailed directly to your instructor

Diversity, Inclusion, and Representation

As part of this course, we will frequently discuss how children's and adults' identities around race, gender, culture, sexual orientation, socio-economic background, immigration status, and other demographic variables shape children's well-being, development, as well as disparities that exist in our world (and what we can do to alleviate these). I will ask you to reflect on your own identity and beliefs around these issues, and you may be asked to share your thoughts with your classmates. While diverse, even opposing opinions, are very welcome, under no circumstances will discrimination or harassment be tolerated on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, gender identity and expression, genetic information, or disability.

Furthermore, I intend to foster a learning environment that supports and honors diverse identities (e.g., gender, race, sexual orientation, cultural background, ability), experiences, and viewpoints. To help accomplish this, please do the following:

-Let me know if you have a name/preferred gender pronoun that differs from what's listed on your SFA records.

-Please contact me if you feel like your performance in the course is being impacted by your experiences outside of class.



-Your suggestions about how to improve the value of diversity in this course are appreciated. Please let me know ways to improve the effectiveness of the course for you personally or for other students or student groups.

-If something was said in class that made you feel uncomfortable, please let me know. You can also submit **anonymous** feedback/comments as part of the Course Evaluation survey at the end of the semester.

-If you experience any form of harassment, discrimination, or unfair treatment by faculty, staff, or students at SFA, you can contact the Dean of Student Affairs, Dr. Adam Peck at peckae@sfasu.edu. You can learn specifics about discrimination complaints in this SFA policy: <http://www.sfasu.edu/universityaffairs/391.asp>. Also, Dr. Peck's office maintains a program called, "Ask Jack, Tell Jack." Students can send in any question or concern they have. It is not anonymous, but they do respond to each one. To learn more, visit: <http://www.sfasu.edu/universityaffairs/168.asp>

II. Intended Learning Outcomes:

This course supports the vision, mission, and core values of the Perkins College of Education (PCOE) to prepare competent, successful, caring, and enthusiastic professionals from diverse backgrounds dedicated to responsible service, leadership, social justice, and continued professional and intellectual development in an interconnected global society. Additionally, reflecting the core values of PCOE, the course encourages critical thinking, collaboration, openness to new ideas and to culturally diverse people, and service that enriches the community.

The course enhances student learning in the area of child development and serves as one of the foundation courses in the Human Development and Family Studies (HDFS) Program in the Department of Human Sciences, and aligns with the standards of the National Council on Family Relations (NCFR) and the National Association for the Education of Young Children (NAEYC) to promote learning and understanding of child development and family relationships.

The course prepares students seeking certification in Family & Consumer Sciences to meet TExES (Texas Examination of Educators Standards) Standard III as outlined by TEA (Texas Education Agency): The family and consumer sciences teacher understands human growth and development, parent/guardian/educator roles and responsibilities, and career opportunities in human development, education, and services.

Program Learning Outcomes:

1. Learners will identify social & cultural influences affecting family life and children.
2. Learners will recognize healthy and unhealthy characteristics pertaining to family relationships and children.



3. Learners will apply appropriate practices based on theories of human growth and development to individuals and families.
4. Learners will apply strategies based on the child's age/stage of development to promote effective developmental outcomes.
5. Learners will develop culturally-competent educational materials and learning experiences.
6. Learners will demonstrate professional behaviors that are reflective of ethical standards and practice.

Student Learning Outcomes:

Upon successful completion of the course, students will:

1. Be able to describe the sequence of development in infants, toddlers, pre-schoolers, and middle childhood the major domains of development: physical, cognitive, emotional, and social.
2. Be able to identify the major genetic and environmental factors that influence the course of development from conception through age 6.
3. Be able to describe the attitudes and behaviors of parents that directly influence the development of the young child.
4. Be able to identify the diversity of family forms in contemporary society and stages of the family life cycle.
5. Be able to identify parenting strategies that modify children's behaviors so they can adapt to family and social standards.
6. Be able to identify and evaluate theories of human development.
7. Be able to describe attitudes and behaviors of parents and individuals that directly influence the course of development.

TEA Educator Standards for Human Development and Family Studies 6-12:

Standard I. The family and consumer sciences teacher integrates the foundation knowledge and skills of family and consumer sciences to prepare students for personal, family, community, and career roles. (sub-standards: 1.1-1.3k)

Standard II. The family and consumer sciences teacher understands the areas of personal development, relationships, management of work and family to enhance quality of life across the life span, and understands career opportunities in family studies and human services. (sub-standards: 2.1k, 2.2k, 2.6k, 2.3s, 2.4s-2.9)

Standard III. The family and consumer sciences teacher understands human growth and development, parent/guardian/educator roles and responsibilities, and career opportunities in human development, education, and services. (sub-standards: 3.1k-3.10s)

III. Course Assignments, Activities, Instructional Strategies, Use of Technology:

Course Assignments & Activities:

Note: For specific & detailed assignment instructions please check the D2L Course Site.



1. Syllabus Quiz: A quiz will be given within the first two weeks of class over the syllabus (available online in D2L “Quizzes” module). Please review the syllabus and take the quiz. The Syllabus Quiz will be worth **25 points**.

2. Head Start Orientation Quiz: You will watch a video and take a 10-question quiz based on it about observation policies at GETCAP Head Start (preschool where you’ll complete your observation hours at). The Head Start Quiz will be worth **20 points**.

3. Exams: There will be 3 multiple-choice exams on information relevant to our textbook and lectures. Exams will cover material from the textbook and D2L Modules. Each exam will have 30-40 multiple-choice questions and will be worth **100 points each**, for a total of **300 points**. Please check the course schedule for due dates and exam availability. Students must have a working computer and internet access, and need to log in promptly to take the exam. Please call the D2L help line at 936-468-1919 for technical assistance M-F 8:00-5:00. Outside of these hours, contact a D2L technician (non-SFA staff) via the home-page “LiveChat” feature. Technical difficulties will not be valid excuses for missing/not finishing exams/ quizzes. Avoid waiting until the last moment to take the exam/quiz.

Missed Exams (or Quizzes): Technological difficulties, lack of internet or computer access, failing to check D2L reminders and announcements, inability to access or use D2L, misremembering or mishearing exam deadlines will NOT be considered as valid excuses for missing an exam. Make-up exams are very rarely given, and require proper documentation (e.g., note of hospitalization) **before the exam deadline has passed (in very rare cases, notification within 24 hrs of the missed exam may be accepted)**. It is up to the instructor to determine whether the documentation warrants a make-up exam. If you forget to take an exam, oversleep, or do not have a documented “excuse” for missing an exam, you need to schedule an appointment with me to discuss the matter and your ability to pass the course. In the absence of proper documentation, IF a make-up exam is given (not guaranteed & rarely offered), 30-50% will be deducted from the exam grade.

Use of Technology for Exams: Taking the exams on a computer with reliable hard-wired, high-speed internet is critical. You are required to have reliable high-speed internet and I strongly recommend against using Wi-Fi/wireless connections during exams. Students who try to use Wi-Fi/wireless or dial-up service invariably experience difficulties taking exams online. Instead, use hard-wired internet (with an Ethernet cable that connects your computer/laptop to your internet router). If you do not have access to reliable hard-wired, high-speed internet at home, I urge you to take the exams at one of the campus computing sites. Regardless of where you take the exam and what type of internet you use, you must have a back-up plan in case something should occur with your computer/internet. **Technical issues that are not system wide events are not valid reasons for a make-up or extension, thus none will be provided.**



Using Textbooks/Notes During Exams/Quizzes: Knowing that the use of textbooks/notes is not prohibited during a quiz or an exam can give students a false sense of security. The quizzes and exams are timed, and you will not have time to look up answers in the textbook if you are unfamiliar with the material. At best, you will have time to double-check a fact you recall from the reading. The best way to optimize your performance on exams is to have completed the assigned readings and study the way you would for any other class. You are permitted to use your textbook, notes, and study guides when taking the exams, **but collaboration with others is not permitted and constitutes academic dishonesty.**

Reviewing Missed Quiz/Exam Questions: Please come to office hours or email me to go over questions you missed. We can go over the types of questions you got wrong and identify study strategies to improve your performance.

3. Writing/Discussion Assignments: There will be **5 class assignments** administered via D2L, accompanying chapters of the textbook and/or Head Start observations. The assignments will either be short-essay Dropbox assignments or will be Discussion assignments. Each Assignment is worth **30 points each**, for a **total of 150 points**. Instructions for the assignments will be provided in D2L at the beginning of a week. Because this is an online class, absolutely no hard-copies will be accepted of any assignment. All assignments need to be submitted within D2L – emailed copies will not be accepted. The purpose of Discussion Board assignments is to reflect thoughtfully and exchange ideas of the academic topics covered in the course. You will benefit from discussions only as much as you put into your posts. Last minute posts that are inaccurate, sloppy, and unclear help no one. You will be required to make Initial Posts and a Response Posts for each Discussion Board assignment. You will be placed in groups of 5-10 people to facilitate discussion and will be expected to be discussing topics throughout the week (not just on Sundays!).

4. Observation Hours at Head Start (preschool classroom):

You will complete preschool classroom observation hours at **GETCAP Head Start (1902 Old Tyler Road, Nacogdoches)**. You are required to complete **6 observation hours** (1 hr = 50 minutes) in this course. This will be **worth 120 points (20 points/observation hr)**. You will begin your hours **the week of Sept 30th and complete them the very latest by Nov 22nd**. *You are required to spread out your observation hours throughout 6 weeks (1hr/week) as your observations are tied to the textbook content.* **Only 1 hr/week will count!** Once you've completed 6 hours, you can stop attending Head Start. Since you have plenty of time to complete your observation hours (two make-up hours are built into the schedule), you are responsible for managing your time throughout the semester and completing your 6 hours. No more than two make-up hours will be permitted as outlined in the course schedule. You are also responsible for stamping your time card and properly filling it out according to the example time card/instructions that will be provided in D2L. Finally, to earn credit, you will need 6 IN and 6 OUT stamps, each pair of stamps for each observation hour (in other words, 6, 50-minute observation chunks with



corresponding stamps). You will be given a time card and a name badge holder by your instructor.

Students will sign up for their weekly observation times (1hr/week for 6 weeks) at the beginning of the semester (instructor will email about this). You can only observe at GETCAP Head Start between 8am-12pm Monday-Friday and 2-3pm M-Th. However, you are not permitted to schedule observation hours during class time that conflicts with your SFA courses. Rescheduling of observation hours will be limited to special circumstances and is at the discretion of the instructor.

Students must conduct observations at their pre-scheduled times each week. The times and days you sign up for are when you are expected to be in the Head Start classroom throughout the semester. You also have to observe in your assigned classroom, and cannot switch to another classroom. Schedule changes are absolutely limited to emergency circumstances. There are other sections of the course being taught, so you cannot arbitrarily change the time/date of your observations or schedule make-up sessions. We are not allowed to have more than 2 people observing in each Head Start classroom per time slot.

Make-up hours are solely up to the instructor's discretion. Any schedule changes must be approved by the instructor in writing, and after instructor approval, Ms. LaShundra Vinson at GETCAP Head Start has to be notified at lvinson@get-cap.org.

Your role in the classroom is that of an observer, and with the permission of the classroom teachers, you may also interact with the children. Interactions with children should consist of activities that support the classroom environment, and do not detract from activities or curricula that the staff are directing. For example, reading a book during free play is OK. However, allowing children to play with you or talk to you during center time when the lead teacher is directing an activity is NOT OK.

Use your professional judgement in combination with the teachers' instructions in guiding your interactions with children. If at any point you are a) being asked to perform staff duties in the classroom or are left alone with children, you are to notify Ms. LaShundra Vinson (GETCAP head Start) in person AND in writing at lvinson@get-cap.org within 24 hours of the incident and copy your professor on the email. If at any point you witness an incident that puts a child's safety at risk or gives you grave concern about a child's well-being, you are to report the incident to the teacher AND to Ms. LaShundra Vinson in person and in writing at lvinson@get-cap.org within 24 hours of the incident and copy your professor on the email. As a reminder, in Texas you are a mandated reporter - Texas law requires anyone who has reason to believe that a child has been abused or neglected to report the suspected abuse or neglect to a law enforcement agency or an agency that protects children, for example the Texas Department of Family and Protection Services.



Observation classrooms are located at the GETCAP Head Start Child Development Center, 1902 Old Tyler Road, Nacogdoches. Phone: 936-564-1142. Observations must be completed at this location.

There will be a mandatory, GETCAP Head Start online/video orientation and a related questionnaire. You will only be permitted to begin observations after participating in orientation and after all your paperwork has been processed.

Observation Policies:

You are required to follow all GETCAP Head Start policies (e.g., Dress Code, sign-in protocol) and wear your name badge at all times. If policies are not followed, and you are sent home, you will be asked to re-schedule your observation and/or may receive a zero for the observation. Remember, you are representing You and SFA!

Dress Code:

Dress and act professionally at all times. Please Review the Dress Code Policy in the Getting Started Content Link. **Failure to follow the Dress Policy will result in being sent home and needing to re-do observations.**

Do NOT wear:

- Hats
- Work-out clothes
- Open-toed shoes
- Tank tops
- Shorts

DO wear:

- Your name badge at all times with your SFA ID in it

Name badges:

Students will be given a name badge holder at the beginning of the semester or need to use their own badge holders (lanyard etc.). Name badges (SFA IDs) must be worn in Head Start at all times.

Time Cards:

Students must use a lab observation time-card to clock-in and -out for each hour on a separate line (time cards will be provided by the professor). One hour = 50 minutes. Number each hour of observation. You will need 6 hours; each hour = 2 stamps (1 in/1 out stamp). All lab cards must remain in the designated card holder next to the time clock in Building 4. **Do not remove cards from the holder.** Class instructor will review and collect the cards.

Below is the information that your time card should have at Head Start:

1. You need to sign your name/initials next to each stamp.



2. **You need to write the number of minutes** (e.g., 50 min., 52 min.) next to each pair of stamps. You must clock-in and clock-out for each observation hour. **You need at least 50 minutes for each hour for it to count.**
3. Don't circle or put squares around your hours.
4. Number each hour and clock in vertically-all going in the same direction.
5. You need to write your observation day and time at the top of your card.

You will see an example punch card in class and will need to structure your punch card accordingly. You are responsible for stamping your time card and properly filling it out according to the example time card/instructions that will be provided in class and on D2L. **Filling out the time card (or alternate form) correctly is worth 10 points.**

Stamping someone else's time-card, signing in then leaving (or texting, getting back in your car, etc.) are considered to be academic dishonesty. ***It is assumed that you were present for the entirety of the observation period, including at the stamped times and dates, that is reflected on your time-card.*** See pg. 11-12 for academic dishonesty policies.

Clocking-in on the Head Start computer:

You are required to clock in and out on the GETCAP Head Start computer in addition to stamping your time card. Instructions will be provided at orientation.

Phones & Pictures:

All cell phones must be turned off and not visible in Head Start classrooms. No lap top computers allowed when making lab observations. Do not take any photos of children, classrooms, or teachers at Head Start.

Background Check & Other Forms:

Students must complete the permission form for criminal background check by GETCAP Head Start. Lab observations may not begin until background check has been cleared. Students must have a social security number to complete the form. A Texas State I.D. card/Driver's License is optional. Students must also sign the Confidentiality Agreement, the Dress Code Policy, and Volunteer TB Questionnaire. **These four forms (provided in D2L) must be filled by Sept 15th for 20 points (5 points/form).** Forms will be provided to students via their SFA email. Observations can not begin until all forms have been received.

Observation Notes: You will be required to take notes each time you observe in Head Start. You need to write the time and date for each observation and have a minimum of 2 paragraphs of notes for each hour of observation. *Your observation notes should be related to the content we are covering in the course (cognitive development, motor development, etc.). You need to cite pages from the textbook for each paragraph and explicitly state how your observation for each day relates to the current course content.* Notes need to be legible in order to get credit. **You**



will scan and submit your observation notes by in D2L by the designated due date. Your notes will be worth 60 points (10 points X 6 observation hours).

What is Head Start?

In 1964, President Lyndon B. Johnson created Head Start — a program to help meet the emotional, mental, social, health, nutritional, and psychological needs of preschool-aged children from low-income families (Early HS serves children below 3; HS serves 3-5 year-olds). Three- and 4-year-olds made up over 80 percent of the children served by Head Start last year. Head Start promotes the school readiness of young children through agencies in their local community. In addition to education services, programs provide children and their families with health, nutrition, social, and other services. Head Start services are responsive to each child and family's ethnic, cultural, and linguistic heritage. Some of the foundational principles of HS are: community partnerships, family engagement, cultural responsiveness, and comprehensive services. Head Start grants are administered by the federal government to local community agencies: By the U.S. Department of Health and Human Services (HHS) and within that by the Office of the Administration for Children and Families (ACF), by the Office of Head Start (OHS).

GETCAP (Greater East Texas Community Action Program) Head Start is one of the nation's most comprehensive child development programs. This program provides services in the Piney Woods of East Texas. GETCAP Head Start/Early Head Start started in 1968 in Nacogdoches County with 90 children and has expanded to five counties with 652 children including infants, toddlers, and expectant mothers.

5. Extra Credit: There may be opportunities to earn Extra Credit in the course. These opportunities will be announced to ALL students and no special EC assignments will be offered to individual students.

6. Field Trip (OPTIONAL): Destination: Career Exploration=50 point grade replacement. Students can choose to attend an excursion to the Children's Museum of Houston on October 4. The cost to register for this excursion is \$25.00 and does not include parking and lunch. You will be responsible for your own transportation to the museum. This excursion is limited to 30 students. Students who attend the excursion will be allowed to replace one grade, chosen by the professor, in select HDFS classes. Only one grade in one class may be replaced and the student must notify the HDFS faculty which class they will be replacing a grade in via a survey that will be sent to all trip attendees following the trip. Students must attend and professionally represent SFA for the full duration of the field trip to be eligible for the grade replacement. ONLY official field trip attendance will permit a grade replacement. No other alternative assignments or individually arranged trips or events will count. The sign up link for the field trip will be announced at 10am on 8.26.19.



POLICIES ABOUT ASSIGNMENT/EXAM/QUIZ SUBMISSION

- In addition to submitting your coursework correctly by the deadline, it is also important to double-check that your submission was successful, including that the correct version of the assignment (final draft) and correct format (.doc, .docx, .pdf) was turned in (that is, I must be able to download and open the assignment). Whatever you turn in by the deadline is what will be graded. Read ALL assignment instructions about formatting, word limits etc. to avoid losing points.
- You need to double-check immediately after you submit an assignment, exam, or quiz. To document that your coursework was submitted correctly (and that you double-checked it), you are strongly encouraged to take a screenshot of it and **save the screenshot WITH the submission date**.
- When you submit an assignment in Dropbox within D2L, you will receive a submission receipt. The receipt is generated from D2LConfirm@d2l.sfasu.edu and verifies exactly when (date and time) you submitted the file, the name of the Dropbox folder, the name of the file, as well as the course name in the receipt. For instance:

Flora Farago this email is to confirm that Assignment 1 has received your file submission. Received: Monday, October 30, 2017 7:56 PM CDT Org Unit: HMS-443-501 - Infant Growth & Development File(s): Draft 4 Thesis.docx

You need to keep these submission receipts and provide them shall there be any issues or concerns with your submission.

- Absolutely no hard-copies will be accepted of any assignments. All assignments need to be submitted **within D2L** – emailed copies will not be accepted.

DEADLINES AND EXTENSIONS

Time Zone Differences

All due dates reflect CDT/CST (Texas) time zones, 11:59 pm. Late assignments or extensions will not be considered due to difference in time zones. If you reside outside of Texas or outside of the United States while taking this course, you are responsible for taking into consideration the time-zone differences. No deadline extensions will be given for students who miss a deadline because of time zone differences.

Late Work

Late assignments in general are not accepted. Under extenuating circumstances, with documentation, late work may be accepted (up to instructor's discretion) however will automatically lose 30-50% credit. Documentation must be provided within 24 hours of the due date of the assignment. Late work will not be accepted once an assignment has been graded and



returned to classmates. If there are extenuating circumstances or illness preventing you from completing an assignment on time, I highly encourage you to contact me **prior to the assignment due date**.

EXCEPTIONS: Exams/quizzes do not fall under this category – late/make-up exams are only offered on a case-by-case basis, provided proper documentation; please refer to the Missed Exam policies outlined earlier.

Policy on Missed Deadlines

Plan ahead to get to an alternate, reliable computer and internet to complete scheduled assignments, discussion forums, and exams, especially if you have a computer or internet that is less than reliable. Last minute internet- and computer-related issues are not valid excuses for a missed assignment. Technological difficulties, lack of internet or computer access, failing to check D2L reminders and announcements, inability to access or use D2L, misremembering or mishearing exam deadlines will NOT be considered as valid excuses for missing assignments or exams.

Should you experience some type of emergency (personal, medical, weather-related) during the week an assessment is due, you will need to provide the instructor documentation **prior** to the deadline in order to be **considered** eligible for an extension. Given that appropriate documentation is provided, any decision for an extension is at the discretion of the instructor. **Absolutely no exceptions will be made AFTER a deadline has passed.** Examples of unacceptable excuses include: traveling, vacations, helping a friend in crisis, break ups, work conflicts, etc. If you are having emotional issues that are affecting your work, a campus-based resource is SFA Counseling Services: www.sfasu.edu/counselingservices/.

IV. Evaluation and Assessments (Grading):

Establishment of a grading scale is up to each instructor. Remember, your final grade is up to you - you will receive the grade you earn, not necessarily the one you want. A point system will be used to determine the final grade for this course. Standard rounding rules apply (e.g., 89.5% rounded up to an A, 89.4% rounded down to a B). Due to Extra Credit opportunities offered, if you are 1 point away from a grade that is still 1 point away (since your grade reflects Extra Credit already, whether you took advantage of that or not).

Breakdown of Points Possible in this Course:

Assignment	Point Value
Quizzes/Exams:	345
Syllabus Quiz	25
Head Start Orientation Quiz	20



Exam 1	100
Exam 2	100
Exam 3	100
Writing/Discussion Assignments:	150
5 Assignments (30 points each)	150
Observation Hours	210
Forms (4 X 5pts)	20
Hours (6 X 20pts)	120
Timecard/log filled out correctly	10
Notes (6 X 10pts)	60
TOTAL:	705

Extra Credit assignments in addition to what's listed may be offered throughout the course at the instructor's discretion. If you are enrolled in more than one of my courses (or other HMS courses), you can only use an extra credit event to earn extra credit for one course at a time (you can choose which one).

Grading Scale:

Grade	Points Needed	Percentage Equivalent
A	631-705	89.5-100%
B	561-630	79.5-89.4%
C	490-560	69.5-79.4%
D	420-489	59.5-69.4%
F	419 or less	Less than 59.4%

Grade Questions: If you have any questions about a specific score you received you must contact me ***within a week of the grade being posted*** to schedule a time to discuss your concerns. I do not allow students to revise/resubmit or retake coursework, but can clarify why you missed points. I recommend that you check your grade points regularly. I will not review grades retroactively at the end of the semester.

Re-grading Policy: I am happy to review and/or re-grade assignments ***within a week of the score being posted***. However, please realize that if you request that I review/re-grade something, my



grading and the associated revised score will be the final score. My re-grading may result in you earning any of the following: a lower score, the same score, or a higher score. You will be required to agree to this regarding policy via email prior to my regarding of the assignment.

Attendance Policy: Although we are not meeting face-to-face in a classroom, “attendance” is nonetheless critical. **Attendance means that you are: logging on to MySFA/D2L daily to check the course Announcements, Grades, and contributing to discussion boards, and completing all assignments on time.** The course is time-released; you will not have access to the entire course at once. Instead, you will have access to each week’s coursework Monday through Sunday.

V. Tentative Course Calendar:

A tentative course schedule is outlined below. It indicates all reading assignments, exam dates, discussion due dates etc. **Please note that this is a tentative schedule that may change at any time.** I will notify the class of any changes via D2L. I will not seek out individual students to update their syllabus or initiate reminders.

Each “week” starts on Monday at 8:00am and ends on Sunday at 11:59pm unless otherwise noted. All due dates reflect CDT/CST (Texas) time zones. Late assignments or extensions will not be considered due to difference in time zones.

Due dates are Sunday 11:59 pm CDT/CST unless noted otherwise (e.g., some discussion posts will be due on Thursdays, final exam is due on Wed)

Week	Date	Topics/Content	Readings from book	Activities & Assignments
1	Aug 26 th -Sept 1 st	Getting Started	Syllabus	Syllabus Quiz Extra Credit: Introduction Discussion
2	Sept 2 nd -8 th	Ch1: History, Theory, and Research in Child Development	Chapter 1	Check your SFA email to ensure you’ve received the Head Start forms by the end of the week
3	Sept 9 th -15 th	Ch2: Genetic and Environmental	Chapter 2	Head Start Forms due (four of them) – instructions/forms will be emailed to your SFA email



Week	Date	Topics/Content	Readings from book	Activities & Assignments
		Foundations of Development		
4	Sept 16 th -22 th	Ch3: Prenatal Development	Chapter 3	Assignment #1 (Dropbox)
5	Sept 23 th -29 th	Ch4: Birth and the Newborn Baby	Chapter 4	Complete Head Start Video Orientation Head Start Orientation Quiz
6	Sept 30 th -Oct 6 th	Exam 1	STUDY FOR EXAM 1	Exam #1 (Ch 1-4) Begin observations (1st hour)
7	Oct 7 th -13 th	Ch5: Physical Development in Infancy and Toddlerhood	Chapter 5	Assignment #2 (Dropbox) Begin observations (2nd hour)
8	Oct 14 th -20 th	Ch6: Cognitive Development in Infancy and Toddlerhood	Chapter 6	Continue observations (3rd hour)
9	Oct 21 st -27 th	Ch7: Emotional & Social Development in Infancy and Toddlerhood	Chapter 7	Assignment #3 (Discussion) – DUE Thr (24th) and SUN (27th) Continue observations (4th hour)



Week	Date	Topics/Content	Readings from book	Activities & Assignments
10	Oct 28 th -Nov 3 rd	Ch8: Physical Development in Early Childhood	Chapter 8	Assignment #4 (Discussion) DUE Thr (31st) and SUN (3rd) Continue observations (5 th hour)
11	Nov 4 th -10 th	Exam 2	STUDY FOR EXAM 2	Exam #2 (Ch 5-8) Continue observations (6 th and LAST hour)
12	Nov 11 th –17 th	Ch9: Cognitive Development in Early Childhood	Chapter 9	Assignment #5 (Dropbox) Continue observations (MAKE UP HOUR IF NEEDED)
13	Nov 18 th -24 th	Ch10: Emotional & Social Development in Early Childhood Ch12: Cognitive Development in Middle Childhood	Chapter 10 & 12	Continue observations (MAKE UP HOUR IF NEEDED) Observation hours/time-card due
14	Nov 25 th - Dec 1 st	BREAK	BREAK	BREAK



Week	Date	Topics/Content	Readings from book	Activities & Assignments
15	Dec 2 nd -8 th	Ch13: Emotional & Social Development in Middle Childhood	Chapter 13	Observation notes due (Dropbox)
16	Dec 9 th -13 th	Finals Week	None	Exam 3 (Ch 9-10; 12-13) due by Wednesday, Dec 11th

Important University Drop/Withdrawal Deadlines:

August 29th: Last day to change schedules other than to drop courses. Last day to register.

October 23rd: Last day to drop courses and to withdraw from the university without WP/WF.

December 2nd: Last day to withdraw from the university.

VII. Course Evaluations:

Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses taken within the PCOE. Evaluation data is used for a variety of important purposes including: Course and program improvement, planning, and accreditation, and instruction/instructor evaluation purposes (e.g., pay, retention, promotion). As you evaluate this course, please be thoughtful and accurate in completing the evaluation. Please know that the PCOE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical! In the Perkins College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, ***all ratings and comments are confidential and anonymous***, and the summary of the evaluations will not be available to the instructor until after final grades are posted.

VIII. Student Ethics and Other Policy Information:

Found at www.sfasu.edu/policies

1. Class Attendance and Excused Absence: Policy 6.7 Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.

2. Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 936-468-3004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to <http://www.sfasu.edu/disabilityservices/>.



3. Student Academic Dishonesty: Policy 4.1

Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

Forms of Academic Misconduct/Dishonesty:

1. *Cheating:* Using unauthorized notes or study aids, allowing another party to do one's work exam and turning in that work exam as one's own; submitting the same or similar work in more than one course without permission from the course instructors; deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on the assignments or examinations.
2. *Aid of academic dishonesty:* Intentionally facilitating any act of academic dishonesty. Tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. *Fabrication:* Falsification of creation of data, research, or resources, or altering a graded work without the prior consent of the course instructor.
4. *Plagiarism:* Portrayal of another's work or ideas as one's own. Examples include unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism. You will earn Zero for each assignment, discussion, any other materials for grade if it is considered as Plagiarism. Submitting a work that has been purchased or otherwise obtained from the Internet or another source. Note about ***self-plagiarism***: You are expected to turn in original work for each course you are taking. This means that if you have turned in an assignment in another course, you are not allowed to turn in the identical assignment in this course. This applies even if you are re-taking the current course because you dropped/failed it previously. Each time you take a class, original work is expected. ***To avoid issues, and to make sure I can support your success, if you are re-taking this course, please email me and let me know.***
5. *Lying:* Deliberate falsification with the intent to deceive in written or verbal form as it applies to an academic submission. Inventing information including citations.
6. *Bribery:* Providing, offering or taking rewards in exchange for a grade, an assignment, or the aid of academic dishonesty.
7. *Threat:* An attempt to intimidate a student, staff, or faculty member for the purpose of receiving an unearned grade or in an effort to prevent reporting of an Honor Code Violation.

Penalties for Academic Dishonesty: Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university. **Student Appeals:** A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

4. Withheld Grades (Incompletes): Policy 5.5

At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

5. Student Code of Conduct: Policy 10.4

Classroom behavior should not interfere with the instructor's ability to conduct the class or the ability of other students to learn from the instructional program. Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic



or other penalties. This policy applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare: Early Alert Program at SFA. Information regarding the iCare program is found at <https://www.sfasu.edu/judicial/earlyalert.asp> or call the office at 936-468-2703.

6. Additional Information:

Code of Ethics for the Texas Educator:

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. Please go to TAC 247.2 – Code of Ethics and Standard Practices for Texas Educators. This can be found at [https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=19&pt=7&ch=247&rl=Y](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=19&pt=7&ch=247&rl=Y).

To complete Certification/Licensing Requirements in Texas related to public education and other professional settings, you will be required to:

1. Candidates must undergo a criminal history background check prior to clinical teaching and prior to employment as an educator. The public school campuses are responsible for completing the criminal background check. A person who is enrolled or planning to enroll in a State Board for Educator Certification-approved educator preparation program or planning to take a certification examination may request a preliminary criminal history evaluation letter regarding the person's potential ineligibility for certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.

A Preliminary Criminal History Evaluation is a non-mandatory, non-binding evaluation of an individual's self-reported criminal history. In addition, the agency obtains your name-based Texas criminal history information. The service is provided to the requestor for a **non-refundable fee**. The requestor will receive an evaluation letter by email from agency staff advising of potential ineligibility for educator certification. You are eligible to request a Preliminary Criminal History Evaluation if:

- You enrolled or planning to enroll in an educator preparation program or
- You are planning to take a certification exam for initial educator certification, and
- You have reason to believe that you may be ineligible for educator certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.

You are not eligible for a preliminary evaluation of your criminal history if you do not have a conviction or deferred adjudication for a felony or misdemeanor offense. In addition, you must complete the fingerprinting process when you apply for certification. Participation in the evaluation does not preclude you from submitting to a national criminal history review at the time you apply for your educator certification. Your criminal history will be reviewed and you may be subject to an investigation based on that criminal history, including any information you failed to submit for evaluation. Additional information



can

be

found

at

https://tea.texas.gov/Texas_Educators/Investigations/Preliminary_Criminal_History_Evaluation-FAQs/.

2. Provide one of the following primary ID documents: passport, driver's license, state or providence ID cards, a national ID card, or military ID card to take the TExES exams (additional information available at www.texas.ets.org/registrationBulletin/). YOU must provide legal documentation to be allowed to take these mandated examinations that are related to certification/licensing requirements in Texas. If you do not have legal documentation, you may want to reconsider your major while at SFASU.
3. Successfully complete state mandated a fingerprint background check. If you have a history of criminal activity, you may want to reconsider your major while at SFASU.

For further information concerning this matter, contact Katie Snyder Martin at 936-468-1740 or snyderke1@sfasu.edu.